

2013

State of New Jersey
County Animal Response Team (CART)
Planning Template

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INTRODUCTION

Garden County is susceptible to a multitude of potential emergencies and disasters, which have the potential to impact animals. From localized incidents such as flooding and inclement weather to catastrophic incidents such as a hurricane or terrorist attack, these events require the emergency response community throughout the county to plan, train and prepare for response operations that include animals. Garden County has established the Garden County Animal Response Team (CART) to address the needs of animals before, during, and after a disaster. This plan addresses how the CART will operate within Garden County to fulfill its mission.

Purpose

The purpose of this plan is to describe how the CART is administered and integrates into the County's emergency management program before, during, and after emergencies and disasters.

Scope

This document addresses the strategic operations of the CART. Details concerning specific actions to be taken by the CART at an incident scene are described in the CART's Standard Operating Procedures (SOPs).

Authority

The CART is overseen by the County Office of Emergency Management (OEM). As such, activation of the CART can only be authorized by the County OEM. CART leadership is authorized to independently schedule meetings, training activities, and exercises, as well as to recruit members. CART leadership will ensure that the County OEM is informed/involved in these activities.



PLANNING AND PREPAREDNESS

Planning

The Garden County CART maintains a set of Standard Operating Procedures (SOPs) that govern CART operations. These SOPs address the following areas (not an exhaustive list):

- Reporting and Communication
- CART Shelter Facility
- CART Shelter Setup
- Staffing Requirements
- Identification of CART Personnel
- Resource Management
- Visitation
- Biosecurity
- Mortality Management
- Long-Term Sheltering Options
- Transportation
- Demobilization

CART leadership will coordinate with the Garden County OEM, the American Red Cross (ARC), and other applicable organizations with a role in operating mass care shelters to conduct joint planning, and to share information prior to and during emergencies.

Shelters

There are several animal shelters, animal hospitals, and veterinary offices within Garden County. These facilities may have space available to house animals that were displaced by a disaster. These facilities are listed in Table 1, and included in the list of animal care service providers, supplies, and equipment in Appendix 1.

Table 1. Animals Shelters, Animal Hospitals, and Veterinary Offices within Garden County

Facility	Address	Point of Contact	Contact Phone (Office) (After-hours)

Likewise, several other facilities (e.g., schools, parks, fairgrounds) have been identified as potential sites for CART shelters. These facilities have been evaluated by CART staff, taking the following into account:





- Operational water, sewer, and power
- Adequate lighting (emergency and non-emergency)
- Adequate air filtration system. Ideally the shelter location would have one of the following systems:
 - mechanical,
 - chemical, and/or
 - charged particle
- Unobstructed entrance and exit, including emergency exits
- Security measures to ensure safety of CART members and animals
- Interior walls impervious to moisture
- Functional restrooms with sinks/washing facilities
- Non-carpeted floors in areas for animals.
- General integrity and cleanliness of the facility

Facilities found to be appropriate for use as CART shelters are shown in Table 2. Facilities identified during an emergency as potential sites for CART shelters will also be evaluated against the above criteria.

Table 2. Potential Animal Care Shelters in Garden County

Facility	Address	Point of Contact	Contact Phone (Office) (After-hours)

Many facilities throughout Garden County have been identified (i.e., by the American Red Cross) as potential mass care shelters. Animal care may be required at or near these facilities. Table 3 lists the potential mass care shelters, along with the nearest facilities that have been identified as potential CART shelters. Figure 1 shows a map of potential mass care and CART shelters within Garden County. Facilities that have been identified as both a potential mass care shelter and a potential CART shelter are indicated. These facilities should receive priority in the County’s determination to open a mass care shelter.

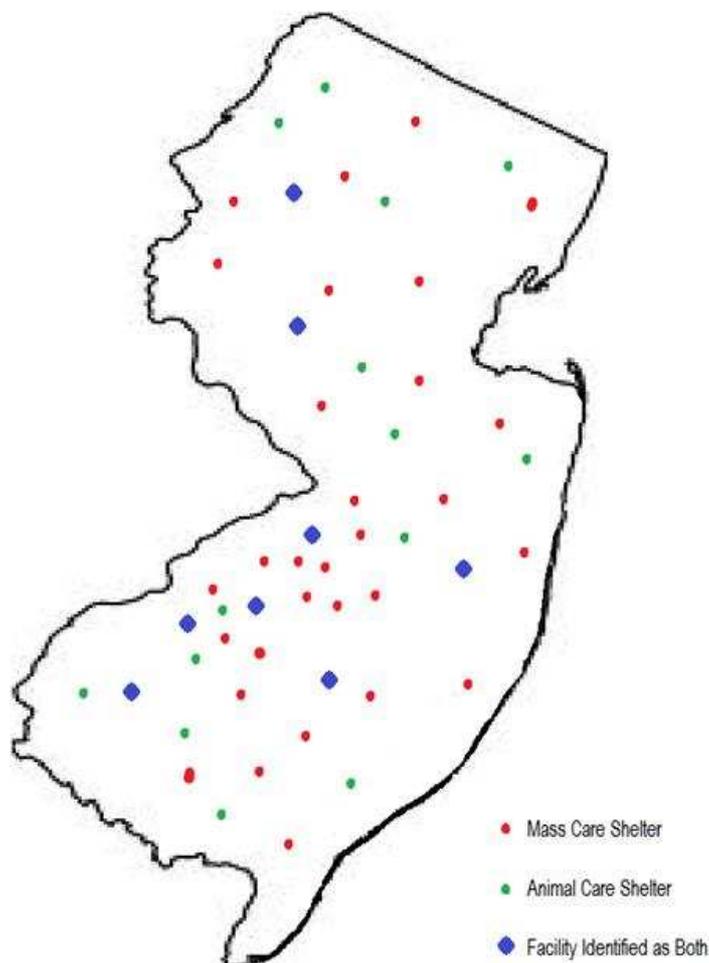
Table 3. Potential Mass Care Shelters with Nearest Potential Animal Care Shelters

Mass Care Shelter Sites	Address	Nearby Animal Care Shelter Sites





Figure 1. Map of Potential Mass Care and Animal Care Shelters within Garden County



Public Outreach and Education

Representatives of the Garden County CART attend the following events to provide information about the CART to the general public, veterinarians and other veterinary care professionals, livestock owners, and others:

- [List events attended by the CART]

Exotic Animals

Animals that the CART may encounter are not limited to the usual household pets and livestock species (e.g., dogs, cats, amphibians, cows, horses). Some individuals may keep exotic animals and/or nongame wildlife, which the CART may encounter during an incident. The New Jersey Department of Environmental Protection's Division of Fish & Wildlife (Division) is responsible for issuing permits to own these animals. According to the Division, the following exotic animals are found within Garden County:



- [List the species of exotic animals for which permits have been issued]

Training and Exercises

Training

The Garden County CART will conduct regular (e.g., monthly) meetings to provide information to members, conduct training, and address any issues that may affect CART administration and/or operations. Training will be provided at these meetings and/or dedicated training sessions.

Exercises

In coordination with the Garden County OEM, the Garden County CART will conduct and/or participate in drills and exercises to test plans and procedures. Drills and exercises should be conducted in accordance with the following schedule:

- Monthly notification (i.e., “call-down”) drills, in which CART leadership is notified by the County OEM/EOC, and CART members are notified by CART leadership, of an impending deployment.
- Quarterly animal care shelter set-up drills
- Semi-annual animal rescue drills
- Annual full-scale exercises to test CART SOPs



RESPONSE OPERATIONS

Activation

The Garden County CART will be activated by request from the Incident Commander (IC) to the Garden County Public Safety Answering Point (PSAP) or EOC, as applicable. Additionally, as PSAP and/or EOC personnel become aware of animal care issues at an incident scene, they can recommend to the IC to request the CART.

Notification

The Garden County PSAP or EOC (as applicable) will contact the CART Director via telephone or other method to inform the CART Director of the request for the CART. The CART Director will notify team members in accordance with the activation and notification SOP.

Mobilization

Upon activation, the CART Director will determine a location at which CART members will meet before travelling to the incident scene. This location will be provided to all CART members during notification. CART members will assemble their supplies and equipment, and will mobilize to that location as quickly as possible.

Operation

The CART will operate in accordance with the Incident Command System (ICS). CART operations will be carried out in accordance with team SOPs. Generally, CART operations will focus on rescue and/or sheltering of pets and/or livestock.

Demobilization

The CART Director, or the CART member serving as the team leader during response operations, will determine when the CART will demobilize from the incident, in coordination with the individual under whom the team reports (e.g., group/division supervisor, Operations Section Chief). Demobilization will be carried out in accordance with team SOPs.

Post-incident Follow-up

The CART leadership will conduct an after-action review and develop an after-action report (AAR). Depending on the scope of the incident, the AAR may consist of a 1-2 page memo or a longer, formal report. Items to be discussed in the AAR include the following:

- Overall performance of the CART
- Response time
- Problems encountered
- Strengths and weaknesses of the team





- Required changes to SOPs
- Supplies and equipment used

The CART Director will write thank-you letters to individuals, agencies, or companies that assisted the CART during the incident. These letters should be written within a week of the end of CART operations.

VETERINARY SERVICES

The Garden County CART includes as members a number of veterinarians and/or veterinary support personnel. A list of veterinarians and providers of veterinary supplies and equipment is included in Appendix 1. The provision of veterinary care will be overseen and/or performed by CART members who are licensed by New Jersey's State Board of Veterinary Medical Examiners. This care will be provided in accordance with accepted veterinary care practices in the State. The CART Veterinarian will develop protocols and standards for the provision of veterinary care during emergencies, recognizing that the sufficient resources to provide care for all patients may not be available.

RESOURCES AND LOGISTICS

The Garden County CART consists of livestock owners, animal care professionals, and others who volunteer their time and expertise to ensure the well-being of animals during emergencies. A roster of CART members is found in Appendix 1. It is updated quarterly. The Garden County CART will conduct regular meetings to provide information to members, conduct training, and address any issues that may affect CART administration and/or operations.

The Garden County CART maintains a list of organizations/companies that can provide animal care and/or animal care supplies/equipment (e.g., food, bedding, crates/cages, hay, etc.) during an emergency. The list is updated quarterly. It is included in Appendix 1.

The Garden County CART will work with the CARTs in adjacent counties if additional personnel, supplies, and/or equipment are required to support operations. The Garden County CART will notify the Garden County OEM/EOC of any resource needs that the CART cannot meet in this manner. The Garden County OEM/EOC will work with the New Jersey Department of Agriculture, Division of Animal Health and/or the ESF 11 staff in the State EOC to meet those resource needs.

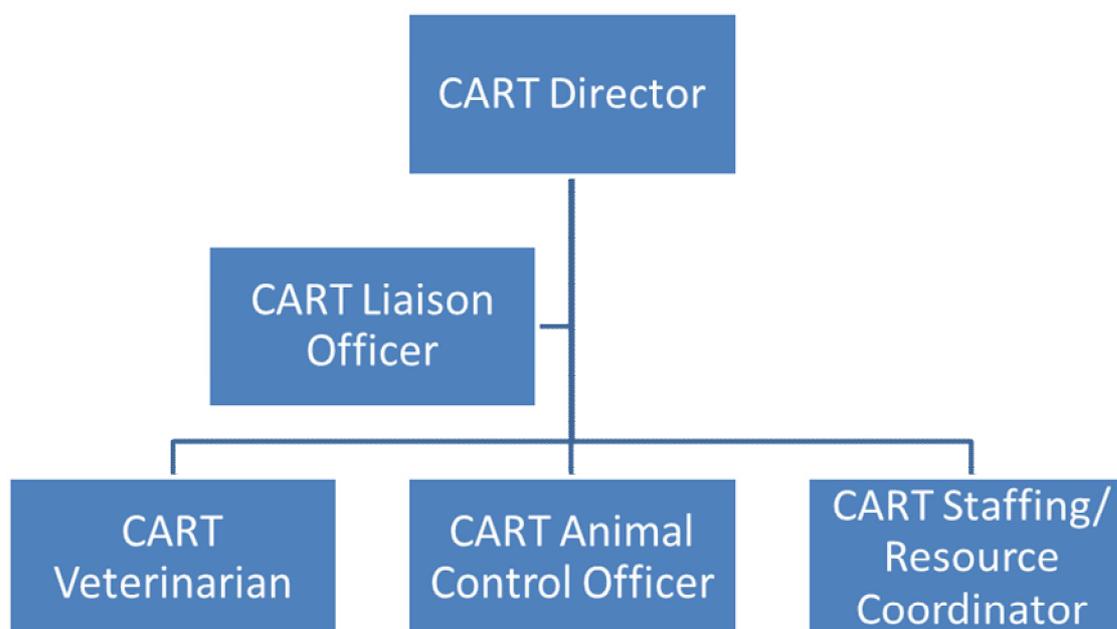


ORGANIZATION AND RESPONSIBILITIES

Organization

To facilitate a viable CART program, a division of duties and responsibilities into several leadership positions is necessary. The CART is administratively organized as shown in Figure 2. Each position may have an assistant or co-position depending on the need of the CART.

Figure 2. Garden County CART Organization



The CART's organization during a response will be similar, but will incorporate appropriate terminology (i.e., position titles) for each CART member, depending on where in the incident command structure (e.g., as a team, as a group, etc.) the CART is placed.

Responsibilities

CART Director

- Direct and manage the Garden County CART program, with the assistance of other staff.
- Maintain a close relationship with the Garden County OEM.
- Ensure that CART meetings, training, and exercises are conducted regularly.
- Delegate appropriate responsibilities (e.g., training, equipment maintenance) to CART members.
- Serve as the CART Liaison to the Garden County EOC, if not deployed on CART missions.

CART Veterinarian (CART Vet)

- Provide subject matter expertise and guidance regarding veterinary care provided by the CART.



- Lead and provide oversight of other veterinarians and veterinary care team members during CART operations.
- Develop and approve veterinary protocols and care procedures.
- Delegate responsibilities, as appropriate, to other veterinary CART members.

CART Animal Control Officer (ACO)

- Provide subject matter expertise and guidance on animal handling and rescue.
- Provide information on handling animals to CART team members, including the following:
 - Specific safety procedures that must be taken into consideration
 - Animal handling practices
 - State regulations pertaining to the treatment and care of animals
 - Procedures related to animal bites
- Delegate responsibilities, as appropriate, to other veterinary CART members.

CART Staffing/Resource Coordinator

- Maintain the roster of CART members (see Appendix 1).
- Alert CART members of possible deployment.
- Organize shift schedules and rosters.
- Coordinate personnel and resource deployment.
- Maintain supplies and equipment inventories.
- Inform the CART Director of shortages in personnel, supplies, and equipment.
- Maintain personnel records, including records of training completed.

CART Liaison

- Report to the County EOC, if requested.
- Serve as the CART representative to the Garden County OEM/EOC during CART activations.
- Pass information from the CART to the County OEM/EOC, and vice versa.

CART Members

- Maintain personal readiness for deployment.
- Attend training and exercises.
- Perform duties assigned by CART leadership.



ANIMAL CARE SERVICE PROVIDERS

Animal Shelters

Facility	Address	Point of Contact	Contact Phone (Office) (After-hours)

Animal Hospitals

Facility	Address	Point of Contact	Contact Phone (Office) (After-hours)

Veterinary Offices





Facility	Address	Point of Contact	Contact Phone (Office) (After-hours)

ANIMAL CARE SUPPLIES AND EQUIPMENT

Pet Supply Companies

[E.g., Petco, Petsmart, Walmart, etc.]

Organization	Address	Point of Contact	Contact Phone (Office) (After-hours)





Pet Food Suppliers

Organization	Address	Point of Contact	Contact Phone (Office) (After-hours)

Livestock Supply Companies

Organization	Address	Point of Contact	Contact Phone (Office) (After-hours)





Livestock Feed Suppliers

Organization	Address	Point of Contact	Contact Phone (Office) (After-hours)

Hay Suppliers

Organization	Address	Point of Contact	Contact Phone (Office) (After-hours)





Animal Care Equipment Suppliers

Organization	Address	Point of Contact	Contact Phone (Office) (After-hours)

[Others]

[Add any additional resources that are required for the CART's operations.]