

ESF #16

Animal Services



PURPOSE

Nothing to place here.

PRIMARY AGENCY: LOUISVILLE METRO ANIMAL SERVICES

Support Agencies	Jefferson County Extension Service
	Jefferson County Fire Protection Districts
	Kentucky Veterinarian Association
	Louisville/Jefferson County EMA
	Louisville Fire and Rescue
	Louisville Metro Dept of Public Health and Wellness
	Louisville Metro Parks Department
	Louisville Metro Public Works
	Louisville Metro Solid Waste Management
	Louisville Metro Zoo

POLICIES

- Assess emergency needs related to animal issues.
- Coordinate veterinary care and disaster control.
- Maintain emergency animal hospital care capabilities.
- Coordinate the supply of animal food and medicine.
- Release public advisories and information.
- Coordinate the collection and disposal of dead animals.
- Coordinate the securing and identification of lost and stray domestic and exotic animals.



Jefferson County

I.PURPOSE

The purpose of Emergency Support Function (ESF) 16 is to provide for the coordination of local resources in response to small pet, livestock and exotic animal care needs before, during and following a significant disaster. Animal issues are often overlooked in the planning process for disasters. This lack of planning, caused by the belief that animals can fend for themselves, leads to serious problems when these animals are forced from their habitats due to injury or hunger. Developing operational procedures to care for these animals prior to such an event is critical.

ESF 16 will provide overall management, coordination and prioritization of county-wide animal services assistance and assets to support pet and livestock animal needs in a major emergency or disaster.

ESF 16 readiness planning is guided by the following assumptions:

- Human lives may be lost due to the refusal of owners to evacuate without their pets or livestock. Public education by Louisville Metro Animal Services and other animal-related organizations is needed to make the people aware of pet sheltering facilities available, and the need to plan in advance.
- The large number of homeless/injured pets, livestock and exotic animals would be a health and nuisance/bite threat that would necessitate a response to address the capture and subsequent sheltering of these animals.
- Triage and treatment of sick and injured animals to include euthanasia, if necessary, would have to be accomplished by veterinarians at designated shelters and private offices.
- Commercial pet/livestock food would need to be imported into the county through prior arrangements with vendors.
- The accumulation of shelter animal waste and carcasses must be removed to approved solid waste dumping sites.

- Sheltered animals will need to be re-united with their owners after the disaster.

II. CONCEPT OF OPERATIONS

A. General

1. ESF 16 is organized consistent with the requirements of the National Response Framework, the National Incident Management System and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment and coordination of support operations to Louisville Metro.
2. Procedures, protocols and plans for disaster response activities provide guidelines for operations at the Louisville Metro Emergency Operations Center and in the field. The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF 16 capabilities (based on National Planning Scenarios, Universal Task List and Target Capabilities) are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.
3. A staffing directory and the ESF 16 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Louisville/Jefferson County Metro Emergency Management Agency with status of the call lists updated at least quarterly and all other documents at least annually.
4. A large event requiring regional, state and/or interstate mutual aid assistance will require ESF 16 implementation. ESF 16 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
5. When an event requires a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

6. Each organization, which enters into a mutual aid agreement(s), will furnish a copy of such agreement(s) to the Louisville/Jefferson County Metro Emergency Management Agency (LJCMEMA).

B. Organization

1. COUNTY

- MetroSafe Communications will initiate ESF 16 notification. MetroSafe Communications will request, as directed by the Louisville/Jefferson County Metro Emergency Management Agency, assistance from the primary and support agencies to staff the ESF 16 position in the Emergency Operations Center (EOC) on a 24-hour basis.
- During an activation of the EOC, support agency staff is integrated with the Louisville Metro Animal Services staff to provide support that will allow for an appropriate, coordinated and timely response.
- During an emergency or disaster event, the EOC will coordinate the support resources from the support agencies with ESF 16.
- During the response phase, ESF 16 will evaluate and analyze information regarding volunteers and donations requests. ESF 16 will develop and update assessments of the animal services status in the impact area(s) and undertake contingency planning to meet anticipated demands and needs.
- Louisville/Jefferson County Metro Emergency Management Agency develops and maintains the overall ESF 16 Emergency Operations Plan (EOP) and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Emergency Operations Plan (EOP).

- The Louisville Metro Emergency Operations Center uses WebEOC (Crisis Management software) to supplement disaster management through communicative integration of Emergency Support Functions; agency based emergency operations centers, and other facilities or functions as appropriate.

2. REGION

- ESF 16, in consultation with the requesting jurisdiction, may obtain additional animal services resources via established mutual aid agreements.
- The Kentucky Department of Agriculture serves as the lead agency for animal services coordination/support at the state level. The agency will designate a liaison to the Louisville Metro EOC to assist Emergency Support Function 16 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

3. STATE

- During an emergency or disaster event, the primary and support agencies of ESF 16/comparable at the Commonwealth EOC will report and function under the overall direction of the Director, Kentucky Division of Emergency Management.
- During the response phase, ESF 16 will evaluate and analyze information regarding Animal Services requests. ESF 16 will develop and update assessments of the animal services situation and status in the impact area and initiate contingency planning to meet anticipated demands and needs.
- The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan to include accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall State Emergency Operations Plan. All such documents will comply with the National Response Framework, the National Incident Management System and the Incident Command System.

C. Alerts/Notifications

- MetroSafe Communications will notify the Louisville/Jefferson County Emergency Metro Management Agency's Executive Director, Deputy Director and the "on call" Emergency Operations Center Duty Officer when the county or an area of the county has been threatened or impacted by an emergency or disaster event.
- The Louisville/Jefferson County Emergency Metro Management Agency will activate or place on standby ESF 16. Louisville Metro Animal Services will manage the emergency activities of ESF 16.
- Upon instructions to activate ESF 16, Louisville Metro Animal Services and ESF 16 Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency.

D. Actions

Actions initiated by ESF 16 are grouped into the phases of emergency management: preparation, mitigation, response and recovery. Each phase requires specific skills and knowledge to accomplish. Each phase requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF 16 encompasses a full range of activities from training to the provision of field services. It also coordinates and may assume direct operational control of the following functional areas:

- Investigation of animal bites and provision of rabies control.
- Assistance in the capture of animals that have escaped confinement, or have been displaced from their natural habitat.
- Assistance to emergency response teams with animal-related problems.
- Coordination for Animal Services and or Support Agencies to transport animals as needed, during and after disasters for "Space Utilization Control" at the Louisville Metro Animal Services Shelter.

- Assistance in coordination of any sites of animal needs stations to be set up in the Louisville Metro area.
- Coordination of appropriate equipment and resources for pre-and post-disaster sheltering and rescue of horses and farm animals.
- Coordination of any field mutual aid from supporting agencies for emergency care to all injured animals.
- Coordination of any needs of local or support agencies for disposal for animal carcasses to include massive numbers.
- Release of information (through ESF – 8 – the Louisville Metro Department of Public Health and Wellness) to the general public regarding such issues as quarantine areas, zoonotic issues alert, public service information announcements, etc.

1. PREPARATION

Actions and activities that develop animal services response capabilities may include planning, training, orientation sessions, and exercises for ESF 16 personnel (i.e., county, state, regional, and federal) and other emergency support functions that will respond with ESF 16. Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas and potential veterinary facilities. Initiatives also include the following:

- Conduct planning with ESF 16 support agencies and other emergency support functions to refine animal services operations.
- Conduct training and exercises for EOC and Animal Services response team members.
- Deliver preparedness programs that address small pet issues. The Jefferson County Extension Service will coordinate preparedness and response measures that address livestock or other large animals.

- Ensure lead agency personnel are trained in their responsibilities and duties.
- Promote awareness of animal protection through a United States Department of Homeland Security public education brochure entitled “Preparing Your Pets for Emergencies Makes Sense - Get Ready Now” and other mediums as appropriate.

2. MITIGATION

- Develop and deliver guidance for farmers and owners of livestock on measures that can be taken to reduce losses from scenario disaster events
- Develop and deliver guidance for pet owners on measures that can be taken to reduce losses from scenario disaster events.

3. RESPONSE

- Identify, mobilize and deploy assessment representatives to the disaster area(s) to determine the specific animal service needs and priorities. ESF 16 will coordinate with other Emergency Support Functions represented at the EOC to provide support to aid in the relief of nuisance and health-related problems involving animals and their impact on human relief efforts.
- During this phase, animal-related services will become more generalized. ESF 16 will proceed with assistance on a limited basis and participate with damage assessment teams. Additionally, due to the complexity of injured, dead and nuisance animal problems, conditions may require special expert advisory groups. ESF 16 will coordinate advice from subject matter experts and will determine specific strategies to manage and respond to these situations.

Providing safe shelter for animals is the responsibility of the owner. ESF 16 will coordinate resources as available to support animal care. Owners who must evacuate are encouraged to make arrangements ahead of time for pet evacuation. Pets should not be left behind. Only service animals may be permitted in public shelters. An owner should:

- Make sure pets have licenses and ID tags.
- Determine in advance which animal clinics provide emergency foster care.
- Arrange with neighbors for pet care if an emergency were to occur in the owner's absence.
- Know the pet's hiding places if evacuation required.
- Transport pets in carriers or on leashes during an emergency

4. RECOVERY

- Provide continued care of sheltered animals and an extended network for the adoption of unclaimed animals.
- Assist in the relocation of sick and injured animals to permanent facilities until a return to normal operations. ESF 16 will coordinate with other Emergency Support Functions represented at the EOC to provide support to aid in the relief of nuisance and health-related problems involving animals and their impact on human relief efforts.
- Continue to provide assistance in the following areas: capture of injured and displaced animals, sheltering, medical care, feeding, relocation and reunification with owners, acquisition of additional food and supplies from vendors to support the relief efforts, continued coordination with other ESFs for timely and proper carcass disposal.
- Address long-term animal issues to include the return of animals to their owners or natural environment, long-term health recovery, and proper disposal of carcasses with the aid of ESF 3 (Louisville Metro Public Works).

E. Direction and Control

1. The ESF 16 Coordinator is appointed by Louisville Metro Animal Services; operates from the Emergency Operations Center; and directs all aspects of emergency management for the animal services aspects of an event.
2. ESF 16 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Louisville/Jefferson County Metro Emergency Management Agency, which functions as the official disaster organization for preparedness, mitigation, response and recovery within Jefferson County. The agency also serves as the focal point for ESF 16 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF 16 expectations.

3. The ESF 16 system operates at two levels – the Emergency Operations Center and field operations.
4. All animal services decisions regarding county and/or regional resource allocation are made at the EOC by the ESF 16 Coordinator during emergency activations.
5. In accordance with a mission assignment from ESF 16 and further mission tasking by a local primary agency, each support organization assisting in an ESF 16 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 16. Mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

F. Responsibilities

Primary Agency (Louisville Metro Animal Services)

Duties include but are not limited to the following:

- Provide leadership in directing, coordinating and integrating overall Louisville Metro efforts to provide animal service to affected areas.
- Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- Coordinate and direct the activation and deployment of Louisville Metro animal services agencies, service personnel, supplies, and equipment and provide certain direct resources.
- Evaluate the emergency situation, make strategic decisions, identify resource needs and secure resources required for field operations.

- Coordinate supplemental assistance in identifying and meeting the needs of animals during a disaster.
- Implement the organization, assignment and staffing at the facilities in which ESF 16 requires location.
- Investigate all animal bites.
- Facilitate the transportation of injured, stray or nuisance animals to animal care facilities.
- Coordinate with Louisville Metro Department of Public Health and Wellness for the release of public information regarding animals and related health issues.
- Enforce the Louisville Metro Animal Ordinance.
- Provide for the quarantine of bite animals for observation and impounding of animals roaming at large.
- Euthanize sick and/or injured animals through assigned and authorized personnel.
- Return wild animals to their natural environment.
- Respond to animal-related inquiries.
- Investigate animal cruelty and neglect complaints.

Support Agencies

Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the Emergency Operations Center addresses the consequences generated by the hazards that may impact the Louisville Metro area (i.e., severe weather, environmental biological, terrorism, technological, etc.). Services and resources are subject to change. Emergency coordinators are responsible for frequently updating their resources capabilities with the ESF 16. General responsibilities include to:

- Notify, activate and mobilize all personnel and equipment to perform or support assigned functions.
- Designate and assign personnel for staffing of all facilities at which this ESF is required, and provide representation when it is determined by the primary agency of this ESF to be necessary.
- Coordinate all actions of the support agency with the primary agency when performing the assigned missions of the ESF.
- Identify all personnel and resource requirements to perform assigned missions which are in excess of the support agencies' capabilities.

Specific Agency Responsibilities

- Louisville Metro Department of Public Health and Wellness will provide closure of quarantine with animal bites and provides recommendations for any zoonotic disease concerns or events
- The Jefferson County Extension Service will coordinate with ESF 16 to report crop damage, horticulture issues, farming structure damages, loss assessments and any unmet needs that are beyond Louisville Metro's resources
- Kentucky Veterinarian Association will report issues to ESF 16 with status of operations throughout the event with unmet needs and additional kennel space available
- The Louisville Metro Zoo will, subject to availability, give any unneeded resources to include their veterinarians during an incident.

- Louisville Fire & Rescue, Jefferson County Fire Protection Districts, and Metropolitan Search and Rescue will support ESF 16 with coordination of specialized rescue such as water, and forest rescue, etc.
- Louisville Metro Public Works will assist in the proper disposal of carcasses.
- Louisville Metro Solid Waste Management will assist in the proper disposal of carcasses.
- Louisville Metro Parks Department will assist in the proper disposal of carcasses.

G. Financial Management

ESF 16 is responsible for managing financial matters (specific to ESF 16 activity) related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the ESF 16 to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues via coordination with Louisville/Jefferson County Metro Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF 16 will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.