

Meeting Schedule

Meeting 1

Agenda

The first step is to brainstorm about the extent of the plan. The following are examples of issues that should be addressed:

- Who is this plan for?
- Why is it needed in this community?
- What disasters have affected the community in the past?
- What are the hazards in this community?
- How interested is the community in disaster preparedness?
- What are the demographics of this community?
- What kinds of industries related to animal care are in the community?
- Who are the potential participant groups?
- Who is active and willing to participate?
- Is anybody else already working on plans in this area?

Goals of First Meeting

- A written justification for having a plan that addresses animal-related issues (including vulnerability analysis)
- A list of priorities (public health, economics, animal health)
- A list of organizations and persons who may be willing to help

Who should attend?

Persons who should attend include at least one person from the EMA, ARC, police or fire department, and animal control department and the person who is initiating the program (e.g., a veterinarian, the director of a humane shelter, a dedicated citizen). Others can attend too, but no more than a total of six because this is an “ideas” meeting.

Meeting 2

Before the meeting

Groups that are potential participants in disaster response should be sent a letter to request appropriate and formal representation at the next meeting:

1. If the program is initiated from the animal care community, emergency management officials should be contacted.

State level: director of EMA or equivalent office
Local level: director of EMA, sheriff,

fire chief, or director of other agency that coordinates disaster preparedness and response

2. If the program is initiated by EMA, possible contacts include the following:

Department of Animal Control County Health Department Humane shelter

Local branch of the veterinary medical association Local veterinary practitioners

Agenda

1. Review and discuss purpose of an animal care annex (from first meeting)
2. Determine who has command and authority if a disaster strikes the community
3. Determine how the Emergency Operation Center (EOC) will be used and to whom it will be made available
4. Determine how communication will be established and become operational in a disaster

Goals

Written document that summarizes the common goals and who is responsible for what (a flow chart is useful for this)

- List of priorities

A schedule for plan completion

Persons who should attend

The persons who should attend meetings of state and local planning committees are listed in Tables 20-3 and 20-4. Experience has shown that it is ideal to get all participants together at one time. The meeting should be rescheduled until all participants can meet. If it is not possible to get everybody together at one time, several meetings should be held with the same agenda so that everybody starts with the same knowledge and insight.

Table 20-3 State planning team for emergency operations plan

Agency	Function
Emergency management agency	Overall authority, coordination, and implementation
State veterinarian	Lead agency to coordinate care of animals
Representative animal control agency	Capture, rescue, housing, fostering of adoption
Veterinary practitioners (veterinary medical association)	Representation of typical animal industries of the state
American Red Cross	Humanitarian support, including the care of persons with animals, a category of special needs victims
Cooperative Extension Services	Community educator
Department of Health	Advisor on public health
Veterinary technicians	Support staff to other groups
Department of Natural Resources	Wildlife management and rehabilitation; advisor on issues that may result in wildlife deaths
Department of Environmental Management	Advisor on issues that may affect the environment
Other potential contributors	
Veterinary schools	
Special interest groups	
Laboratory animal and research facilities	
Potential sponsors	

Table 20-4 Local planning team for emergency operations plan

Organization	Representative function
County Emergency Management Agency	Planning section, overall coordination
County or city animal control (often integrated with the humane society)	Shelter representative Animal control (stray animals)
Local disaster relief organization (e.g., American Red Cross)	Committee chair Disaster services Mental health Community referral
Veterinary medical association	
Small animal veterinarian	Small animal veterinarian
Large animal veterinarian	Large animal veterinarian
County Health Department	Public health in public facilities
County law enforcement	Communications
Fire department	Communications
County Extension educator	County educator
Livestock industry representatives	Swine owners Cattle owners
Horse industry representative	Horse owners
Local zoo	Captive wildlife
Potential sponsors	Fund-raising

Methods should be established by which the representative serving on the planning committee can receive input on critical decisions from the

group being represented and can report back to the group. Each of the groups represented should establish a committee to develop a disaster preparedness plan (Table 20-5). With the creation of such a committee, a method of record keeping within the group is established and the workload can be distributed among several members.

Meeting 3 and Beyond

Once the concept of the EOP/animal care annex has been established, a series of formal full committee meetings should be held with the following agendas:

Hazard and vulnerability analysis: What are the potential hazards specific to the community, and what would the consequences of these threats be?

Definition of framework: What are the local and state laws and ordinances that are relevant? These will probably involve the EMA, Good Samaritan issues, liability of emergency workers, finances, public health for shelters, and environmental issues, such as carcass disposal.

Operations: Who should play a role and in what capacity? How will these organizations respond? What procedures for responding do they have in place, and what is missing for them to mount an effective response? (This may involve several meetings.)

Logistics, Finance: Who has what physical resources (i.e., fencing, feed, housing, water), and how will these be made available in a disaster?

Eventually, standard operating procedures (SOPs) for response are developed. This is accomplished most effectively in smaller groups, which should be composed of representatives from the groups for which the SOPs are being developed, someone who has a clear overview of the plan, and an official from the EMA. Meetings for the development of SOPs are usually quite technical; SOPs should not be developed without input from experienced persons.