



**FREDERICKSBURG
GILLESPIE COUNTY**

Appendix 4 to ANNEX N

**ANIMAL ISSUES
COMMITTEE PLAN**

October, 2015

Approval and Implementation

Appendix 4

ANNEX N

ANIMAL ISSUES COMMITTEE PLAN


Emergency Management Coordinator

10-2-2015
Date


Assistant Emergency Management Coordinator

10/2/2015
Date

ANIMAL ISSUES COMMITTEE PLAN

I. AUTHORITY

Refer to Section I of the Basic Plan and to Annex N, Appendices 1 and 2.

II. PURPOSE

- A. Emergencies and disasters frequently involve animals as well as people. Consequently, preparation for, response to, recovery from, and mitigation of animal situations related to disasters should be an integral part of any emergency management activity.
- B. An important goal for direction and control activities related to any emergency or disaster situation is knowing who to contact and having the confidence that the individuals identified are fully prepared to provide advice for handling the situation.
- C. An animal issues committee is an integral part of our local emergency management team and is an essential asset to our community. This plan outlines the types of individuals that make up our animal issues team as well as some of the responsibilities they would have and the situations they may encounter.

III. EXPLANATION OF TERMS

A. Acronyms and abbreviations

ACO – [City/County] animal control officer (could be called the “CAC”)
AHT – Animal health technician (federal government)
AI – Animal Issues
AIC – Animal Issues Committee
APHIS – Animal and Plant Health Inspection Service (USDA)
CAC – [City/County] animal coordinator (probably the same as the “ACO”)
CAFO – Concentration animal feeding operation
City/County- City of Fredericksburg/Gillespie County
DPS – Department of Public Safety
EAD – Emerging animal disease
EPA – Environmental Protection Agency (federal government)
FAD – Foreign animal disease
FEAD – Foreign and emerging animal disease
FSA – Farm Service Agency (USDA)
HSUS – Humane Society of the United States
ICP – Incident command post
Noah’s Wish – Animal welfare organization for rescuing and sheltering animals
NPS – National Park Service
NRCS – Natural Resources Conservation Service (USDA)
SITREP – Situation report
SPCA – Society for the Prevention of Cruelty to Animals
TACA – Texas Animal Control Association
TAHC – Texas Animal Health Commission
TAMUS – Texas A&M University System
TCE – Texas Cooperative Extension (TAMUS)
TCEQ – Texas Commission on Environmental Quality

TDA – Texas Department of Agriculture
TDCJ – Texas Department of Criminal Justice
TDH – Texas Department of Health
TPWD – Texas Parks and Wildlife Department
TRACE – Texas Rural Awareness, Compliance, and Education (Program)
TSSWCB – Texas State Soil and Water Conservation Board (see also NRCS)
TVMA – Texas Veterinary Medical Association
USDA – United States Department of Agriculture
VMO – Veterinary medical officer (federal)
VS – Veterinary Services (APHIS)
WS – Texas Wildlife Services (TCE)

B. Definitions

1. Animal Control Officer (ACO) – The person who has the overall responsibility for animal-related issues within our jurisdiction. Sometimes this person may be referred to as the [city/county] animal coordinator (CAC)
2. Animal health inspector (livestock inspector) - An animal health technician assigned to the Texas Animal Health Commission (TAHC) who may work with our jurisdiction in his or her TRACE capacity to assist us in solving animal health and welfare issues (similar to a federal AHT)
3. Animal health technician - An individual, assigned to the federal government, who may work with our jurisdiction in his or her TRACE capacity to assist us in solving animal health and welfare issues [similar to a state (TAHC) animal health inspector]
4. Companion animals – A term used for pets such as dogs, cats, rabbits, mice, rats, pot-bellied pigs, reptiles, horses, and so forth that generally are raised in a domestic setting, oftentimes as “part of the family”
5. Depopulation – A term used in the animal industry of the United States for the humane destruction of both sick and exposed or non-exposed animals in a certain area to prevent the spread of a contagious animal or zoonotic disease
6. Diagnosis – In regards to this appendix, a determination as to why animals are affected by disease, trauma, poisoning, drowning, etc.
7. Diagnostician – For this appendix, a veterinarian, toxicologist, pathologist, or other medically-trained person who examines animals and collects diagnostic specimens to determine why animals have died
8. Emerging animal disease (EAD) - A new animal disease or a new form of an old disease
9. Epidemiologist – For the purposes of this appendix, a veterinarian who is trained in identifying diseases of animals and can assist in determining why animals have died, how an animal disease was introduced into an animal population, how the disease spreads within the animal population, and what actions will be necessary to contain and eliminate the disease.

10. Field veterinarian – A veterinarian assigned to the TAHC
11. Foreign animal disease (FAD) – A disease that does not currently exist within the borders of the United States. Once a disease become endemic to the U.S. (i.e., with little chance of it ever being totally eradicated), it no longer is considered a FAD
12. Foreign and emerging animal diseases (FEADs):
 - a. Are usually, but not always, highly infectious and contagious and have the potential for rapid spread, irrespective of national borders
 - b. Can have serious socio-economic or public health consequence and a major impact on the international trade of animals, animal products, and animal by-products
13. Holding facility – A designated facility within our community that may be used temporarily to house and feed animals during disaster evacuations or following the aftermath of a disaster event
14. Pathologist - For this appendix, a scientist who interprets and diagnoses the changes caused by a disease in animal tissues and thereby assists in determining why an animal or group of animals may have died
15. Premises – The property where the animal is located
16. TAHC-APHIS/VS/TX Memorandum of Understanding – The agreement by which federal TAHC veterinarians and inspectors work in a “seamless” relationship with APHIS-VS-TX veterinarians and inspectors (i.e., requests for animal health assistance to our jurisdiction may come from either state or federal personnel)
17. Texas Animal Health Commission – A state agency, separate from the Texas Department of Agriculture (TDA), which was created in 1893. Its mission and role is to assure the marketability and mobility of Texas livestock and to sustain and continue to make a vital contribution to wholesome and abundant supply of meat, eggs, and dairy products. TAHC makes and enforces regulations to prevent, control, and eradicate specific infectious and/or contagious animal diseases that endanger livestock
18. Toxicologist – For the purposes of this appendix, a scientist who assists in determining why animals have died, especially if a hazardous substance is suspected
19. TRACE representative – A TAHC or USDA/APHIS/VS/TX veterinarian, animal health technician, or animal livestock inspector assigned to our county to provide assistance for animal emergency management, public information, and educational purposes
20. Veterinary medical officer (VMO) – A veterinarian employed by the federal government
21. Zoonotic disease – A disease that is transmissible to humans as well as animals

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. Companion animals (i.e., pets), livestock, and non-domesticated (i.e., wild) animals may be affected by all types of natural and man-made emergencies and disasters.
 - a. Natural disasters that could affect animals in Texas include disease, floods, fires, lightning strikes, wind storms and tornadoes, hurricanes, drought, toxic forage, excessive heat, and winter storms.
 - b. Man-made disasters affecting animals result from a myriad of causes such as traffic and other accidents, poisoning, power outages, bioterrorism, hazardous material spills, explosions, radiation incidents, and other biological or chemical events.
2. Animals may be injured, lost, abandoned, or die during or after an emergency or disaster situation.
3. To enhance the welfare of animals during disaster situations, activities may involve many functions such as evacuation, search and rescue, capture, identification, sheltering, feeding, transporting, and medical assistance.
4. In other cases, the diagnosis and control of an animal disease, as well as the proper disposal of diseased animal carcasses, could be a significant issue.

B. Assumptions

1. There are individuals in our community who are knowledgeable and skilled in understanding and working with animals and responding to animal-related emergency situations.
2. These individuals may not know the personnel in our City/County government who respond to emergency events involving animals, or they may not understand their responsibilities.
3. Our City/County elected officials, emergency management personnel, and emergency responders may not be fully aware of how to handle certain situations involving animals, and they also may not be aware of the existence of various types of animal experts in our community.
4. This community would benefit significantly by having a viable animal issues committee or team that could help City/County officials prepare for, respond to, recover from, and/or mitigate animal-related emergency situations.

V. CONCEPT OF OPERATIONS

A. General

1. Our community will create an Animal Issues Committee (AIC) to plan for, respond to, recover from, and mitigate against emergency or disaster situations involving animals.

2. The AIC will consist of government officials as well as private citizens who have an interest or skill in working with animals.
3. The AIC will have an animal-related mission which will vary depending on the needs of our community.
4. The AIC will prepare animal-related planning appendices to selected functional annexes of our local emergency management plan.
5. If appropriate, the AIC will ensure adequate training is provided for personnel who may respond to animal-related emergency or disaster situations as well as assisting during exercises related to animal issues involving disasters.

B. Animal Issues Committee composition

1. The AIC will consist of a group of individuals with varied backgrounds, experience, skills, and interests that are generally related to the care and/or welfare of companion animals, livestock, or wildlife.
2. Members of our AIC will consist of the following types of individuals: *(The Committee will have as many or as few of the following individuals as deemed appropriate for the mission selected by the group and the needs of the jurisdiction.)*
 - a. Animal control officer (ACO) and ACO personnel *(a key committee member)*
 - b. Veterinarian(s) from private practice, industry, government, public health, the military, and/or the local or regional TVMA organization *(a veterinarian is being identified to assist the Committee in each county)*
 - c. Veterinary technician(s) from local veterinary offices *[good person(s) to have]*
 - d. TAHC or USDA/APHIS/VS "TRACE" representative *(to represent state animal health; one state or federal person assigned to each county)*
 - e. Public works representative *(for traffic control and carcass disposal issues)*
 - f. County Extension agent for agriculture (TCE) *(for animal disease and non-disease issues)*
 - g. Animal humane association or organization representative(s) [e.g., HSUS, SPCA, TACA, Noah's Wish, etc.] *(for companion animal rescue and sheltering issues)*
 - h. Emergency management coordinator and personnel
 - i. Elected official [e.g., (judge/mayor), (commissioner/council member), etc.] *(as appropriate to the mission of the Committee)*
 - j. Farm Bureau representative *(if available; useful for animal disease issues)*
 - k. Local animal industry representative(s) from concentrated animal feeding operations (CAFOs) *(as appropriate to the Committee's mission)*

- l. Allied agriculture industry representatives (e.g., feed stores, pet stores, feed mills, livestock markets, food production/processing facilities, slaughter and rendering plants, fuel outlets, equipment stores, animal boarding facilities such as kennels and stables, etc.) *(as appropriate to the Committee's mission)*
- m. Animal association representatives (e.g., cattlemen's, breeders, dairy, and exotic/alternative livestock groups to kennel clubs, horse clubs, and game bird fanciers) *(as appropriate to the Committee's mission)*
- n. Correctional facility representative (if the local prison(s) has an agriculture component) (TDCJ) *(as appropriate to the Committee's mission; can be useful for all aspects of handling livestock in an emergency)*
- o. Environmental representative (TCEQ, TSSWCB, NRCS, and/or EPA) (for carcass disposal and disinfection issues) *(for disease issues involving cleaning, disinfection, and carcass disposal)*
- p. USDA FSA representative *(if available and appropriate for the mission of the Committee; can be useful for obtaining agriculture funds and other agricultural-related assistance)*
- q. Vocational agriculture science teacher(s) *(as appropriate)*
- r. County fair representative *(as appropriate)*
- s. Law enforcement representative [city, county, and/or state (DPS)] *(important for traffic control and quarantine enforcement in an animal disease situation)*
- t. Private and/or public landfill representative *(important for carcass disposal issues)*
- u. Public information officer *(as appropriate)*
- v. Local media representative *(as appropriate)*
- w. Public health representative (veterinarian, epidemiologist, sanitarian, etc. from the local health department or TDH) *(as appropriate to the mission of the Committee)*
- x. Tribal representative *(if available and as appropriate to the mission of the Committee)*
- y. Animal research or laboratory representative *(if available, and as appropriate to the mission of the Committee)*
- z. Higher education representative who is associated with animals or animal husbandry (community college, university, etc.) *(if available, and as appropriate to the mission of the Committee)*
- aa. Zoo representative *(if available, and as appropriate to the mission of the Committee)*
- bb. TPWD and/or NPS wildlife representative (e.g., fish and game wardens) *(if available, and as appropriate to the mission of the Committee)*

- cc. TCE-WS representative (for predator and scavenger control) *(if available, and as appropriate to the mission of the committee)*
- dd. Volunteers interested in animal care and welfare (individuals and/or groups) *(as appropriate to the mission of the Committee)*
- ee. "Public at large" representative *(as appropriate to the mission of the Committee)*

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Animal Issues Committee (AIC) will meet as often as necessary at a time and place prescribed by the committee members, by the individual named in the paragraph VII.A. (below), or by his or her representative.
2. The chair of the committee will be either be the individual designated in paragraph VI.A.1 (above) or a person selected by the committee members.
3. The Committee will be an "advisory" group to help solve animal-related emergency or disaster issues within our community. It will not be a tasking (i.e., direction and control) organization.
4. Committee members may, however, in their own capacity or through their daily employment, supervise or participate in activities involving animals to include medical assistance, search and rescue, capture, evacuation, transportation, sheltering, donations management, carcass disposal, and disease eradication.

B. Assignment of Responsibilities

1. Our Animal Issues Committee will consider both non-disease and disease topics.
 - a. Our "non-disease issues" to be considered are:
 - (1) Evacuation and transport of animals from actual or impending disaster locations
 - (2) Sheltering and caring for animals during and after emergencies and disasters in holding facilities or other types of shelters
 - (3) Search and rescue capabilities or teams
 - (4) Capture and holding of stray or lost animals affected by a disaster
 - (5) Animal identification and relocation activities
 - (6) Medical care or humane euthanasia for animals injured in an emergency or disaster
 - (7) Disposal of animal carcasses affected by an emergency or disaster situation to eliminate any disease spread from decaying animals and to eradicate any foul odors and unsightly views

- (8) Wildlife nuisance situations
 - (9) Administration and logistical support for animal-related emergency or disaster activities (e.g., overturned livestock truck, hazardous materials accident in proximity to animals, etc.)
 - (10) Development of county profiles (locations, types, sizes, and other agricultural demographics) of animal-related production, processing, marketing, and carcass disposal facilities/operations
 - (11) Dissemination of public information regarding animal-related issues
- b. Our “disease issues,” in which the AIC can lend support to state and federal authorities in a disease response situation, will include:
- (1) Quarantining and containment activities for disease situations
 - (2) Coordination of cleaning and disinfection activities for disease eradication
 - (3) Traffic control activities to include determination of traffic flow within and in proximity to the quarantine area; setting up signage and traffic barriers; establishment and operation of inspection, cleaning, and disinfection stations
 - (4) Obtaining and using appropriate communications capabilities and equipment
 - (5) Operations and communications of the local ICP for animal disease response activities
 - (6) Obtaining appropriate equipment and vehicles for transportation of diseased animals and animal products from one location to another for slaughter and/or disposal
 - (7) Zoonotic public health issues (e.g., rabies vaccinations, West Nile Virus prevention, etc.)
 - (8) Identification of an appropriate labor force pool
 - (9) Working depopulation and indemnification issues
 - (10) Determination of the number and location of disposal sites in the local area that could be used in an emergency to dispose of diseased carcasses while minimizing the spread of disease
 - (11) Dissemination of public information
 - (12) Vector and scavenger control activities
 - (13) Local economic impact issues

- (14) Developing county profiles (locations, types, sizes, and other agricultural demographics) of animal-related production, processing, marketing, and carcass disposal facilities/operations
- (15) Obtaining appropriate equipment, chemicals, and drugs for the capture, transportation, confinement, euthanasia, disposal, cleaning and disinfection, traffic control, and other operations related to disease control and eradication operations
- (16) Providing administration and logistical support for animal disease response and eradication activities

C. Operating Procedures for Non-Disease Issues (Short Term Period)

- 1) If appropriate, the EMC will advise EOC Animal Issues Operations Team and Committee Co-Chair (s) to activate plan implementation. ***Animal Issue Teams are not self-activating.***
- 2) **If there are Immediate needs:**
- 3) Animal Issues Chair (s) will contact Team Leaders to activate teams as needed based on incident needs:
- 4) Teams which are not activated will be advised to develop/maintain stand-by status
- 5) Communications needs will be addressed and relayed to EOC Animal Issues Operations Team
- 6) Once Transportation (&) Containment of animals needs are determined, the Transportation Team Leader will:
 - a. Contact Team Members as needed
 - b. Animal Control officer (s) & (or) volunteer call up as needed
 - c. Develop personnel support availability list
 - d. Team Leader will advise members to check fuel status of support vehicles
 - e. Initiate transportation resource contacts as needs are identified
 - f. Develop initial transportation needs list
 - g. Cross reference resource availability list & determine availability.
 - h. Coordinate needed effort with Medical Team Leader & Facility Team Leader.
- 7) If Medical evaluation and assistance is necessary, the Medical Team Leader Will:
 - a. Contact Team Members as needed
 - b. Initiate medical assistance resource contacts as needs are identified

- c. Develop personnel support availability list
 - d. Develop initial medical supplies needs list
 - e. Cross reference resource availability list & determine availability.
 - f. If additional resources will be needed begin process of appropriating supplies
 - g. Coordinate needs/effort with Transportation Team Leader & Facility Team Leader
 - h. Initiate triage plan with cooperation of Facility Team Leader & Registration Team Leader
- 8) If registration and Identification of animals is deemed necessary, the Registration Team Leader Will:
- a. Contact Team Members as needed
 - b. Initiate registration procedures & protocol
 - c. Develop registration supplies needs list for site
 - d. Cross reference resource availability list & determine availability
 - e. Secure needed resources (supplies, forms, etc.)
 - f. Coordinate needs/effort with Medical Team Leader & Facility Team Leader.
- 9) Once Facilities needs are determined, the Facilities Team Leader Will:
- a. Contact Team Members as needed
 - b. Contact facility identified to support incident needs & determine availability.
 - c. Develop personnel support availability list & work schedule
 - d. Develop initial facility supplies needs list
 - e. Cross reference resource availability list & determine availability
 - f. Survey facility for preexisting damage to property. Complete site evaluation form, sign it, and have the site owner/manager sign it to confirm preexisting damage.
 - g. Refer to Facility Management Plan for organizational details
- 10) All Team Leaders will maintain a log of all activities for after action review
- 11) All Team Leaders will report to AI Chair (s)
- 12) AI Chair(s) will provide regular and ongoing/current SITREPS reports to EOC Animal Issues Operations Team & inform Team Leaders of relevant information

13) EOC Animal Issues Operations Team will provide current sitreps to EMC and PIO

D) For situations that are expected to exist beyond 12 hours (Intermediate needs):

1) Facility preparation: Team Leader Will

- a. Organize Team actions
- b. Volunteer call up as needed
- c. Begin prep of needed facility
- d. Coordinate triage set-up with Medical Team Leader
- e. Coordinate Registration set-up with Registration Team Leader and Medical Team
- f. Develop immediate supplies needed list for Feed Team, planning to include long range duration possibility

2) Registration & documentation of animals: Team Leader Will:

- a. Organize Team actions
- b. Volunteer call up as needed
- c. Paperwork protocols initiated
- d. Coordinate registration process with Facility & Transportation Team Leaders
- e. Insure that proper supplies and forms are on hand in appropriate amounts.
- f. Coordinate with Medical Team Leader for continued triage paperwork & records

3) Transportation or relocation needs of animals: Team Leader Will :

- a. Organize Team actions
- b. Animal Control officer (s) & (or) volunteer call up as needed
- c. Relocate animals to shelter or other suitable location as appropriate
- d. Directions for relocation coordinated with Facility Team Leader
- e. Coordinate with Feed Team Leader to insure feed & water resources are at appropriate site
- f. Coordinate vehicle refueling needs with EOC Animal Issues Operations Team

4) Medical assistance: Team Leader Will:

- a. Organize Team actions
- b. Volunteer call up as needed
- c. Veterinarian supervision needs addressed -

- d. Medical supplies evaluation of need continues:
 - e. Medical needs/supply list ongoing (gloves, syringes, medicine, etc.)
 - f. Cross reference resource availability list & determine availability
- 5) Feed & Water (if duration warrants): Team Leader Will:
- a. Organize Team actions
 - b. Volunteer call up as needed
 - c. Coordinate with Facility Team Leader to determine need location and volume estimate
 - d. Address Feed, Water, and other supply needs (buckets, water hoses, etc.).
 - e. Cross reference resource availability list & determine availability
 - f. Coordinate transportation of feed & water resources with Transportation Team
- 6) All Team Leaders will maintain a log of all activities for after action review. All Team Leaders will report to AI Chairs
- 7) AI Chair(s) will provide regular and ongoing/current sitrep reports to EOC Animal Issues Operations Team & inform Team Leaders of relevant information
- 8) EOC Animal Issues Operations Team will provide current sitreps to EMC and PIO.

E. For Long Term Needs (longer duration periods 12 hours to several days):

- 1) Shelter Facility operation continued: Team Leader Will:
- a. Maintain & manage volunteer resources as needed.
 - b. Maintain & manage material resources as needed
 - c. Coordinate efforts & needs with appropriate Team Leaders.
- 2) Medical assistance and monitoring. Team Leader Will:
- a. Monitor and Consult with Veterinarians
 - b. Maintain & manage volunteer resources as needed
 - c. Maintain & manage material resources as needed
 - d. Coordinate efforts & needs with appropriate Team Leaders.
- 3) Animal Identification efforts continue. Team Leader Will:
- a. Maintain & manage volunteer resources as needed
 - b. Maintain & manage material resources as needed
 - c. Coordinate efforts & needs with appropriate Team Leaders
- 4) Feed & Water support continued. Team Leader Will :
- a. Maintain & manage volunteer resources as needed

- b. Maintain & manage material resources as needed .
 - c. Coordinate efforts & needs with appropriate Team Leaders
- 5) Transportation & (or) relocation efforts continue. Team Leader Will:
 - a. Maintain & manage volunteer resources as needed
 - b. Maintain & manage material resources as needed
 - c. Coordinate efforts & needs with appropriate Team Leaders
- 6) All Team Leaders will report to AI Chair(s)
- 7) All Team Leaders will keep activity log during event
- 8) AI Chair (s) provide current sitrep report to EOC Animal Operations Team & inform Team Leaders of relevant information
- 9) EOC Animal Issues Operations Team will provide current sitrep to EMC and PIO

F. Stand Down Process:

- 1) AI Chair(s) will work with EOC Animal Issues Operations Team to determine current needs & relay to Team Leaders as appropriate
- 2) EMC will notify EOC Animal Operations Team to begin committee stand down
EOC Animal Operations Team will notify AI Chair(s) to begin stand down
- 3) AI Chair(s) work with EOC Animal Issues Operations Team to determine current needs & relay to Team Leaders as appropriate
- 4) EMC will notify EOC Animal Operations Team to begin committee stand down
EOC Animal Operations Team will notify AI Chair (s) to begin stand down
- 5) AI Chair(s) will develop an after action report for EMC and turn in activity logs
After Action Review:
- 6) All Team Leaders will report to AI Chair s)
- 7) All Team Leaders will complete written log of all activities and submit to AI Chair (s) for after action review
- 8) AI Chair(s) will provide current sitrep report to EOC Animal Issues Operations Team & inform Team Leaders of relevant information
- 9) AI Chair(s) will submit written after action review of Team efforts to EOC
- 10) EOC Animal Issues Operations Team will provide current sitrep to EMC and PIO
- 11) EOC Animal Issues Operations Team will submit written after action review to EMC

Volunteer Positions

A list of volunteer positions, along with a job description for each, is contained in Attachment 5 to this Plan.

VII. DIRECTION & CONTROL

- A. The Animal Issues Committee will provide support to and work under the auspices of the City/County Emergency Management Coordinator.
- B. When an emergency or disaster situation arises, the AIC will respond as outlined in their plan(s). This would depend upon the situation and could include a meeting of all or only selected group members, either at a designated location or simply by phone or email.
- C. Generally the AIC will not perform as a response organization. It will function as an advisement group to assist government authorities in their decision-making process associated with animal-related emergency and disaster situations. In many cases, the success of the AIC will depend on the soundness of their pre-disaster planning and support activities provided to local government officials.
- D. Gillespie County/City of Fredericksburg Animal Issues Chain of Command.

VIII. READINESS LEVELS FOR THE ANIMAL ISSUES COMMITTEE

A. Readiness Level IV – Normal Conditions

1. Meet on a regular basis
2. Develop appropriate plans, or maintain and periodically revise those already written
3. Develop animal-related “injects” for use during exercises and drills, and promote the use of these injects as well as the employment of the jurisdiction’s Animal Issues Committee in these events
4. Develop a contact list of committee members and local authorities
5. Develop equipment lists and maintain equipment readiness
6. Participate in local training and exercises
7. Participate in critiques of the jurisdiction’s exercises and drills where animal issues were involved
8. In conjunction with local environmental agencies and producer organizations, plan for the disposal of large numbers of diseased animals and animal products.
9. Identify appropriate disposal site(s) in the local area that will accept diseased and non-diseased animals and their products (e.g., eggs, milk, etc.).

B. Readiness Level III – Increased Readiness

1. Review the personnel contact list for accuracy
2. Review animal-related response, traffic control, and carcass disposal plans
3. Check on availability of key committee personnel
4. Review the designated equipment list, know the whereabouts of the needed items, and ensure they are operable
5. Ensure appropriate medical information is available for care of animals

C. Readiness Level II – High Readiness

1. Test communications among committee members and key committee personnel
2. Check on availability and readiness of needed equipment and information

D. Readiness Level I – Maximum Readiness

1. Contact the Emergency Management Coordinator to ensure he knows that Animal Issues Committee personnel are available and how they can be reached.
2. Report, if needed, to the City/County Emergency Operations Center (EOC) or other designated facility
3. Assemble the full committee, as needed

IX. ADMINISTRATION & SUPPORT

A. Resource Support and Readiness

1. Any resources (equipment, materials, supplies) needed by the Animal Issues Committee or its members will be identified and listed.
2. Needed resources will be checked for availability and operability on a periodic basis to include at Readiness Level 3 (see para. VIII.B. above).

B. Communications

1. The Animal Issues Committee should decide what type of real-time communications method(s) would be most appropriate among the members for various situations such as alerting, emergency responses, exercises, and disaster situations (e.g., should it be via telephone or cell phone, radio broadcast announcement, via email, etc.).
2. Once the most appropriate type(s) of communications are established for each situation, the Animal Issues Committee should keep an up-to-date listing of their members; the individual animal-related expertise of each member; and the most appropriate method of contact during working hours, after-hours, weekends, holidays; etc. (see Attachments A and B).

C. Key Facilities

1. The Animal Issues Committee will establish a facility or meeting location at which the group can convene on a periodic basis to consider the myriad of animal issues affecting the jurisdiction.
2. During exercises, as well as actual emergencies, the Animal Issues Committee should decide how they will respond to each and from what location [e.g., by simply using phone contact among the members, convening at the regular meeting facility, operating from another designated emergency location, staffing the jurisdiction's emergency operating center (EOC), etc.]

E. Reporting

1. During response operations (exercises or actual emergencies), if appropriate, situation reports (SITREPs) will be provided to the jurisdiction's emergency operating center (EOC) and/or incident commander (IC), as requested
2. If appropriate, a SITREP format will be developed that either meets the jurisdiction's requirements or, if no specific format is required, than one that most appropriately reports

the Animal Issues Committee's activities, challenges, and achievements during a variety of situations.

F. Records

1. Meeting minutes – The Animal Issues Committee should keep a written record of each meeting in order to maintain an accurate accounting of items discussed and actions taken.
2. Activity logs – During exercises/drills and actual response events, the Committee should maintain a log of the various issues considered and actions taken (see Attachment 3).
3. Documentation of costs – If the animal issues committee responds as a separate entity, then expenses incurred in carrying out the response operations for certain events may be recoverable from the responsible party, or from the state or federal governments depending upon the situation. Therefore, records of supplies and equipment used/consumed as well as regular and overtime hours of committee members during a response or exercise operation should be recorded.
4. Written and cost documentation records, maintained by the Committee, should be protected and “duplicated/backed-up” to the maximum extent feasible to preclude them from being destroyed in an emergency or disaster situation.

G. Post Incident Review

1. An Animal Issues Committee representative(s) should participate in any after-action review of any emergency event response by the jurisdiction in which a member(s) from the Committee was involved.
2. A committee member(s) should also participate in any exercise critique where animal issues were a part of the scenario.

X. ATTACHMENT DEVELOPMENT & MAINTENANCE

- A. The City/County Emergency Management Coordinator is responsible for developing and maintaining this appendix. Recommended changes to this appendix should be forwarded as needs become apparent.
- B. The appendix will be reviewed periodically and updated in accordance with the (Basic Plan/Annex N/other).
- C. Departments and agencies assigned responsibilities in this appendix are responsible for developing and maintaining SOPs covering those responsibilities.

XI. ATTACHMENTS

1. Animal Issues Committee Members
2. Animal Issue Committee Contact List
3. Animal Issues Committee Activity Log
4. Animal Issues Committee Contact Numbers
5. Volunteer Positions

Attachment 1

MEMBERS – City of Fredericksburg/Gillespie County
ANIMAL ISSUES COMMITTEE

Date:

Name / Job Title	Agency	Mailing Address / E-Mail Address	Work Phone / Fax Number
Patrick O’Neil	Pedernales Veterinary Center	P.O. Box 109 Fredericksburg, TX 78624	830-997-9889
Veterinarian		K9doc@wildblue.net	830-997-9146
Brad Roeder	Texas Agricultural Extension Service	95 Frederick Rd Fredericksburg, TX 78624	830-997-3452
Agricultural Extension Agent		gillespie-tx@tamu.edu	
Yvonne Gerhardt	City of Fredericksburg Animal Control	1601 E. Main St Fredericksburg, TX 78624	830-997-1907
Animal Control Officer		ygerhardt@fbgtx.org	
Currently Vacant	Hill Country SPCA	228 Sparkman Kerrville, TX 78028	830-990-9085
Shelter Director		hcsPCA@kTC.com	830-285-3283
Judy Unger	Hill Country SPCA	291 Unger Strasse Fredericksburg, TX 78624	830-669-2691
Board of Directors		junger@in-comm.com	
John Culpepper	City of Fredericksburg	126 W. Main St. Fredericksburg, TX 78624	830-997-7521
Emergency Management Coordinator		jculpepper@fbgtx.org	830-997-1861
David Wisniewski	City of Fredericksburg	126 W. Main St. Fredericksburg, TX 78624	830-997-7521
Asst. Emergency Management Coordinator		dwisniew@fbgtx.org	830-997-1861
Kelly Musselman	Volunteer	tmusselman@austin.rr.com	830-997-8120
Bonnie Smith	Volunteer	bowwowmeow@austin.rr.com	830-997-5854

Attachment 4

ANIMAL ISSUES COMMITTEE, AGENCY CONTACT NUMBERS

City of Fredericksburg / Gillespie County Public Service

Department	Location	Telephone
Gillespie County Government	101 W. Main St. Fredericksburg, TX 78624	830-997-7502
Gillespie Co. Emergency Mgt Coordinator	126 W. Main St, Fredericksburg, TX 78624	830-990-2033
Gillespie Co. Agricultural Extension	95 Frederick Rd, Fredericksburg, TX	830-997-3452
Gillespie County Sheriff's Department	1604 E. Main St, Fredericksburg, TX 78624	830-997-7585
Gillespie Co. Communications Center (Dispatch Center)	104 Industrial Loop, Fredericksburg, TX 78624	830-997-8080
Doss Volunteer Fire Department	P.O. Box 31, Doss, TX 78618	830-669-2220
Harper Volunteer Fire Department	P. O. Box 306, Harper, TX 78631	830-864-4253
Stonewall Volunteer Fire Department	P. O. Box 224, Stonewall, TX 78671	830-644-5571
Terra Linda Volunteer Fire Department	406 Oak Ally, Kerrville, TX 78028	830-792-3533
Willow City Volunteer Fire Department	P. O. Box 20, Willow City, TX 78675	830-685-3376
City of Fredericksburg, City Hall	126 W. Main St, Fredericksburg, TX 78624	830-997-7521
City of Fbg Emergency Mgt Coordinator	126 W. Main St, Fredericksburg, TX 78624	830-990-2033
City of Fbg, Animal Control Office	FM 1631, Fredericksburg, TX 78624	830-997-1907
City of Fbg, Police Department	1601 E. Main St, Fredericksburg, TX 78624	830-997-7585
Fredericksburg Fire Department	124 W. Main St, Fredericksburg, TX 78624	830-997-5603
City of Fbg Emergency Medical Services	221 Friendship Lane, Fredericksburg, TX	830-990-2055
City of Fbg Health Division / Inspector	126 W. Main St., Fredericksburg, TX 78624	830-997-7521
Texas Department of Public Safety	1604 E. Main St, Fredericksburg, TX 78624	830-997-7885
Texas Department of Transportation	1623 E. Main St, Fredericksburg, TX 78624	830-997-4361
Texas A&M Forest Service	237 W Main St, Fredericksburg, TX 78624	830-997-5426

State Animal Contacts

Agency	Location	Telephone
Texas Animal Health Commission	Austin	800-550-8242
Texas State Animal Resource Team (TXSART)	Austin	512-719-0700
Texas Veterinary Medical Association	Austin	512-452-4224
Texas Parks and Wildlife	Austin	800-792-1112
US Department of Agriculture, Veterinary Services	Austin	512-383-2400

Attachment 4

ANIMAL ISSUES COMMITTEE, AGENCY CONTACT NUMBERS

Animal Boarding Facilities

Business	Location	Telephone	Capacity
Compassionate Care Vet Hospital	2013 N. Hwy 87, Fredericksburg	830-997-7643	50 small
Friendship Veterinary Center Inc.	812 Friendship Lane, Fredericksburg	830-997-9946	8 small
Gillespie Animal Center	402 S. Creek St., Fredericksburg	830-997-4348	35 small 20 Horses
Hill Country Veterinary	2257 S. State Hwy 16, Fredericksburg	830-997-9576	12 Dogs 17 Cats 20 Horses
Kellie's Doggie Country Resort	59 Senger Rd, Fredericksburg	830-990-0051	27 Dogs 6 Cats
Paws & Claws Pet Resort	2045 US Hwy 87 S., Fredericksburg	830-990-1095	45 Dogs 12 Cats
Pedernales Veterinary Center	3187 US Hwy 290 E. Fredericksburg	830-997-9889	40 Dogs 16 Cats 15 Horses

Pet Friendly Hotels / Motels/ Bed and Breakfast

Hotel / Motel	Location	Telephone
Best Western	314 E. Highway St, Fredericksburg, TX 78624	830-992-2929
Comfort Inn and Suites	723 S. Washington, Fredericksburg, TX 78624	830-990-2552
Country Inn Motel	1644 US Hwy 290 West, Fredericksburg, TX 78624	830-997-2185
Days Inn Motel and Suites	808 S. Adams, Fredericksburg, TX 78624	830-997-1086
DeLuxe Inn	901 W. Main St, Fredericksburg, TX 78624	830-997-3344
Dietzel Motel	1141 US Hwy 290 West, Fredericksburg, TX 78624	830-997-3330
Frederick Motel	1308 E. Main St., Fredericksburg, TX 78624	830-997-6050
Fredericksburg Inn and Suites	201 S. Washington, Fredericksburg, TX 78624	830-997-0202
Frontier Inn	1704 US Hwy 290 West, Fredericksburg, TX 78624	830-997-4389
Holiday Inn Express	1220 US Hwy 87 North, Fredericksburg, TX 78624	830-990-4200
La Quinta	1465 E Main St, Fredericksburg, TX 78624	830-990-2899
Peach Tree Inn and Suites	401 S. Washington, Fredericksburg, TX 78624	830-997-2117
Quality Inn	908 S. Adams, Fredericksburg, TX 78624	830-997-9811
Sunday House Inn and Suites	501 E. Main St, Fredericksburg, TX 78624	830-997-4484
Sunset Inn	900 S. Adams, Fredericksburg, TX 78624	830-997-9581
Super 8 Motel	514 E. Main St, Fredericksburg, TX 78624	830-997-6568
Bed and Breakfast		
Absolute Charm Reservation	709 W. Main St, Fredericksburg, TX 78624	830-244-7897
First Class Reservations	909 E Main St., Fredericksburg, TX 78624	830-997-0443
Gastehaus Schmidt Reservations	231 W. Main St., Fredericksburg, TX 78624	830-997-5612

Attachment 4

ANIMAL ISSUES COMMITTEE, AGENCY CONTACT NUMBERS

Veterinarians

Veterinarian	Location	Telephone
Compassionate Care Veterinary Hospital	2013 N. Hwy 87, Fredericksburg, TX 78624	830-997-7643
Equine Veterinary Services	937 Leyendecker Rd, Fredericksburg, TX	830-990-9052
Fredericksburg Veterinary Hospital	1203 N. Llano St, Fredericksburg, TX 78624	830-997-4308
Friendship Veterinary Clinic	812 Friendship Lane, Fredericksburg, TX	830-997-9946
Gillespie Animal Clinic	402 S. Creek St, Fredericksburg, TX 78624	830-997-4348
Hill Country Veterinary Clinic	2257 S. State Hwy 16, Fredericksburg, TX	830-997-9576
Pedernales Veterinary Center	3187 US Hwy 290 East, Fredericksburg, TX	830-997-9889

Large & Small Animal Feed & Hay Suppliers

Supplier	Location	Telephone
Behrends Feed & Fertilizer	3599 Ranch Road 1376, Fredericksburg, TX 78624	830-997-3410
Beyer Fertilizer & Feed	3446 State Hwy 16 North, Fredericksburg, TX 78624	830-997-9880
Lochte Feed & General Store	509 Longhorn, Fredericksburg, TX 78624	830-997-2256
Tractor Supply Company	3325 US Hwy 290 East, Fredericksburg, TX 78624	830-997-5028
Woerner Feed & Garden Supply	305 S. Lincoln, Fredericksburg, TX 78624	830-997-2246

Fencing Suppliers & Contractors

Supplier	Location	Telephone
Allen Keller Co	1122 State Hwy 16 South, Fredericksburg, TX 78624	830-997-2118
Brents Custom Odd Jobs & Const	121 Balcones Dr., Fredericksburg, TX 78624	830-456-9479
Circle Diamond J Construction	260 Robin Lane, Fredericksburg, TX 78624	830-990-8283
Curl's Construction	1798 US Hwy 87 South, Fredericksburg, TX 78624	830-997-9397
Custom Fence of Fredericksburg	691 Gold-Schaefer Rd, Fredericksburg, TX 78624	830-685-3394
DR Welding & Construction Co	3494 Ranch Road 1631, Fredericksburg, TX 78624	830-997-1058
D&D Fence and Rental Inc.	11031 State Hwy 16 South, Fredericksburg, TX 78624	830-997-7231
Home & Ranch Improvements	105 Itz-Britz Rd, Fredericksburg, TX 78624	830-990-1700
Petsch Fencing	1453 Ranch Road 783, Doss, TX 78618	830-997-6727

Attachment 4

ANIMAL ISSUES COMMITTEE, AGENCY CONTACT NUMBERS

Heavy Equipment & Rentals

Supplier	Location	Telephone
Allen Keller Co	1122 State Hwy 16 South, Fredericksburg, TX 78624	830-997-2118
Bohnert Diesel	1076 Royal Oaks Loop, Fredericksburg, TX 78624	830-990-0727
Class A Rentals & Sales	1381 Us Hwy 87 South, Fredericksburg, TX 78624	830-990-4333
Dave Smith Construction	460 Shyla-Kaleigh Lane, Fredericksburg, TX 78624	830-997-7427
Eckhart Dozer Services	139 Birch Rd, Fredericksburg, TX 78624	830-997-2890
Fritz & Sons Construction	96 Roberts Street, Fredericksburg, TX 78624	830-997-3742
Grape Creek Construction	28 Wehmeyer Lane, Fredericksburg, TX 78624	830-644- 2379
Jenschke Inc.	3852 Usener Road, Fredericksburg, TX 78624	830- 997-5945
Kramer Equipment Company	207 forest Trail Dr., Fredericksburg, TX 78624	830-997-8301
Mollering Construction	1537 US Hwy 87 South, Fredericksburg, TX 78624	830-997-7056
Sunbelt Rentals	1003 N. Llano St, Fredericksburg TX 78624	830-997-7137

Press / Media Contacts

Radio Contacts	Location	Telephone
KFAN 107.9 FM & KNAF 910 AM	Fredericksburg	830-997-2197
KRNH 92.3 FM	Kerrville	830-896-4990
KERV 1230 AM	Kerrville	830-896-1230
WOAI 1200 AM	San Antonio	210-736-9740
KTSA 550 AM	San Antonio	800-299-5872
Television Contacts		
Fox 7 Austin (FOX)	Austin	512-476-7777
News 8 Austin (CABLE)	Austin	512-531-8888
KVUE 24 News for Austin (ABC)	Austin	512-459-6521
Kens 5 San Antonio (CBS)	San Antonio	210-366-5000
WOAI 4 San Antonio (NBC)	San Antonio	210-476-1022
Cable Television Contacts		
Time Warner	Fredericksburg	830-997-4646
Newspaper Contacts		
Fredericksburg Standard/Radio Post	Fredericksburg	830-997-2155
Kerrville Daily Times	Kerrville	830-896-7000

Attachment 5 Volunteer Positions

Volunteer Positions

Listed below are the other positions that are routinely used to staff temporary shelters. The number of volunteers needed to fill each position is determined by shelter need and volunteer resources. One volunteer may be assigned a variety of positions as disaster response needs vary.

Animal Food Preparer -Reports to Facility Team Leader.

Responsible for feeding and watering the animals on a regular schedule while they are being cared for at the animal disaster relief shelter.

Animal Search and Rescue Worker -Reports to appropriate Co-Chair.

Responsible for assisting in the search and rescue of animals affected by the disaster. Must have experience handling aggressive animals and be familiar with different rescue equipment to include catch poles, grasper poles, traps, nets (throw and pole types), and squeeze cages. Experience with large animals, to include horses and other livestock, required in some disasters. These volunteers are often RVTs or AHTs closely associated with the team.

Animal Transportation Worker -Reports to directly to Transportation Team Leader.

Responsible for transporting animals to and from veterinarians, groomers, boarding kennels, animal shelters, or rescue sites.

Registration Team Leader -Reports to Public Information Officer

Coordinates registration and admission of animals as needed, insures proper paper work is completed and available. Responsible for assisting the Public Information Officer in keeping a daily log on major events; statistics on the numbers of animals rescued from the field, and arriving and/or departing from the animal disaster relief shelter. This information is supplemented with still photos and video footage taken by the Public Information Liaison and the Historian volunteers.

Registration Team Assistants -Reports to Registration Team Leader.

Responsible for assisting in the processing of all incoming and reclaimed animals into the animal disaster relief shelter. This person has to like to do paperwork and must be someone who works well under pressure. Also responsible for ensuring the filing in the Registration Area is kept up to date. If photocopying is available and needed, this position is responsible for completing requested copying.

Data Entry Clerk -Reports to Registration Team Leader

Responsible for entering information onto established data bases for purposes of tracking animals during a disaster.

Responsible for interacting with the public that arrives at the animal disaster relief shelter. Requires the ability to learn information quickly, deal with the public in a patient manner, the ability to assess situations quickly and provide members of the public with information that is correct and helpful.

Responsible for working with members of the public who have lost an animal during a disaster. Helps these people complete the Lost Animal Form, if necessary. As new animals arrive at the animal disaster relief shelter, the Lost Information Recorder volunteer tries to match animals at the facility with ones that have been reported missing. This position requires being patient and sympathetic with those who have lost an animal.

Facilities Attendant -Reports to Facility Team Leader

Responsible for moving animals in and out of cages/runs, as they arrive and depart from the animal disaster relief shelter. Moves animals around the facility as the population fluctuates.

Insures that proper animal identification is attached to pens, cages, crates, and animal. Notifies the Facility Team Leader of any situations they notice involving animals that need special attention, i.e. an aggressive animal, a sick animal, an animal in need of grooming.

Veterinarian (license required for the state where the disaster has occurred) -Reports to Medical Team Leader for assignment to field or shelter duty

Responsible for providing medical care and treatment of animals in the field or at the animal disaster relief shelter that are injured or sick as a result of the disaster. These services are coordinated with local veterinarians, state veterinary associations, and the American Veterinary Medical Association. Must provide a copy of current medical license.

Veterinary Technician, both RVTs and AHTs -Reports to Medical Team Leader

Responsible for assisting the veterinarians in the medical care and treatment of animals at the animal disaster relief shelter that are injured or sick as a result of the disaster. Written certification of experience required.