



# Animal Issues Committee Guidance Document

## Steps for Setting up an AIC and Writing the AIC Plan

Every county or jurisdiction in Texas will face animal issues of some kind, and the State of Texas strongly encourages local emergency management authorities to form an Animal Issues Committee (AIC). This AIC will bring people with various types of animal expertise, both large and small animal, together so that emergency/disaster response animal issues can be addressed. The AIC can be chaired by the Emergency Management Coordinator, the Texas AgriLife Extension Agent, or any other competent animal and/or agriculturally oriented individual. The vulnerabilities and resources of the community and the organization of the Animal Issues Committee will be detailed in the *Animal Issues Committee Plan*. Attachments #4A and #4B to this document gives both a text and a graphical outline of the Animal Issues Committee Process. The following is brief, step-wise guidance for the formation and groundwork of an Animal Issues Committee:

In September 2006 the chief of state emergency management, Jack Colley, sent a letter to each city and county senior elected official asking that each of their jurisdictions establish an Animal Issues Committee (see Attachment #1). Since that time, two pieces of legislation, summarized in the boxes below, outline new mandates from both a federal and state level regarding animals during disasters.

<p><b>Pets Evacuation and Transportation Standards Act of 2006</b></p> <p>“Amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to require the Director of the Federal Emergency Management Agency (FEMA) to ensure that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency.” (Library of Congress)</p> <p>State and local jurisdictions must plan for pet sheltering and evacuation prior to a disaster.</p>	<p><b>Texas HB-88, ‘Simba’s Law’</b></p> <p>“HB 88 amends the Government Code to require the Division of Emergency Management to assist political subdivisions in developing plans for the humane evacuation, transport, and temporary sheltering of service animals and household pets in a disaster.” (State of Texas)</p> <p>The Texas Governor’s Division of Emergency Management, coordinating through the Texas Animal Health Commission, is directed to assist local jurisdictions with animal-related emergency planning.</p>
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- A. The AIC needs to consider who in the community can assist the committee in addressing animal issues. (Examples include the animal control officer, veterinarians, Ag teachers, vet technicians, an Extension Agent, a person from an animal industry, etc.)

- B. When the AIC has been formed, the next important step will be evaluation of community vulnerabilities to a variety of disaster events that could affect animals, followed by

examination of community preparedness and resources available for response. The following table indicates which response functions will be most important given a certain disaster event. The events (in yellow) are listed with an indicator as to whether they pertain to all jurisdictions or only selected jurisdictions. The functions (in green) are listed in suggested priority order with the most important starting on the left. This is a guideline to start with, and the questions below the table are provided to further assist with the vulnerability and resource analysis that your AIC should perform.

<b>Functions</b>	<b>Shelter</b>	<b>Evacuation</b>	<b>Rescue</b>	<b>Disposal</b>	<b>Security</b>	<b>Euthanasia</b>
<b>Events</b>						
<b>Transportation Accidents (All)</b>	◆			◆		◆
<b>Foreign Animal Diseases (All)</b>				◆	◆	◆
<b>Tornados (All)</b>	◆		◆	◆		
<b>Hurricanes (Most)</b>	◆	◆	◆	◆		
<b>Floods (Most)</b>	◆	◆	◆	◆		
<b>Wildfires (Most)</b>	◆	◆	◆	◆		
<b>CBRNE<sup>1</sup> (Limited)</b>	◆	◆		◆	◆	◆

1. What agricultural and animal issues does your community<sup>2</sup> face?

Does your community have large populations of animals or herds, food animal production facilities, large numbers of people with companion animals, livestock markets, or any other area or system that involves animals?

2. What natural and man-made disasters might occur in your community?

3. What other industries in your community need to be considered as additional hazards or resources? For example, does your community have petrochemical, manufacturing, or technology-oriented industries, and should representatives of these industries be included

<sup>1</sup> 'CBRNE' stands for: chemical, biological, radiological, or nuclear event

<sup>2</sup> 'Community' is a general term referring to the local jurisdiction which is forming the AIC and formulating the *Animal Issues Committee Plan*. This jurisdiction could be county-wide; a combination of counties, or it might be for a city.

- in the AIC meetings? If you have a large animal industry in your community, has a representative of this industry been included in the AIC?
4. How does the geographic location of your community influence emergency planning?
  5. Does your community shelter people and animals in a large-scale disaster or does it evacuate?
  6. What facilities does your community have as resources when planning for small, localized disasters?  
Does your community have animal shelters, sale barns, civic centers, or locations in which people and/or animals can be sheltered?
  7. What procedures regarding animals already exist in your community, and do these need to be incorporated into the planning process?  
For example, how does your community deal with stray livestock found on roads? What standard operating procedures are already in place for your local animal shelter?

**C.** The following are questions and guidance regarding foreign animal disease, for your AIC:

1. Are local authorities such as the county judge, law enforcement, HAZMAT team, and firefighters aware of the fundamental difference between emergency response to foreign animal disease (FAD) and emergency response to other types of disasters? In the case of a FAD, local authorities will need to work in unison with and consider the directives given by state and possibly FAD experts regarding disease control, eradication, and clean-up. The response to a FAD outbreak will immediately be guided by state or federal authorities; it will be a top-down response. Attachment #2 is a macro-level flow chart of a FAD response. This can be compared to Attachment #3, which is a flow chart of a natural/man-made response.
2. Do you have concentrated animal feeding or other large animal production operations in your community that may need assistance with disposal in a disease die-off or disease eradication situation? If so, the importance of your answers to the following two questions will be elevated.
3. Has your community pre-identified animal burial sites on public land? Does your community have landfills that will accept animal carcasses, diseased or non-diseased?
4. What local resources (tractors, backhoes, dump trucks, incinerators, landfills), public or private, are available for use in animal disease outbreaks?

**D.** Once the AIC has identified the animal-related vulnerabilities of the community, local functional response plans should be developed in priority order that can be incorporated into and further developed by using Appendix 4 of Annex N of the local emergency plan; Appendix 4 of Annex N is formally known as the “Animal Issues Committee Plan.” The plan is available from DPS at:

<http://www.txdps.state.tx.us/dem/pages/downloadableforms.htm#annexn>



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**STEVEN McCRAW**  
Director  
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**JACK COLLEY**  
Chief

September 28, 2006

The Honorable  
Judge,  
....

Dear Judge/Mayor:

One of the key issues encountered during Hurricanes Katrina and Rita involved the evacuation and sheltering of companion animals (i.e., pets). The Governor of Texas, in his recent Executive Order (RP-75), stated, "GDEM should develop and implement a plan to address the evacuation and sheltering needs of individuals with companion animals."

I have asked the Texas Animal Health Commission (TAHC) to assist us with the evacuation and sheltering of companion animals. They have advised me one of the first things necessary in that effort is for each jurisdiction to create an Animal Issues Committee (AIC) that can prepare plans for managing all types of animal issues in the community.

Information regarding AICs can be found in two places:

- a. The Governor's Division of Emergency Management (GDEM) web site under Local Emergency Plan and Annexes, Annex N-Direction and Control:  
<http://www.txdps.state.tx.us/dem/pages/downloadableforms.htm#annexn>
- b. The TAHC web site: <http://www.tahc.state.tx.us/emergency/planning.shtml>

The Texas Cooperative Extension, (TCE) has advised the TAHC that their Extension agents would be willing to assist local emergency management coordinators in creating and potentially chairing these AICs, if assistance is needed, and the agents have undergone training for that endeavor.

This is a very important effort to the State of Texas, and I encourage your full support. If you have any questions regarding this project, please call my Policy and Plans Unit Supervisor, Rex Ogle at 512-424-2452 or Dave Tomkins, TAHC's Emergency Management Coordinator at 512-719-0726 or 800-550-8242, ext. 726.

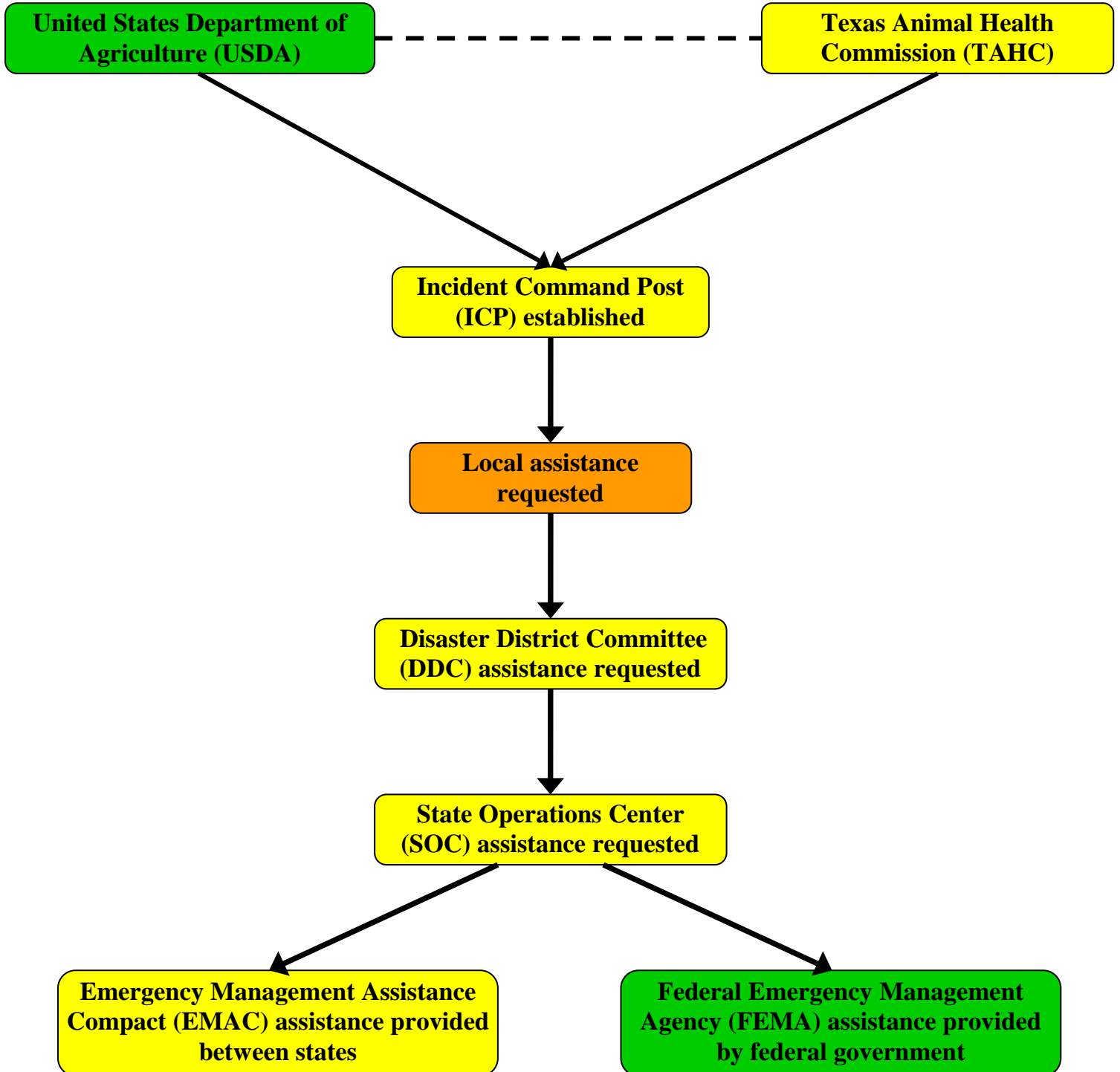
Sincerely,

A handwritten signature in cursive script that reads "Jack Colley".

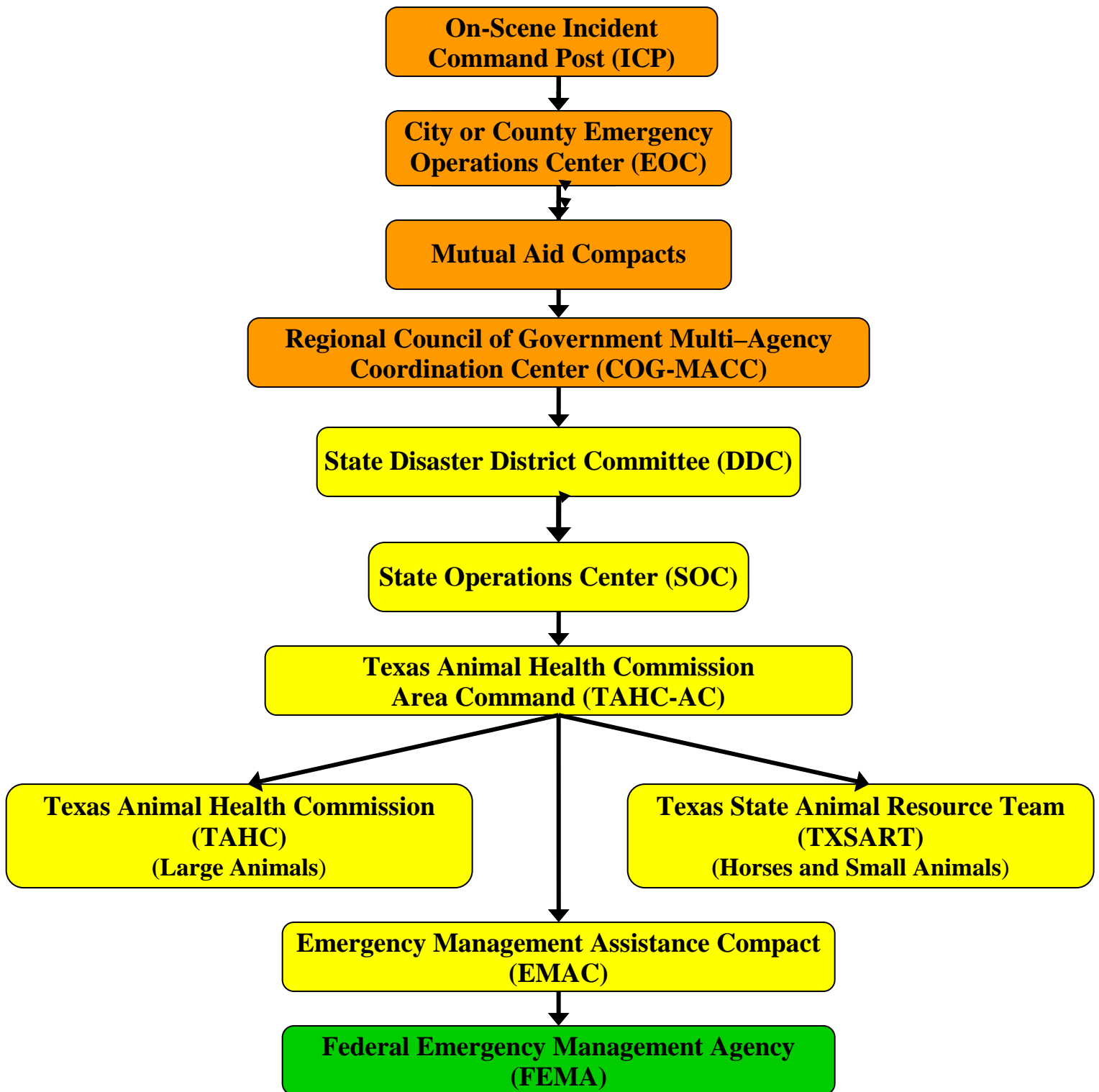
Jack Colley  
Attachment 1  
Chief

# Requesting Assistance for Foreign Animal Disease (FAD) Disasters

*Disease suspected by.....*



# Requesting Assistance for Natural and Man-made Disasters



## **Animal Issues Committee (AIC) Process**

1. September of 2006, Chief of State Emergency Management sent a letter to county judges and city mayors asking for their assistance in creating Animal Issues Committees (AICs) in their communities
2. Chief elected official (county judge or city mayor) can task the local Emergency Management Coordinator (EMC) to take the Chief's letter for action
3. Local EMC (or AgriLife Extension agent, if requested by the EMC) assembles an AIC using Annex N as a guide for who should attend
4. Assembled AIC uses the "AIC Guidance Document" to help the group move forward by
  - a. Refining AIC membership to ensure appropriate agencies are represented for all animal issues
  - b. Evaluating the community's vulnerabilities to animal-related disasters
  - c. Based on vulnerabilities, deciding which disaster response "functions" and "events" (see the matrix in the Guidance Document) are the most important to the community
  - d. Locating the resources available in the community to address those vulnerabilities
5. The AIC, in coordination with the EMC, writes the "AIC Plan" or Attachment 4 of Annex N and includes it with the community's existing plans after it is approved by local authorities
6. AIC begins the local emergency response planning process by
  - a. Using Community Animal Response Plan (CARP) guides to plan for response functions
  - b. Determining which AIC members would be most appropriate to plan for that function or event
  - c. Creating a subgroup/subcommittee of those identified members
7. By using the CARP guide for each particular function, the AIC will be able to
  - a. Work through all the steps involved in adequately addressing that response function
  - b. Provide ideas for solutions for issues encountered while planning for that response functions
  - c. Locate information sources to assist in the development of standard operating procedures for the response conducted by the community
8. The AIC continues to prepare a CARP for each response function identified, using available CARP guides
9. Once each response function has been addressed, the AIC will coordinate with the EMC to incorporate the CARP into the community's Emergency Management Plan after approval by local authorities (Note: Each response function can be combined into one comprehensive CARP or left as separate CARPs which address each function.)
10. The AIC will review the AIC Plan and CARP on a regular basis and exercise the CARP to ensure it remains applicable to the community's needs

# Animal Issues Committee (AIC) Process

