

EMERGENCY SUPPORT FUNCTION
ANIMAL ISSUES ANNEX

RI • DART
RHODE ISLAND DISASTER ANIMAL RESPONSE TEAM
(LOGO)

Volunteer Mobilization Plan
Addendum

Developed by representatives from primary and support
agencies under the aegis of the Rhode Island Emergency
Animal Response Team (RIEART)

Assisted by Betsy Aldrich Garland, CVA

Adopted: _____

Funded by The Rhode Island Foundation

Volunteer Mobilization Plan

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PART ONE: PLANNING

I. PURPOSE OF THE VOLUNTEER MOBILIZATION PLAN

The purpose of this plan is to assure adequate, prepared personnel for the Emergency Support Function (ESF) in response to pet, farm, and wild animal care needs in the event of a hurricane, winter storm, oil spill, or other significant Federal and/or State declared state of emergency or disaster in Rhode Island. [Adopted 2/13/96]

II. ADMINISTRATION

The Plan shall be administered by the Rhode Island Emergency Management Agency (RIEMA) in cooperation with the Department of Health and the Department of Environmental Management. [Adopted 2/13/96]

III. STAFF RELATIONS

- A. The Plan is intended to complement, not supplant, each local agency's disaster plan.
- B. ESF agencies, officials, and board and staff members in local agencies, shall have an opportunity to review the plan and to recommend additions, deletions and changes in order to benefit from their experience and to promote their involvement in successfully involving volunteers.
- C. Each staff person shall be encouraged to complete a Personal Disaster Plan for her/his supervisor in order to facilitate the development of each agency's disaster plan and assignments.

IV. PROJECTED NEEDS

Disaster Animal Response Team (RI-DART) volunteers shall be recruited and trained for the following positions. (Note: Please refer to the organizational models/diagrams, TAB A, and Central Team job descriptions, TAB B, in the appendix.)

A. Central RI-DART/Coordination & Communication1. RI-DART Volunteer Coordinator (*stipended position*)

- : Central Team Leader (Note!)
- : Recruitment, screening, assignment } pre-need
- : Training and credentialing }
- : Assignment during disaster
- : Support and recognition
- : Agency volunteer development
- : Plan review and update

2. RI-DART Media Liaison

- : Official voice to the print and broadcast media

3. RI-DART Hotline Staffer

- : Information and referral for the public
- : Lists of temporary shelters, hotels taking pets
- : Volunteer referrals as directed

4. RI-DART System Clearinghouse

- : Maintain telephone/radio contact with shelters and staging areas and relay needs

5. RI-DART Animal Specialist

- : Advise Central Team and others regarding animal care issues

B. Functional RI-DART/Volunteer Response Teams

Volunteers shall be mobilized to assist/complement paid workers. They may be drawn from governmental and private agencies, businesses, and community groups as well as from the ranks of concerned individuals.

RI-DART General Support Volunteers

1. Acquisitions/Inventory Control
2. Staging
 - : Tents, generators/power, temporary barriers
 - : Crowd control, parking
 - : Port-a-johns
 - : Communications
 - : Carpentry
3. Food Supply (people and animals)
4. Waste Management (garbage, medical waste, carcasses, bio-hazards, site restoration)
5. Telephone Tree
6. Transportation
 - : Deliver food, medical supplies
 - : Miscellaneous "runners"
7. Volunteer Trainers
8. Clerical Workers
 - : Record-keeping
 - : Volunteer log
 - : Financial records
9. Grief Counselors/Chaplains
10. Photography

Next page for direct contact --->

RI-DART Direct Animal Contact Volunteers

11. Transportation
 - : Relocate sick and injured animals
 - : Transport pets for owners who cannot drive
 - : Transport pets from ARC shelters to animal shelters
12. Temporary Foster Housing
13. Rescue (*requires special training*)
 - : Search for stranded pets
 - : Capture sick, injured or dangerous animals
 - : Cleaning oil-covered birds, mammals
14. Veterinary/Medical (*professional personnel only*)
 - : Veterinary care (of displaced/unclaimed animals)

*(Note: Pets with owners should not require
volunteer veterinary care.)*
 - : Investigate animal bites/scratches and refer
wounded persons for medical care as needed
15. Records
 - : Individually identify animals sheltered, disposed
of, transferred, reunited with owners

C. Local Implementation

RI-DARTs shall be sent as needed to the following permanent or temporary locations:

1. Environmental Disaster Staging Area, e.g., Coastline and/or Wildlife Sanctuary Disaster
 - : Access RI-DARTs as needed

2. Shelter/Kennel (Permanent or Temporary)
 - : Assign volunteers
 - : Identification/maintain records
 - : Feed and comfort animals; clean cages
 - : First aid
 - : Reunite pets with owners
 - : Evacuate animals
 - : Non-animal-contact duties
 - : Staff shelter telephone
 - : Access RI-DARTs as needed

3. Zoo/Exotic Animals Facility
 - : Assign volunteers
 - : Capture and cage animal(s)
 - : Feed and comfort animals
 - : First aid
 - : Evacuate animals
 - : Non-animal-contact duties
 - : Access RI-DARTs as needed

4. Miscellaneous Facilities/Locations, e.g., Farm, Veterinarian, Dog Track, Pet Store

V. POLICIES

A. All RI-DART volunteers shall serve under the direction of the support agencies and (in a declared emergency) under the direction of the Department of Environmental Management, State Veterinarian, and RI Animal Control Officers. *[Note: Amended 1/9]*

B. No RI-DART volunteer shall endanger her/his health and safety in order to respond to animal care needs.

C. Each RI-DART volunteer shall complete a Personal Household Disaster Plan before a RI-DART assignment is made.

D. Certain assignments require RI-DART volunteers to be vaccinated, pre-exposure, against tetanus and rabies.

E. RI-DART volunteers shall sign a waiver of liability.

F. RI-DART volunteers (accepted, trained and credentialed) shall be immune from civil liability under the Defense Civil Preparedness, Chapter 15 (RIGL 30-15-15). *(See appendix, TAB G.)*

G. Generally, RI-DART volunteers shall not be reimbursed for out-of-pocket expenditures, except where specifically authorized and proof-of-purpose is provided.

VI. PROJECTED COSTS

An annual budget shall be prepared with adequate provisions for...

- : Stipend/retainer for the RI-DARTs Volunteer Coordinator
- : Plan administration, printing, telephone
- : Volunteer training
- : Volunteer identification (e.g., badges, patches, decals)
- : Volunteer recognition event

PART TWO: ORGANIZING

VII. PAID STAFF COORDINATION

[Job descriptions are included in the appendix, TAB B.]

A. Director of Volunteer Mobilization

State level team member, generally the State Veterinarian, who interfaces with RIEART and mobilizes the RI-DARTs Central Team.

B. RI-DARTs Volunteer Coordinator (*stipended position*)

[Note: This position was included in Section IV, Projected Needs, as part of the Central Team]

: Central Team Leader
 : Recruitment, screening, assignment } pre-need
 : Training and credentialing }
 : Assignment during disaster
 : Support and recognition
 : Agency volunteer development
 : Plan review and update

C. Local/Agency Disaster Volunteer Coordinators

At the discretion of the agency, a position may be a dedicated disaster point-person or part of the assigned staff person's role, e.g., the Coordinator of Volunteers.

VIII. RECORD-KEEPING

A. Volunteer records

1. RI-DARTs recruited pre-disaster shall be registered on an ESF Volunteer Card (standard 4X6 pre-printed file card, see appendix) held by the agency where assigned. [Note: The agency may also maintain computer files and lists as they wish.]
2. Volunteer contacts and service shall be recorded on the card.

B. Hours

Local agencies shall record volunteer hours given in the event of a disaster and report same to the RI-DART Volunteer Coordinator at the end of the Recovery Phase

C. Job Descriptions

1. There shall be written expectations for the role of Director of Volunteer Mobilization [appendix, TAB B].
2. There shall be written descriptions for each member of the RI-DART Central Coordination & Communication Team [appendix, TAB B].
3. There shall be written descriptions for each RI-DART volunteer response type of assignment anticipated [appendix, TAB C].
4. Descriptions shall be included in the RI-DART Volunteer Handbook, on file in each local agency and given to each volunteer during training.

D. Chain of Command

A block flow diagram indicating points of decision-making and communication shall be developed, posted and distributed in the Handbook.

E. Volunteer Handbook

A RI-DART Handbook shall be provided for volunteers during recruitment and orientation. It shall be kept up-to-date by the RI-DART Volunteer Coordinator.

PART THREE: STAFFING

IX. RECRUITMENT, SCREENING & ASSIGNMENT

A. Central Coordination & Communication Team

1. The RI-DART Volunteer Coordinator shall be selected by the Director of Volunteer Mobilization in cooperation with RIEART.
2. Additional members of the Central Team shall be recruited by the Volunteer Coordinator with the approval of the Director of Volunteer Mobilization.

B. RI-DART Volunteer Response Teams

1. RI-DARTs shall be recruited by the RI-DART Volunteer Coordinator
2. Volunteers shall be recruited for 12 months (July 1-June 30) and may serve successive years by agreement.
3. Suitable volunteers shall have...
 - : Experience working with/caring for animals;
 - : Sufficient mobility/freedom in event of disaster;
 - : Skills required by the job description

C. Local Level Volunteers

1. Agencies shall determine the level/number of volunteers needed in the event of a disaster.
2. Volunteers may be recruited from the ranks of an agency's current volunteers and/or may be recruited solely for disaster support by the local agency.
3. The responsibility for screening, selecting and assigning volunteers shall rest with the agency to which they will be responsible.
4. Local agencies are encouraged to screen volunteers in a personal interview and to have volunteers sign their job descriptions, indicating their willingness to serve in a particular assignment.
5. The RI-DART Central Team shall refer RI-DARTs as needed to complement and extend the disaster efforts of local agencies.
6. Names and addresses of local recruits may be forwarded to the RI-DART Volunteer Coordinator for training and credentialing as desired.

X. ORIENTATION & TRAINING

- A. The RI-DART Volunteer Coordinator shall send to each recruit who satisfactorily completes training..
 - 1. Volunteer Handbook;
 - 2. Color-coded name badge differentiating administration, medical, and animal care-trained volunteers; and
 - 3. Additional credentials appropriate to the assignment (patch, auto decal, etc.).
- B. The responsibility for orienting and training volunteers for specific assignments in agencies shall rest with the agency to which she/he is assigned.
- C. Agencies may request of the RI-DART Volunteer Coordinator common orientation or training across agency lines where desired.
- D. A state-wide volunteer briefing for all disaster volunteers shall be coordinated at least once annually by the RI-DART Volunteer Coordinator.

XI. EMERGENCY SCHEDULE & PROCEDURES

- A. RI-DARTs shall report for duty according to the protocols established in their job descriptions. Such procedures may include..
 - 1. When the Alert Phase or Response Phase is declared.
 - 2. When activated by telephone tree or radio
 - 3. As directed in the local agency procedures.
 - 4. In the event of a general disaster when land-lines communication is affected, RI-DARTs shall report to a pre-determined site according to the nature of their job descriptions.
- B. RI-DARTs shall follow the policies and procedures defined in Volunteer Handbook and their Job Descriptions.
- C. Non-RI-DART volunteers shall report to an on-site commander. Their level of participation shall be determined by the on-site commander or her/his designee.

PART FOUR: VOLUNTEER SUPPORT

XII. SUPERVISION

- A. The RI-DART Volunteer Coordinator shall supervise the other members of the Central Team.
- B. RI-DART Response Team volunteers shall be supervised by the on-site commander, appointed by the State Veterinarian or her/his designee, at the disaster site.
- C. Non-RI-DART volunteers shall be supervised by the agency by which recruited and trained.
- D. RI-DARTs and local volunteers shall be contacted periodically from September through March to assess their readiness to be called as needed.
- E. Performance shall be assessed according to expectations defined in the job description.

XIII. RECOGNITION

To be determined if and/or when funds become available.

PART FIVE: ASSESSMENT & CONTROL

XIV. EVALUATION

- A. Readiness shall be determined by the Director of Volunteer Mobilization no later than August 1 of each year and corrective action taken to bring the volunteer component up to readiness as needed.
- B. Following a disaster, the Director of Volunteer Mobilization, in cooperation with the Central Team, shall survey all agencies, key personnel, and volunteers to determine plan effectiveness and response satisfaction.

XV. PLAN AMENDMENT

The Plan shall be reviewed annually by the Rhode Island Emergency Management Agency, in collaboration with RIEART, and updated as needed.

**STATE OF RHODE ISLAND EMERGENCY OPERATIONS PLAN
APPENDIX 1 DISASTER ANIMAL ISSUES**

PREPAREDNESS PHASE PRESS RELEASE

**SMALL ANIMAL PETS
(dogs, cats, birds, reptiles, rodents, etc.)**

1. Persons with pets who may be displaced by the disaster should make arrangements **now** for their pets' safety.
2. Contact hotels, motels, friends, relatives, kennels, boarding facilities, veterinarians to seek temporary housing for themselves and their pets.
3. Assemble the following items to bring with you: Pet carrier, cage, or crate, leashes, pet food, bottled water, medical records, medication, litter and food dishes.
4. Make sure identification tags or tape are securely fastened to your pets collar and carrier/cage.
5. Bring all your pets inside.

**STATE OF RHODE ISLAND EMERGENCY OPERATIONS PLAN
APPENDIX 1 DISASTER ANIMAL ISSUES**

PREPAREDNESS PHASE PRESS RELEASE

**LIVESTOCK
(horses, cattle, swine, goats, etc.)**

1. Owners of livestock who may be displaced by the disaster should move their animals to a safer area **now**.
2. Consider evacuation of horses if they are maintained in stables or pastures of less than one acre in area.
3. Clean and fill any large, outside vessels (row boats, canoes, feed troughs, dumpsters) with water for your animals.
4. Have on hand a box packed with halters, leads, tape, rope, tarps, and medical supplies, records, and food. Bring these materials into the house.

**STATE OF RHODE ISLAND EMERGENCY OPERATIONS PLAN
APPENDIX 1 DISASTER ANIMAL ISSUES**

RESPONSE PHASE PRESS RELEASE

**LIVESTOCK
(horses, cattle, swine, goats, etc.)**

1. **Place identification on all livestock animals.** (Tape on halters, spray paint, paint on hooves, leg or neck bands, write down all band/tag numbers.)
2. Provide adequate water for animals.
3. Close barn and/or stall doors. Open all interior pasture gates.
TURN LIVESTOCK OUT ONTO A LARGE PASTURE.

**STATE OF RHODE ISLAND EMERGENCY OPERATIONS PLAN
APPENDIX 1 DISASTER ANIMAL ISSUES**

RESPONSE PHASE PRESS RELEASE

SMALL ANIMAL PETS – dogs, cats, reptiles, rodents, birds, etc.

1. If you are forced to evacuate **DO NOT LEAVE YOUR PET HOME ALONE!!**
2. If you are evacuating to a Red Cross shelter, the following facility will have pet sheltering: **THAYER ICE ARENA at THE MICKEY STEVENS COMPLEX ON SANDY LANE, WARWICK.**
3. Your pet will not be accepted for sheltering if it is not confined in a pet carrier, pet cage, or pet crate.
4. Bring your pet's leash, food, dishes, medication and medical records.
5. Place identification tags on your pet and identification tape on all other items.
6. If you decide to stay at home, bring all pets inside.

Letter of Agreement Between the American Red Cross of Rhode Island and the Rhode Island Emergency Animal Response Team

I. Purpose

This Letter of Agreement defines the relationship between the Rhode Island Emergency Animal Response Team (RIEART) and the American Red Cross of Rhode Island (ARC/RI) in preparing for and dealing with disaster situations that involve animals.

II. Concept of Operations

Each party to this Letter of Agreement is a separate and independent organization. As such, each organization retains its own identity in providing services and each organization is responsible for establishing its own policies and financing its own activities.

III. Definition of a Disaster

A disaster is an occurrence such as a hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, blizzard, pestilence, famine, fire, explosion, building collapse, transportation wreck, or other situation that causes human suffering or creates human needs that the victims cannot alleviate without assistance.

The American Red Cross provides the following four (4) services: Armed Forces Emergency Services, Disaster Services, Health and Safety Services, and International Services.

Each chartered unit has the authority and responsibility for carrying out the purposes of the American Red Cross services and for meeting corporate obligations within the territorial jurisdiction assigned in conformity with corporate regulations. The chartered units coordinate their work through voluntary state councils. There are approximately 1,400 chapters across the United States.

Each chapter is responsible for providing disaster planning preparedness, education and response. Each chapter has a disaster leadership team or committee. This leadership team or committee studies the disaster hazards of the locality and surveys local resources for personal equipment, supplies, transportation, emergency communications, and facilities available for disaster relief. The chapter disaster leadership also formulates cooperative plans and procedures with local government agencies and private organizations. The American Red Cross coordinates its total resources for use in large disasters. Services will be provided to those in need regardless of citizenship, race, religion, age, sex, or political affiliation.

The State Disaster Services headquarters of the American Red Cross of Rhode Island is located at 105 Gano Street, Providence, RI 02906 and oversees the disaster preparedness and response activities within its jurisdiction.

Letter of Agreement Between the American Red Cross of Rhode Island and the Rhode Island
Emergency Animal Response Team

IV. Recognition

Rhode Island Emergency Animal Response Team recognizes the American Red Cross as the agency chartered by Congress through which the American people voluntarily extend assistance to individuals and families in need as a result of disaster. ARC/RI recognizes the RIEART as the agency that is named in the *State of Rhode Island Emergency Operations Plan, Appendix 1-Disaster Animal Issues to Annex I-Emergency Support Services* to provide for the coordination of local resources to pet, farm, and wild animal care needs before, during, and following a significant natural disaster. Both organizations in their capacity recognize that federal, state and local government responsibility, in time of disaster, remains the same as at other times, which is the protection of life, property, public health and welfare, and the maintenance and repair of public property. The occurrence of disaster increases, but in general, does not change these responsibilities.

V. Methods of Cooperation

In order that the ARC/RI and the RIEART work cooperatively to render services during disaster relief efforts, both organizations agree to the purposes outlined in the State of Rhode Island Emergency Operations Plan Appendix 1 – Disaster Animal Issues, to Annex I – Emergency Support Services.

During the Mitigation Phase:

1. The ARC/RI will work with RIEART in emphasizing the need to incorporate animal care and welfare operations in any disaster plan.
2. To the extent possible and appropriate, each organization will provide pertinent training and or educational activities, materials and non-financial support for the other.

During the Preparedness Phase:

1. During this phase, the ARC/RI will release information that informs the public that competent pet care is available. The primary agencies identified in the Appendix 1 – Disaster Animal Issues, to Annex I – Emergency Support Services, will disseminate information on how to care for animals during a disaster.
2. The ARC/RI and the RIEART may engage in joint training which addresses areas of complementary or mutual concern.

During the Response Phase:

1. Agencies identified in the Appendix 1 – Disaster Animal Issues, to Annex I – Emergency Support Services, will be responsible for coordinating all animal relief efforts. The ARC/RI will direct pet owners to the nearest pet shelter if an owner brings a(n) animal(s) to an activated ARC/RI Shelter. If an owner is unable to provide transportation, the ARC/RI will

Letter of Agreement Between the American Red Cross of Rhode Island and the Rhode Island
Emergency Animal Response Team

contact RIEART to arrange transportation to the nearest animal care facility. Under no circumstances other than Seeing Eye dogs, will the ARC/RI allow animals in a shelter.

2. The ARC/RI and the RIEART will make every effort through their public information offices to keep the public informed of their cooperative efforts.

During the Recovery Phase:

1. Agencies designated in the Appendix 1 – Disaster Animal Issues, to Annex I – Emergency Support Services, will notify all support agencies to begin mobilization of resources and personnel to commence recovery operations. The ARC/RI will cooperate within accepted ARC/RI guidelines to help locate any unreachable pet owners.
2. Representatives of the ARC/RI and the RIEART will meet post-disaster and annually to evaluate progress in the implementation of the Letter of Agreement and to revise and develop new plans or goals as appropriate.

VI. Term of Agreement

Agreement shall be effective on _____ and terminate on _____ (for a term no longer than five years.) Six months prior to termination, the parties shall meet to review the progress and success of the Agreement and determine whether the Agreement shall be extended for an additional five years. In no event shall any extension of this Agreement be for a period exceeding five (5) years.

VII. Termination Statement

Termination of this Letter of Agreement by either party may be effected by the delivery of written notice to authorized personnel of either agency to be effective thirty days after receipt of such notice.

VIII. Miscellaneous

This Memo does not create a partnership, or a joint venture, and neither party has the authority to bind the other.

American Red Cross of Rhode Island Representative

Rhode Island Emergency Animal Response Team Representative

EXECUTIVE CHAMBER

CITY OF WARWICK



RHODE ISLAND

LINCOLN CHAFEE
MAYOR

MEMORANDUM OF UNDERSTANDING (MOU)

This agreement is entered into by the City of Warwick, Rhode Island and the State Disaster Animal Response Team (RIDART).

1. Purpose

There is a need for a centrally located building, with sufficient size, ample facilities, and convenient access, to serve as an animal issues site in emergencies for organizing and mobilizing resources in times of local emergency or state disaster declaration

2. Background

1. The State General Law (RIGL) 30-15-1, as amended, addresses the authority and responsibility for civil preparedness and emergency management.
2. The responsibilities to save lives, reduce suffering, protect property, coordinate the restoration of essential services, and to control emergency resources rest with the State of Rhode Island and its cities and towns, through their chief executive officers.
3. Effective emergency management response and recovery operations are predicated on pre-disaster planning and all hazard mitigation. Successful high risk area evacuation, and responsible domestic animal considerations, facilitate human safety priorities and public health assurances.
4. The State Emergency Operations Plan (EOP), Annex 1, addresses direction and control of animal disaster issues. The RIDART sets priorities under this annex, in coordination with the State Emergency Management Agency (RIEMA).

3. Agreement

It is understood that the City of Warwick, Rhode Island, under the hand of the city's Chief Executive Officer, hereby agrees to make the area known as the Thayer Rink, located off Sandy Lane in said city, available to the state veterinarian (or his/her designee) as the chairperson of the RIDART, for the purpose of staging animal issues operations in time of an emergency/disaster.

Witness the hand and seal of Mayor Lincoln D. Chafee, effecting this agreement on behalf of the City of Warwick.

Date: 3/29/99

Witness: _____

Signed: _____

Signed: _____

Lincoln D. Chafee
Mayor

Susan Littlefield V.M.D
Chairperson, RIDART