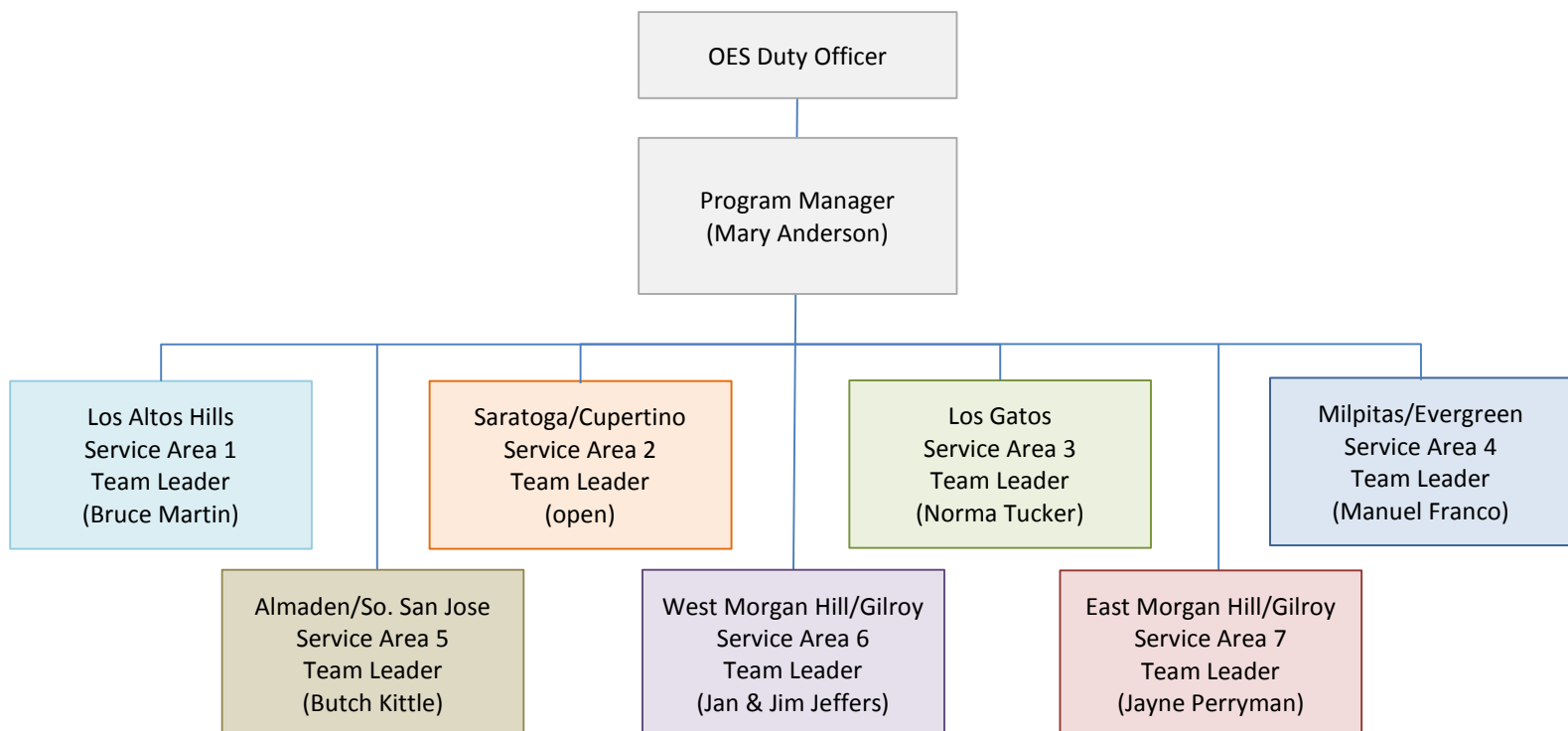# Santa Clara County
Large Animal Evacuation Team Guidance

General Information

The Santa Clara County Large Animal Evacuation Team is a volunteer resource of the Office of Emergency Services and available upon request by first responders responsible for emergency incidents. The program is managed with the cooperation of the volunteer Program Manager.
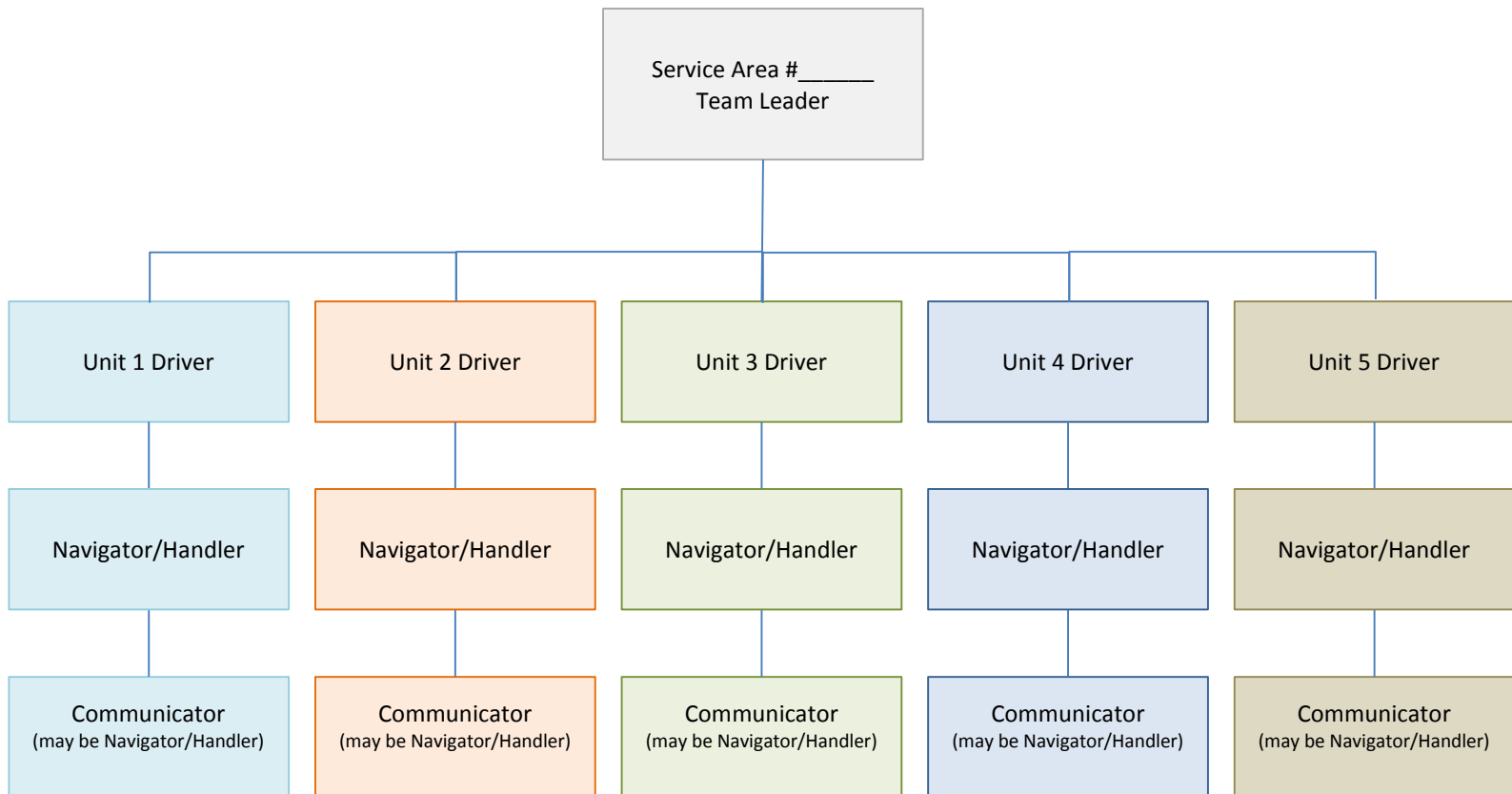
To be a member of a Santa Clara County Large Animal Evacuation Team you must meet the following criteria:

☐ Live in Santa Clara County or close enough to be activated with your team
☐ Be at least 18 years of age
☐ Be available for call out via phone, text and/or email
☐ Own a truck and horse trailer (to be considered a Driver) **OR** be willing to work with a Driver (to be considered a Handler/Navigator or Communicator)
☐ Attend the initial workshop/training
☐ Complete ICS 100, IS 700 and IS 800 training
☐ Be sworn in as a Disaster Service Worker
☐ Only work within the scope of your training
☐ Be willing to disclose any criminal conviction on your application (a criminal conviction does not necessarily disqualify an applicant, however, failure to disclose such conviction will be grounds for disqualification).
☐ Be willing to attend periodic training sessions and meetings to keep volunteers up to date.

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                          │   OES Duty Officer   │
                          └─────────────────────┘
                                    │
                          ┌─────────────────────┐
                          │   Program Manager    │
                          │   (Mary Anderson)    │
                          └─────────────────────┘
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| Los Altos Hills Service Area 1 Team Leader (Bruce Martin) | Saratoga/Cupertino Service Area 2 Team Leader (open) | Los Gatos Service Area 3 Team Leader (Norma Tucker) | Milpitas/Evergreen Service Area 4 Team Leader (Manuel Franco) |

| Almaden/So. San Jose Service Area 5 Team Leader (Butch Kittle) | West Morgan Hill/Gilroy Service Area 6 Team Leader (Jan & Jim Jeffers) | East Morgan Hill/Gilroy Service Area 7 Team Leader (Jayne Perryman) |

Definition of a Group/Team

We are working towards creating Large Animal Evacuation **Strike Teams** in seven service areas throughout the County which means you will be part of a five rig team. Your team will be called a **Task Force** if you have less than five rigs or a **Single Resource** if you have only one rig on the team at the time of activation. The Team Leader may be part of the group or be in a lead position, either way the Team Leader will be responsible for the entire team, their safety and conduct. The Team Leader should be the only one assigned to speak with the Incident Commander on behalf of the team.

Service Area #_____ Team Leader				
Unit 1 Driver	Unit 2 Driver	Unit 3 Driver	Unit 4 Driver	Unit 5 Driver
Navigator/Handler	Navigator/Handler	Navigator/Handler	Navigator/Handler	Navigator/Handler
Communicator (may be Navigator/Handler)	Communicator (may be Navigator/Handler)	Communicator (may be Navigator/Handler)	Communicator (may be Navigator/Handler)	Communicator (may be Navigator/Handler)

First Priority

The first priority of the Large Animal Evacuation team is **the safety of the team and other human safety**. The second priority is the safety/care of the animals being evacuated. The next priority is property and the environment.

The moment may come when your own life may be put into jeopardy because a horse is too panicked to cooperate with an evacuation attempt. Under these circumstances, you need to be prepared to abandon the horse to its own devices and save yourselves. Horses are strong and often survive using their natural instinct for self-preservation.
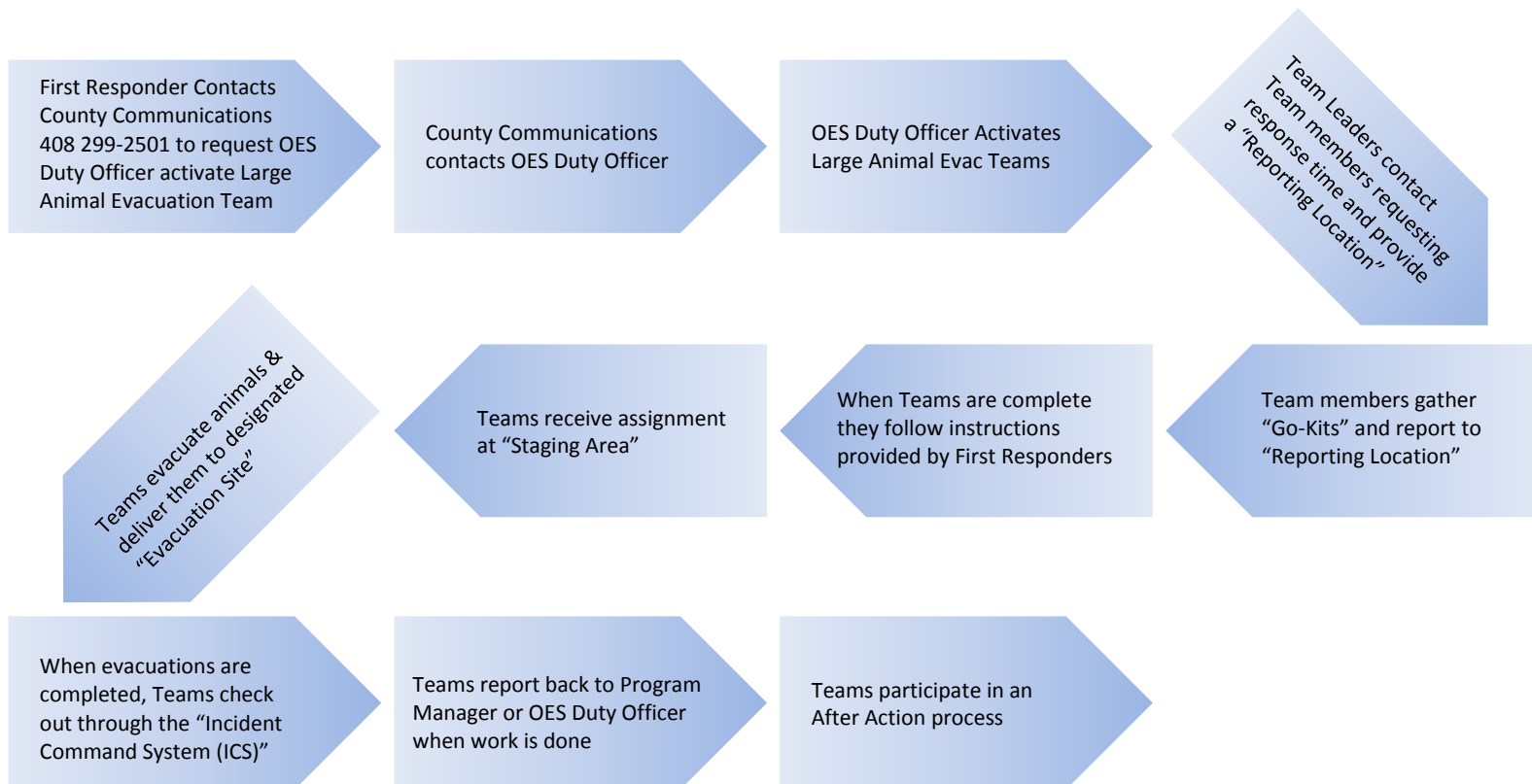
Identification

Each member of the Large Animal Evacuation teams will be issued a photo ID. The ID card will be updated annually. Drivers will also be issued a "Dash-board plaque" to be placed on the dash board of the vehicle being used in the evacuation.

Activation/Deployment

This is a volunteer program. Team members are not required to respond to every call out.

Teams will be activated at the request of law enforcement, incident commanders, fire, or other local government first responders. The request will come through County Communications (408-299-2501) to the OES Duty-officer. **Teams should never self-activate/deploy.** The OES Duty-officer will contact the Program Manager and/or begin the activation of appropriate teams to meet the need. In smaller incidents there may only need a single resource or one team. In large incidents all seven teams may be activated simultaneously. Either the OES Duty-officer or the Program Manager (at the direction of the OES Duty-officer) will contact the Team Leader. The Team Leader will in turn contact members of the team and set a time for the team to meet at a pre-designated location.

First Responder Contacts County Communications 408 299-2501 to request OES Duty Officer activate Large Animal Evacuation Team

County Communications contacts OES Duty Officer

OES Duty Officer Activates Large Animal Evac Teams

Team Leaders contact Team members requesting response time and provide a "Reporting Location"

Team members gather "Go-Kits" and report to "Reporting Location"

When Teams are complete they follow instructions provided by First Responders

Teams receive assignment at "Staging Area"

Teams evacuate animals & deliver them to designated "Evacuation Site"

When evacuations are completed, Teams check out through the "Incident Command System (ICS)"

Teams report back to Program Manager or OES Duty Officer when work is done

Teams participate in an After Action process

Once the team arrives and checks in at the pre-designated location, the Team Leader will determine the size of the team. If five units/rigs (truck & trailer) arrive the Team Leader will consider the team a "Strike Team" and will send the Strike Team to the requester's staging area according to the requester's instructions. Smaller teams (e.g., a Task Force of three units) may be requested and/or sent. A Single Resource (one truck & trailer) could also be requested and/or sent.

A second check in may be required at the staging area for the incident. The Team will work together with the Team Leader under the supervision of the requester. Teams should not work outside their scope of training at any time. It is important to remember your chain of command and work issues with your Team Leader. The reputation and future of the entire program may depend on how well you work within the structure.

Program Manager

The Program Manager is responsible for:

- ☐ Coordinating Team training
- ☐ Organizing Team exercises
- ☐ Maintaining Team call out lists
- ☐ Being the point person for OES (Office of Emergency Services) Duty Officer or the EOC (Emergency Operations Center) during Team call out
- ☐ Filling the Large Animal Evacuation seat in the EOC
- ☐ May need to direct other teams if the incident is in your Service Area

Evac Team Leader/Backup

The Evac Team Leader is responsible for:

- ☐ Creating and maintaining the Evac Team list
- ☐ Determining the service area of the Evac Team
- ☐ Determining meeting place for Evac Team
- ☐ Determining evacuation areas within service area
- ☐ Participating in trainings and exercises as the lead for the Evac Team
- ☐ Communicating with the ICP contact, EOC or OES Duty Officer
- ☐ Keeping track of the Evac Team during an activation
- ☐ Attending periodic planning meetings with other Leaders, Program Managers and the Animals in Disaster Chairperson

Driver

Each Strike Team will have five truck/trailer units and one Leader. Each unit will have a driver, navigator/handler, and communicator. The Evac Team Driver is responsible for:

- ☐ Driving the rig during the evacuation process
- ☐ Assisting with loading and unloading animals
- ☐ Attending periodic trainings or seminars pertaining to the role of Evac Team Driver

Navigator/Handler

Each Evac Team will have a Navigator/Handler who is responsible for:

- ☐ Assisting the driver with directions and navigational needs
- ☐ Assisting with loading and unloading animals
- ☐ Attending periodic trainings or seminars pertaining to the role of Evac Team Navigator/Handler

Communicator

Evac Teams may or may not have a separate Communicator. If there is no communicator on the team, the Navigator/Handler will assume the role of Communicator. The Communicator is responsible for:

- ☐ Providing communication (cell phone or radio) between the Evac Team Leader and the team
- ☐ Assisting with loading and unloading of animals if needed
- ☐ Attending periodic trainings or seminars pertaining to the role of Evac Team Communicator

Care & Shelter Coordinator

Each Service Area will have at least one designated Evacuation Site. An Evacuation Site Coordinator is pre-determined for each designated site. This may be the property owner where the Evacuation Site is located. The Evacuation Site Coordinator should be familiar with the site and surrounding area. The Evacuation Site Coordinator is responsible for:

- Receiving animals at the Evacuation Site from the Evac Team
- Coordinating any triage or treatment needed
- Coordinating food, water and other needs of animals
- Logging and numbering each animal as it arrives
- Coordinating reunification efforts
- Contact veterinarian or other medical personnel as needed

Administration Team

The Administration Team is responsible for Checking In all volunteers. Providing a paper trail during and after activation is critical. The entire process is hinged on the effectiveness of the Administration Team.

- Providing a Check-In process for volunteers
- Assigning/tracking/monitoring all teams throughout the activation
- Coordinating needs for the shelter, including staff meals and needs
- Managing paperwork for reunification process
- Developing and executing a plan for "in-place" care and feeding

Donations Management Coordinator

The Donations Management team is responsible for coordinating all donations that are received at evacuation sites/shelters. This task may be aided by local government agencies such as Animal Care and Control.

- Work with Public Information Officer to push out a clear message to the public about what donations are needed
- Establish reasonable location(s) for incoming donations
- Track donors contact information
- Distribute donations as needed
- Develop and implement plan for donations management

Resource Provider

Resource Providers are not always trained volunteers in the LAE program. They may be property owners who can shelter or foster animals temporarily. They may also have supplies and equipment that they are willing to give/loan.

Evac Team "Go Kit"

Each member of the Evac Team should have the following items in a "Go Kit" bag. Addition items may be needed for specific activations.

- ☐ ID Badge

- ☐ Flashlight

- ☐ Lead rope and halter

- ☐ Long-sleeved shirt and long pants

- ☐ Sturdy shoes and extra socks

- ☐ Rain gear (when needed)

- ☐ Clip board and pen/pencil

- ☐ Map of Santa Clara County

- ☐ Communication equipment (cell phone or radio) with vehicle charger

- ☐ Snack food and water container

- ☐ Basic first aid supplies (bandages, 4x4s, tape, etc.)

- ☐ Knife

- ☐ Spare tire for trailer

- ☐ Fire extinguisher

- ☐ Duct Tape

- ☐ Bailing twine

- ☐ Marking crayon, magic marker to ID animas

- ☐ Bucket

- ☐ _____

- ☐ _____

Definitions

- Activate – The official asking for resources by a first responder responsible for the incident.

- County Comm – County 911 dispatch (408-299-2501) where OES Duty-officer can be contacted

- EOC – Emergency Operations Center.

- Evacuation Site – A temporary location where animals are brought out of harm's way and cared for.

- First Responder – Person(s) in charge of incident

- ICP – Incident Command Post

- "In-place" care – Periodic feeding, water, and monitoring of animals left at their homes rather than evacuating them

- OES Duty-officer – An employee from the County Office of Emergency Services (OES) who is "on-call" and available to activate the Large Animal Evacuation Team.

- Reporting Location -- Pre-designated location where each Service Area Team can meet and assemble.

- Staging Area – First responder designated area where teams are ready to respond.

- Strike Team – Five units (truck & trailer) with a minimum of two people per unit.

- Task Force – Two to four units (e.g., Task Force of two units.)

- Unit – One truck with one trailer and a minimum of two people.