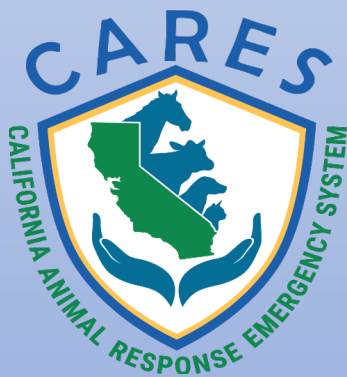




CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE



*Resource requests should describe what your need is in as much detail as possible.*

# Resource Request Process

Getting the Right Resource

Sonia Brown, Emergency Response and Preparedness Manager

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February 2022

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## Introduction

California is vulnerable to the destructive effects of wildfires, earthquakes, flooding, extreme weather, and many years of “extreme” or “exceptional” drought conditions. These events not only affect people but pets, service animals, and livestock and are likely to exceed emergency response capabilities of local government in a disaster. Local resources may become scarce causing local government to initiate resource requests. Resource requests follow the Standardized Emergency Management System (SEMS) organizational levels, sometimes reaching the State before the resource is allocated. It is important to expedite resource requests especially when the need is critical for saving lives, and property, including animals. Understanding the process and how to complete a resource request is essential during an emergency or disaster.

## Purpose and Scope

The California Department of Food and Agriculture (CDFA) has created this document to present the resource request process to local government emergency management and animal services. It is intended to assist local jurisdictions on the process for accurately completing a resource request to ensure they are processed in a timely manner and resources are allocated appropriately during response operations. Effective emergency response requires efficient ordering, tracking and mobilization of resources. This document is consistent with SEMS. SEMS is mandated for state agencies, but not required for federal agencies. Although SEMS is voluntary for local government, they must use SEMS to be eligible for funding of their response-related personnel costs under the State’s disaster assistance programs. This document is applicable during conditions of disaster, or of extreme peril, as described in the California Emergency Services Act (ESA), which warrant a proclamation of Local Emergency. It is not intended to replace or supplant day-to-day incident response systems or procedures that exist under statewide Mutual Aid Plans.

## California Department of Food and Agriculture’s Role

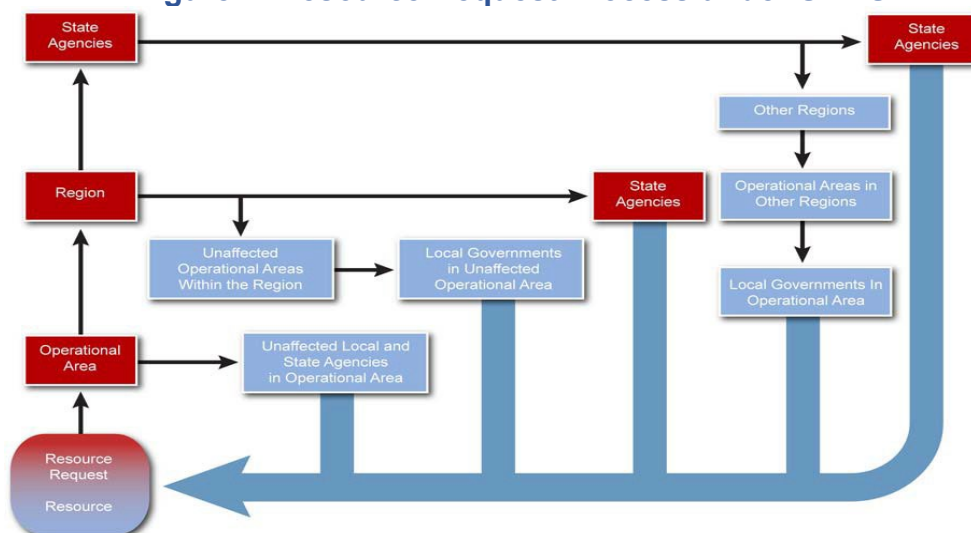
The California (CA) Emergency Support Function (ESF) 11 is led by the CDFA and supported by other State agencies, and stakeholders with similar discipline-specific responsibilities. CA-ESF 11 is responsible for the management, oversight based on its authorities, resources, and capabilities as outlined in the State Emergency Plan (SEP). CDFA provides the leadership, ongoing communication, coordination, and oversight in all four (4) phases of emergency management for food and agricultural emergencies, and human-caused and natural emergencies or disasters involving animals. The California Animal Response Emergency System (CARES) is a unit of the CDFA Animal

Health Branch and a system that assists and supports the CA-ESF 11 in carrying out the duties of the position. In a “significant” emergency or disaster, Cal OES may mission resource task (MRT) State agencies to coordinate resources in response to local government resource requests that could not be located through other channels. The CDFA CARES unit may be activated to respond to an event by the Cal OES State Operations Center (SOC) or Regional Emergency Operations Center (REOC) through a MRT. When activated, the CDFA CARES Unit will assist with mission coordination to allocate the requested resource within the capability of CDFA as outlined in Appendix A. It is important to note that the CDFA CARES Unit does not have a cache of resources and supplies and very limited response personnel. Additionally, many of the animal-related resources accessible to local government emergency management are the same resources accessible to CDFA CARES representatives, so when the CDFA CARES Unit ultimately receives a resource request, the resource may be tapped out.

### A Volunteer Organization’s Role

Resource requests for volunteer organizations including but not limited to (non-governmental organization, community and faith based organizations, private non-profit, etc.) should be processed through the Operational Area (OA) Emergency Operations Center (EOC). Volunteers should not take it upon themselves to coordinate resources independent of the OA EOC but should follow the resource request process under SEMS as displayed in Figure 1. It is incumbent on local government emergency management to make pre/post event agreements, see Appendix B, with volunteer organizations to expedite the ability to use these organizations and eliminate self-deployment. Volunteers should only perform a function under the direction of local government emergency management when “tasked” to field response operations or to fill a role in the OA EOC and/or animal services DOC, typically as volunteer resource coordinator. When the OA EOC cannot locate a resource locally or in an unaffected neighboring county, the resource request will be made to the next organizational level, the REOC, until it may reach the State level, the SOC.

**Figure 1. Resource Request Process under SEMS**



# Resource Request Process

## When to Request Resources

If a local government determines the effects of an emergency are beyond the capability of local resources to mitigate effectively, the local government emergency operations center is typically activated<sup>1</sup> and must **proclaim** a local emergency<sup>2</sup>. The purpose of a local emergency proclamation is to provide extraordinary police powers; immunity for emergency actions; authorize issuance of orders and regulations; activate pre-established emergency provisions; and is a prerequisite for requesting state or federal assistance. Pursuant to California Government Code Section 8625, the “Governor may **proclaim** a State of Emergency in an area affected by a natural or manmade disaster, when he is requested to do so by the governing body of the local agency affected”, or the Governor *will proclaim the emergency if it is found the local authority is inadequate to cope with the emergency*. The proclamation gives the Governor additional authority to direct State agency personnel and equipment to respond to a disaster, especially if they are a lead agency of a CA-ESF.

During an emergency or disaster, a local jurisdiction may make a resource request for additional resources when local government committed resources are reasonably exhausted or anticipate exhausting their resources and mutual aid is needed. This includes working overtime, recalling staff, and contracting out. When needed resources that are not available to the local government by means of purchase, contract, or other existing mutual aid agreement, State agencies may be tasked to assist. However, State resources are not to compete with the private sector. If contracting out cannot provide resources in timely manner, State resources may be used. Contracting out includes contracting with state agencies if these agencies have the ability and authority to do so. Under emergency conditions Cal OES or the state agency may restrict the resources

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<sup>1</sup> SEMS Regulations specify seven circumstances in which the OA EOC must be activated, and SEMS used:

1. A local government within the OA has activated its EOC and requested activation of the OA EOC to support their emergency operations.
2. Two or more cities within the OA have declared or proclaimed a local emergency.
3. The county and one or more cities have declared or proclaimed a local emergency. A city, city and county, or county has requested a governor's proclamation of a state of emergency.
5. A state of emergency is proclaimed by the governor for the county or two or more cities within the OA.
6. The OA is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations, which are obtained through existing mutual aid agreements.
7. The OA has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations, which are obtained through existing mutual aid agreements.

<sup>2</sup> The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat..." *Section 8558(c), Chapter 7 of Division 1 of Title 2 of the Government Code.*

available to contract out in order to ensure adequate resources for mission tasking and accordingly these would then have to be accessed through a resource request in accordance with the SEMS.

## Creating a Resource Request

Resource requests should describe what your need is in as much detail as possible up and until an official credentialing system is in place for animal related resources, the description is essential. Local government emergency management and animal services should be aware that the State of California does not have an official credentialing or resource typing system for animal related positions, yet some counties currently use an unofficial system. This can cause confusion and serious delays in processing a much needed resource request especially when ordering through the [Emergency Management Mutual Aid System](#) (EMMA) or [Law Enforcement Mutual Aid](#) (LEMA) as an alternate source. Animal related resources<sup>3</sup> are not typically requested through EMMA, because it is intended for emergency management personnel and technical specialists' requests.

Resource requests are entered by local government emergency management in [Cal EOC](#)<sup>4</sup>/Web EOC by select authorized county OA EOC positions. This system is used to assign, track, and manage all resource requests during a disaster to perform a defined activity/task, or equipment/supply for a specific purpose resulting to some degree of action or outcome. When a resource request is approved and filled, it is a formal "assignment" and therefore requires follow-up and tracking. The following step-by-step instructions will guide you through accurately creating a Resource Request.

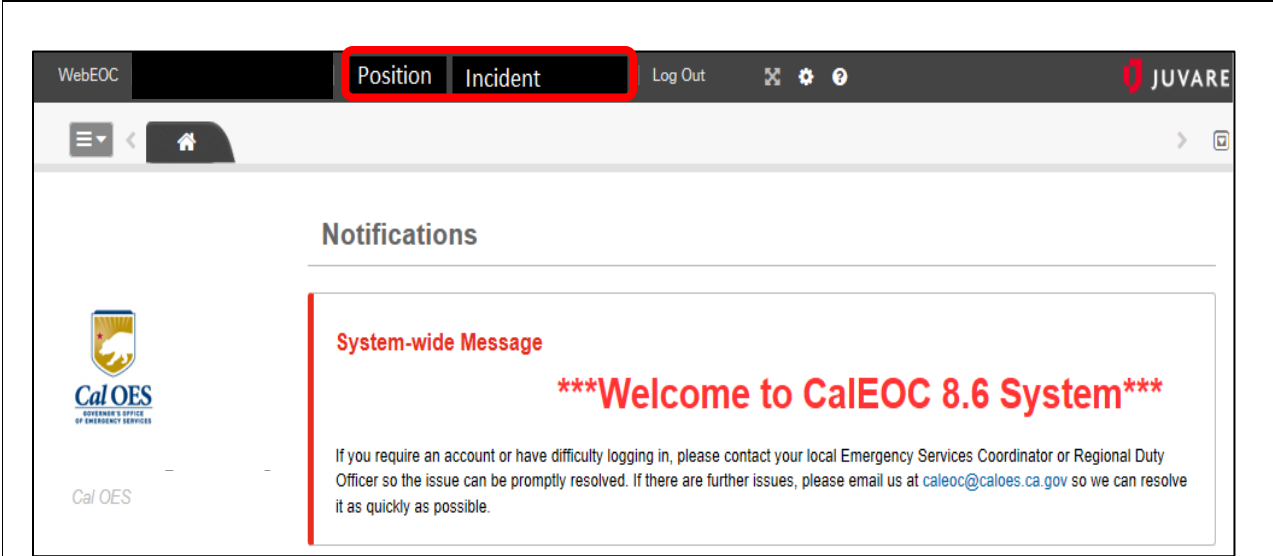
### Before beginning:

- Do NOT click back; you will lose all data entered, *select **Cancel** or **Save***
  - ✓ Click **Cancel** if you no longer want to continue with the resource request.
  - ✓ Click **Save** if you want to continue with the resource request.
- **ONLY the following OA EOC positions below can create a resource request**
  - EOC Director/EOC Coordinator (Management Section/ESF 5)
  - Logistics Section Chief
  - ESF#4 – Fire & Rescue (Ops Fire ESF-04)
  - Cal OES Field Representative (Agency Representative/Territory Representative)

*Continued on next page...*

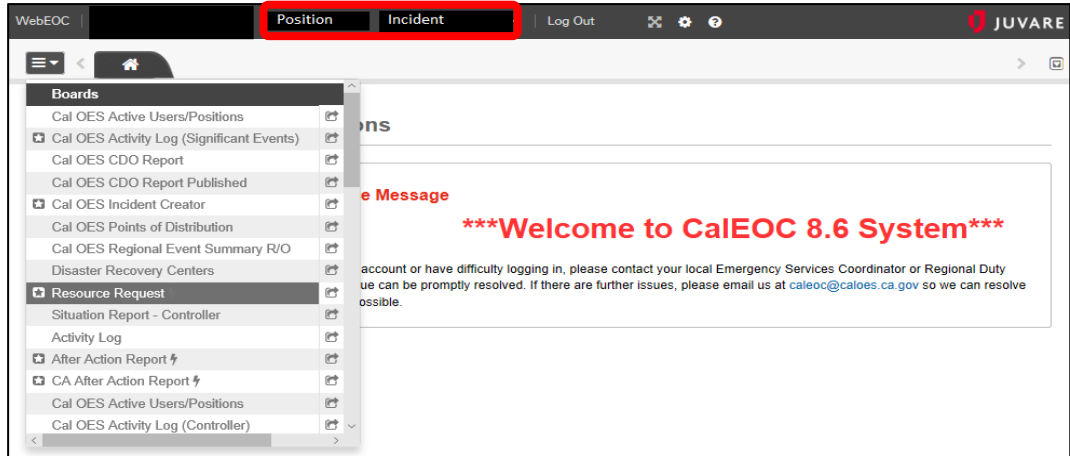
<sup>3</sup> Although a county OA may make a resource request for animal related resources particularly Animal Control Officers through the Emergency Management Mutual Aid (EMMA) system, the Cal OES EMMA Coordinator will make the request to local government emergency management based on the knowledge, skills, and abilities (KSA) to possibly locate an *emergency manager* that may meet the description of the needed resource and *occasionally* an actual animal control officer. EMMA is intended for single resource requests not for teams such as an Animal Emergency Response Team.

<sup>4</sup> Who currently has access to Cal EOC? Cal OES only authorizes access for use or view of relevant boards to each of the following agencies: Cal OES key response and recovery personnel; Counties-All 58 County Emergency Management Agencies; State-California State Agencies with emergency response roles; and Federal-Federal Emergency Management key personnel.



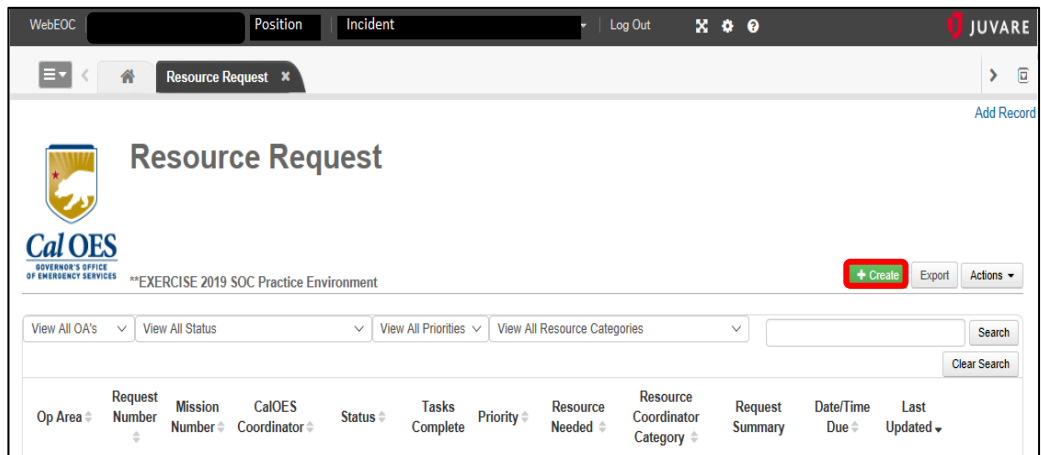
## RESOURCE REQUEST BOARD

- 1 To access the Resource Request board.
- Open the Control Panel
  - Click on Resource Request



## CREATING A RESOURCE REQUEST

- 2 • Click on **+Create**



## MISSION INPUT

Request Details	Requesting Point of Contact
Operational Area <input type="text" value="Select OA"/> <span style="color: red; font-weight: bold;">Required</span>	Name <input type="text"/>
Request Summary <input type="text"/>	Agency <input type="text"/>
Suggested Source <input type="text"/>	Phone <input type="text"/>
Date/Time Required <input type="text"/> <span style="color: red; font-weight: bold;">Required</span>	Alternate Phone <input type="text"/>
Date/Time Required Until <input type="text"/>	
Priority <input type="text" value="Select Priority"/> <span style="color: red; font-weight: bold;">Required</span>	

Section	Action	
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<b>3</b>	<p><b>Request Details</b> Complete all fields, especially <b>Required Operational Area (requesting county):</b> Select from the drop-down menu.</p> <div style="margin-left: 20px;"> <p>Operational Area <input type="text" value="Select OA"/> <span style="color: red; font-weight: bold;">Required</span></p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>Select OA</p> <p>[Select]</p> <p>State</p> <p>Alameda</p> <p>Alpine</p> <p>Amador</p> <p>Butte</p> <p>Calaveras</p> </div> </div> <p>Request Summary <input type="text"/></p> <p><b>Request Summary:</b> Include basic information only; use <i>Detailed Resource Description</i> to expound on the request.</p> <ul style="list-style-type: none"> <li><b>Suggested Source:</b> Specify only if specialized resource.</li> <li><b>Date/Time Required:</b> Use the calendar icon for the current date – <b>Required</b></li> </ul> <p>Priority – Select the priority level (High, Medium, Low) <b>Required</b></p> <div style="margin-left: 20px;"> <p>Priority <input type="text" value="Select Priority"/> <span style="color: red; font-weight: bold;">Required</span></p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>Select Priority</p> <p>(Select)</p> <p>NOW</p> <p>0-4 hours = high</p> <p>5-12 hours = med</p> <p>12+ hours = low</p> </div> </div>	<p><b>Requesting Point of Contact</b> Complete all fields within the <i>Requesting Point of Contact (POC):</i></p> <ul style="list-style-type: none"> <li><b>Name</b> – Name of person that <b>Note:</b> <i>Requesting Point of Contact refers to person requesting the resource; may not be necessarily be the same person entering the request in Cal EOC.</i></li> <li><b>Name</b> – Name of person that can answer questions related to resource being requested</li> <li><b>Agency</b> – Name of the agency POC is representing, spell out full agency name, avoid using acronyms</li> <li><b>Phone</b> – POC’s phone number (preferably a cell phone number or a number they will readily answer)</li> </ul> <p><b>Alternate Phone</b> – An alternate number for the POC (a different cell phone number, desk phone, or another person’s cell phone number that can contact the POC)</p>
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## RESOURCE REQUEST INFORMATION

**Resource Request Information**

Resource Needed:  If other, describe:

Resource Coordinator Category:

Detailed Resource Description:

Quantity Requested:

Unit of Measure:

Size of Resource:

Operator Required:  No  Yes

Fuel Required:  No  Yes

Other Items Required:  Meals  Water  Lodging  Maintenance  Power  Other Description:

### Section

### Action

**4**

- **Resource Needed**
  - Select the resource from the dropdown menu
- If other, describe – If an option is not available in the dropdown menu, write a description in the available field (e.g., description for a Veterinarian, Animal Search and Rescue, Animal Shelter Manager, etc.)
- **Resource Coordinator Category** – intended for Cal OES to task a State agency

Select Category

- BOC
- Communications (EF-02)
- Construction and Engineering (EF-03)
- CREOC
- Cyber Security (EF-18)
- EMAC
- EMMA
- Evacuations (EF-16)
- Federal ARF
- Fire and Rescue (EF-04)
- Food and Agriculture (EF-11)
- Hazardous Materials (EF-10)
- IREOC
- Law Enforcement (EF-13)
- Long-Term Recovery (EF-14)
- Management (EF-05)
- Mass Care and Shelter (EF-06)
- Public Health and Medical (EF-08)
- Public Information (EF-15)
- Resources (EF-07)
- Search and Rescue (EF-09)
- SOC
- SREOC
- Transportation (EF-01)
- UOC
- Utilities (EF-12)
- Volunteer and Donations Management (EF-17)

Section	Action
4	<ul style="list-style-type: none"> <li>● <b>Detailed Resource Description</b> <div data-bbox="678 279 1273 506" style="border: 1px solid gray; height: 100px; margin: 10px 0;"> <p style="color: gray; font-size: small;">Detailed Resource Description</p> </div> <ul style="list-style-type: none"> <li>○ Use this field to describe what your need is in as much detail as possible including specialized skills, training, certification, etc. Consider the following questions: <ul style="list-style-type: none"> <li>“What do you need to accomplish – task to perform?”, “Who or What do you need?”, “Where does it need to be done?”, “Why do you need it?”</li> <li>▪ Example: An individual trained in the proper care and handling of companion animals capable of safe and humane handling of domesticated, fractious, dangerous, or difficult-to-handle animals in shelter operations and/or field capturing animals during the day shift (0700-1900 hours).</li> </ul> </li> </ul> </li> <li>● <b>Quantity Requested</b> – Number being requested (may be included in resource detailed description. Differentiate between a single resource request versus a team or operator with a vehicle.</li> <li>● <b>Unit of Measure</b> – Specify the unit of measurement – leave blank if not applicable <div data-bbox="721 1150 1091 1436" style="margin: 10px 0;"> <p style="margin: 0;">Unit of Measure</p> <div style="border: 1px solid gray; padding: 5px;"> <div style="border-bottom: 1px solid gray; padding: 2px 5px;">Select Unit</div> <div style="padding: 2px 5px;">(Select)</div> <div style="padding: 2px 5px;">Each</div> <div style="padding: 2px 5px;">Gallons</div> <div style="padding: 2px 5px;">Liters</div> <div style="padding: 2px 5px;">Other</div> <div style="padding: 2px 5px;">Persons</div> </div> </div> </li> <li>● <b>Size of Resource</b> – Specify the size, if necessary – trailer size for number/type of large animals, number/size of kennels for small animals, paneling for livestock (corral panel 12 ft., horse/livestock panel 5 ft. x 16 ft., 16 ft. 4 gauge cattle panels, etc.)</li> </ul> <p style="color: gray; font-size: small;"><i>The following selected responses in the following sections will highlight in Blue.</i></p> <p><b>Operator Required</b> – Mark Yes/No as a response (e.g., forklift driver for a forklift or backhoe)</p> <div style="margin-top: 20px;"> <p style="margin: 0;">Operator Required</p> <p style="margin: 0; text-align: right;"> <input checked="" type="radio"/> No    <input type="radio"/> Yes </p> </div>

Section	Action
<b>4</b>	<ul style="list-style-type: none"> <li> <b>Fuel Required (and Fuel Type (if required))</b> – Mark Yes/No if fuel is required  <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="margin-right: 20px;">Fuel Required</div> <div style="margin-right: 20px;"> <input checked="" type="radio"/> No           <input type="radio"/> Yes         </div> <div style="border: 1px solid #ccc; padding: 2px;">           Fuel Type (if required) ▾  <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">               ▾              Fuel Type (if required)              (Select)              Diesel              Regular              Unleaded              Other              Propane           </div> </div> </div> </li> <li> <b>Other Items Required</b> – Select all applicable items.  <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="margin-right: 10px;">Other Items Required</div> <div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 10px;">Meals</div> <div style="border: 1px solid #ccc; padding: 2px 10px;">Water</div> <div style="border: 1px solid #ccc; padding: 2px 10px;">Lodging</div> <div style="border: 1px solid #ccc; padding: 2px 10px;">Maintenance</div> <div style="border: 1px solid #ccc; padding: 2px 10px;">Power</div> <div style="border: 1px solid #ccc; padding: 2px 10px;">Other</div> <div style="border: 1px solid #ccc; padding: 2px 10px; border-color: red;">Description</div> </div> </div> </li> <li> <b>Description</b> – Include additional pertinent details in the description box e.g., meals provided by the EOC, lodging is the responder’s responsibility.         </li> </ul>

### RESOURCE DELIVERY INFORMATION

Section	Action												
<b>5</b>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 50%; text-align: left; padding: 5px;">Resource Delivery Information</th> <th style="width: 50%; text-align: left; padding: 5px;">Delivery Point of Contact Information</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Street Address <input style="width: 90%;" type="text"/></td> <td style="padding: 5px;">Name <input style="width: 90%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">           Lat / Long <input style="width: 40%;" type="text"/> / <input style="width: 40%;" type="text"/> </td> <td style="padding: 5px;">Agency <input style="width: 90%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Site Type <input style="width: 90%;" type="text"/></td> <td style="padding: 5px;">Phone Number <input style="width: 90%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Site Name <input style="width: 90%;" type="text"/></td> <td style="padding: 5px;">Alternate Phone <input style="width: 90%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Special Instructions <input style="width: 90%;" type="text"/></td> <td style="padding: 5px;"></td> </tr> </tbody> </table> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><b>Resource Delivery Information</b>            Complete all fields pertaining to <i>Resource Delivery Information</i>, especially the <b>Required</b> fields:            Street address or latitude/long, <b>not</b> both.            Street Address – Provide a physical address where the requested resource should be delivered; may use <b>map icon</b>  <b>Required</b></p> </div> <div style="width: 48%;"> <p><b>Delivery Point of Contact Information</b>            Ensure completion of all fields pertaining to <i>Delivery Point of Contact (POC)</i>:</p> <ul style="list-style-type: none"> <li><b>Name</b> – POCs full name</li> <li><b>Agency</b> – POCs full agency name; avoid the use of acronyms</li> </ul> </div> </div>	Resource Delivery Information	Delivery Point of Contact Information	Street Address <input style="width: 90%;" type="text"/>	Name <input style="width: 90%;" type="text"/>	Lat / Long <input style="width: 40%;" type="text"/> / <input style="width: 40%;" type="text"/>	Agency <input style="width: 90%;" type="text"/>	Site Type <input style="width: 90%;" type="text"/>	Phone Number <input style="width: 90%;" type="text"/>	Site Name <input style="width: 90%;" type="text"/>	Alternate Phone <input style="width: 90%;" type="text"/>	Special Instructions <input style="width: 90%;" type="text"/>	
Resource Delivery Information	Delivery Point of Contact Information												
Street Address <input style="width: 90%;" type="text"/>	Name <input style="width: 90%;" type="text"/>												
Lat / Long <input style="width: 40%;" type="text"/> / <input style="width: 40%;" type="text"/>	Agency <input style="width: 90%;" type="text"/>												
Site Type <input style="width: 90%;" type="text"/>	Phone Number <input style="width: 90%;" type="text"/>												
Site Name <input style="width: 90%;" type="text"/>	Alternate Phone <input style="width: 90%;" type="text"/>												
Special Instructions <input style="width: 90%;" type="text"/>													

Section	Action	
	<ul style="list-style-type: none"> <li>Lat/Long – Provide using the map icon or Latitude and Longitude Finder <b>Required</b></li> <li>Example: 38.570100/ -121.305800</li> <li>Site Type – Describe the delivery site (office building, fairground, school, etc.)</li> <li>Site Name – Provide the official name of the delivery site (e.g., Cal OES Building A)</li> <li>Special Instructions – Clarify whether this is their check-in location or where they will be assigned to work</li> </ul>	<ul style="list-style-type: none"> <li><b>Phone Number</b> – POC’s phone number (preferably a mobile number; need to readily respond)</li> <li><b>Alternate Phone</b> – POCs other means of contact including dispatch that can contact the POC</li> </ul>
<b>ROUTE for REVIEW/COMMENT</b>		
Section	Action	
<b>6</b>	<ul style="list-style-type: none"> <li>Click <b>SAVE</b></li> </ul> <p><b>NOTE:</b> There is no automatic notification system, so you need to notify the appropriate entity at Cal OES:</p> <ul style="list-style-type: none"> <li>Assigned ESC/SESC (territory representative) or Administrative Region – during normal business hours <ul style="list-style-type: none"> <li>Regional Duty Officer (RDO) – after-hours</li> </ul> </li> <li>REOC – when activated</li> </ul>	

## Animal Resource Positions

There are numerous animal resource positions that local government emergency management and animal services may request. It is incumbent upon local government to meet their response operation’s needs by providing as much detail as possible in a resource request. Table 1, although not inclusive, provides some detailed description examples of the more common animal related resource positions. The descriptions are intended to be used as a reference for local government when completing the detailed resource description in the Cal EOC Resource Request board. The descriptions will vary based on the complexity of the event and should generally include but not be limited to the following:

- Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment.
- Provide work hours - 12 hours per shift, self-sustainable for 72 hours, and is deployable for up to 14 days.

- Specify competency areas necessary based on the animal population the position will serve e.g., small (companion animals, pets, service animals, and assistance animals) or large animals (livestock or specify type).
- Specify specialty skills, experience, training, or certifications necessary e.g., fire line training, euthanasia or chemical capture, ICS/SEMS/NIMS training, etc.
- Specify whether the position should supply their own vehicle/truck (specify type) and/or specialized equipment.
- Describe working conditions i.e., arduous, environmental hazards, rough terrain, physical/mental affects, etc.

**Table 1. Animal Resource Positions**

<b>Position</b>	<b>Function</b>	<b>Example Detailed Resource Description</b>
<p><b>Animal Carcass Disposal Coordinator (animal disease only)</b>            NOTE: <i>In a heat emergency, wildfire, or any other natural disaster, the county is responsible for carcass disposal and an emergency proclamation may be required to enable alternate disposal method(s) during rendering service interruptions.)</i></p>	<p>Provide subject matter expertise in the timely disposal of diseased animal carcasses and associated contaminated material is critical to mitigate the spread of disease agents.</p>	<p>May be requested as a single resource or as part of a Group (Animal Carcass Disposal Group).</p> <p style="text-align: center;">Example Only:</p> <p>(Enter name of County) county is requesting an animal carcass disposal coordinator with the technical expertise to assist with timely removal animal carcasses and contaminated materials due to (animal disease). Knowledgeable in the identification of appropriate and regulatory methods for disposal of mass quantities of animal carcasses including refrigeration, hauling and identification of landfills. Ability to consult with State agencies who have expertise and authority and in coordination with the local Agricultural Commissioner. Must be available to fill a two week deployment from (enter start/end date) for the (enter A or B) shift and will work in an EOC or DOC.</p>
<p><b>Animal Care and Handling Specialist (small animals [companion, service, assistance animals and pets] and large animals)</b></p>	<p>Provides proper care and handling of small/large animals)</p>	<p>May be ordered as a single resource or as a team (Animal Sheltering, Animal Evacuation, Animal Transport)</p> <p style="text-align: center;">Example Only:</p> <p>(Enter name of County) county is requesting an animal care and handling specialist for animal shelter operations who is capable of safe and humane handling of irritable, potentially dangerous, or difficult-to-handle</p>

Position	Function	Example Detailed Resource Description
		<p>small pets and companion animals. Knowledgeable in daily animal care, restraint procedures, capture/containment, discipline, or hazard-specific training/competency in safe animal handling; biosecurity, cleaning/disinfection protocols; and ICS. Ability to perform administrative duties (document, inventory/maintain supplies, file, and report), proper use of PPE and stamina for physical and mental demands generated by the disaster. Previous experience required or its equivalent and ICS trained. Must be available to fill a two week deployment from (enter start/end date) for the (enter A or B) shift.</p> <p><i>NOTE: Although it is <b>ideal</b> for a resource to be trained, there may be times when resources are scarce, so requestor may show leniency for some of the less technical positions, but on-the-job training will be provided by the requestor.</i></p>
<p><b>Animal Control/Humane Officer</b></p>	<p>Maintains public safety by enforcing animal-related laws and providing safe and humane capture and containment of animals including Companion animals, including pets, service animals, and assistance animals; or livestock/large animals.</p>	<p>May be ordered as a single resource or as part of an Animal Search and Rescue Team.</p> <p style="text-align: center;">Example Only:</p> <p>(Enter name of County) county is requesting an animal control officer or humane officer to fill a field position in the safe and humane capture and containment of stray, abandoned, unattended, diseased, or injured animals. Must be competent to assist with emergency euthanasia as necessary, and in accordance with local jurisdiction authority, so must possess valid animal control/euthanasia certification/chemical capture. Able to work in PPE; trained in ICS and to operate in front of and behind active wildfires and should come equipped with tactical clothing fire shirt/pants, 8-inch boots, hardhat, gloves, and fire shelter. Expected to work in dangerous, environmentally hazardous, arduous conditions requiring physical/emotional stamina and may</p>

Position	Function	Example Detailed Resource Description
		encounter difficult to handle animals. Must be available for a two (2) week deployment involving 12-hour (enter A or B) shift beginning (enter start/end date).
<b>Animal Donations Management Coordinator</b>	Provides oversight of all aspects of donations management.	<p>May be requested as a single resource or as part of a Group (County Donations Management Group).</p> <p style="text-align: center;">Example Only:</p> <p>(Enter name of County) county is requesting an animal donations management coordinator to develop a plan consisting of a coordinated system to efficiently direct the donation of monetary and in-kind resources with key county operational area partners. Ability to establish the criteria for managing the donations to avoid becoming a repository and granter of donated funds and collaborate on consistent messages to the public jointly with the public information officer/joint information center. Knowledge of web-based databases to coordinate donations between donors and recipients. Able to work well under pressure and effectively interact with potentially difficult people and multi-task. Preferred training in ICS/SEMS/NIMS to set-up a structured system.</p>
<b>Animal Search and Rescue Technician</b>	Proficient in search and rescue operations to locate, capture, contain, and evacuate animals.	<p>May be ordered as a single resource or as part of the Animal Search and Rescue Team.</p> <p style="text-align: center;">Example Only:</p> <p>(Enter name of County) county is requesting an animal search and rescue technician who can locate, stabilize, extricate, and evacuate animals in disasters as well as coordinate and plan animal search and rescue efforts. Must have animal care and handling training or its equivalent as well as ICS. Must be able to coordinate and plan animal search and rescue efforts engage in safe operations. Prepares animals for transport. Identifies animals, documents rescue locations, and records other relevant data to</p>

Position	Function	Example Detailed Resource Description
		<p>facilitate animal reunification with owners. Exposure to hazardous conditions such as infrastructure damage, environmental hazards, and contaminated animals. Able to work in PPE; animal first aid knowledge, trained in ICS and to operate in front of and behind active wildfires and should come equipped with tactical fire gear (shirt/pants, 8-inch boots, hardhat, gloves, and fire shelter). Must be available for a two (2) week deployment involving 12-hour (enter A or B) shift beginning (enter start/end date).</p>
<p><b>Animal Shelter Manager (may be also be ordered as Barn Manager)</b></p>	<p>Supervision and operational support in all aspects of the animal shelter process, from set-up to demobilization, to ensure the safe and humane handling, care, and housing of animals during a disaster.</p>	<p>May be ordered as a single resource or as an Animal Shelter Management Team.</p> <p style="text-align: center;">Example Only:</p> <p>(Enter name of County) county is requesting an animal shelter manager who can lead, supervise, perform administrative duties and set-up the shelter in an ICS structure. Must be familiar with establishing an intake/reunification process, recognize the needs of shelter occupants as well communicating unmet needs and resource requests to the emergency operations center, and experience with isolation, quarantine, and facility cleaning/sanitation and decontamination protocols. Arduous working conditions for a two week deployment from (enter start/end date) for the (enter A or B) shift. Previous experience required or its equivalent and ICS trained. Must also be capable of maintaining a professional working environment including protective clothing (long pants/work shirt) and footwear (close-toe shoes e.g., athletic shoes, tennis shoes, boots, work shoes, etc.) for safety reasons.</p>
<p><b>Shelter-in-Place Care</b></p>	<p>Provides care to animals that remained in place - not evacuated.</p>	<p>May be ordered as a single resource or as a team.</p> <p style="text-align: center;">Example Only:</p> <p>(Enter name of County) county is requesting (enter number of workers needed) who will be authorized to pass road closure points</p>



Position	Function	Example Detailed Resource Description
		<p>when there is no imminent danger for the purpose of tending to animals (feed/water) sheltering-in-place and assisting with staging and transporting large amounts of feed and supplies. Must have a truck (enter type of truck) and be able to lift (enter weight). Must be available to fill a two week deployment from (enter start/end date) for the (enter A or B) shift. Will be exposed to environmental hazards and possible rough terrain so come with sturdy footwear (e.g., boots) and tactical clothing or its equivalent. Ability to work with PPE; requestor will provide mask/gloves. Lodging/meals will be provided.</p> <p><i>NOTE: May or may not need to be fire line trained; depends on the status of the fire and safety check performed by a qualified person.</i></p>
<p><b>Veterinary Care Team (e.g., Medical Reserve Corp)</b></p>	<p>Provides care to animals in the field, animal shelter, mobile medical unit, or temporary field hospital.</p>	<p>May be comprised of Veterinarian, Veterinary Technician, Veterinary Assistant.</p> <p>Example Only:  (Enter name of County) county is requesting veterinary medical care of animals in (enter number) emergency shelters with small and large animals. Requesting (enter number needed for each position) veterinarians, veterinary technicians, veterinary assistants (may vary on the complexity/needs of the event and shelter population) to triage ill and injured animals, perform examinations, diagnose animal diseases, and ability to mitigate the risk of animal to animal and animal to human disease transmission. Must provide their own transportation, medical equipment/supplies, PPE, and lodging. Must hold valid veterinarian license and technician/assistant certification. Expected to work in environmentally hazardous, arduous conditions requiring physical/emotional stamina, and may encounter difficult to handle animals. Must be available for a two week deployment</p>

Position	Function	Example Detailed Resource Description
		involving (enter hours: 8 or 12; start/end shift beginning (enter start/end date)). <ul style="list-style-type: none"> <li>• Veterinary Technician typical tasks may include initial examination, vitals, drawing blood, emergency first aid, administering medications prescribed by a veterinarian.</li> <li>• Veterinary Assistant typical tasks may include feeding, bathing, exercising, monitoring animals, and cleaning/disinfecting cages/kennels.</li> </ul>
<b>Animal Emergency Response Team</b> (aka Animal Command Team; Animal Incident Management Team)	Provide emergency services and support such as animal search and rescue, evacuation, transport, animal sheltering team and occasionally as the emergency management structure in a DOC.	Ordered as a Team with an Animal Emergency Response Team Leader to manage team members and coordinate activities of team members.  Description: This is a team capable of operating in an ICS structure for effective incident management of mission specific operational needs. Although the needs may vary locally, this team typically responds to incidents involving animal search and rescue, evacuation, and transport of animals but may also manage shelter operations or a department operations center. In addition to any environmental hazards identified by the requestor, the team should be capable of assessing risks and hazards on-site and must be trained in animal behavior to ensure team and animal safety. Required experience with livestock or household and domestic pets and in dealing with strays. Ensures compliance with animal welfare standards and carries out best practices for the evacuation and care of animals in disasters. May require veterinary care to triage and treat animals in the field and skills and experience with casualties. Must be self-sufficient and provide its own equipment and supplies including PPE, which is mission specific and varies by work environment but may include protective footwear, protective clothing for skin exposure, eye and ear protection,

Position	Function	Example Detailed Resource Description
		<p>respirators, gloves, and masks. Capable of identifying, procuring, and allocating resources to support the mission. Must be available for a two (2) week deployment involving 12-hour (enter A or B) shift beginning (enter start/end date).</p> <p>Required training in ICS/SEMS/NIMS to set-up a structured system and communicate with local government emergency management. Trained and experienced to operate in front of and behind active wildfires and should come equipped with tactical clothing fire shirt/pants, 8-inch boots, hardhat, gloves, and fire shelter.</p>

## APPENDIX A: CDFA CARES Unit Capability and Incapability (CAN and CANNOT DO)

CARES CAN:	CARES CANNOT provide:
<ul style="list-style-type: none"> <li>• Mission coordinate animal related resources within the capability of the CDFA CARES Unit during human-caused and natural disasters when an incident escalates to a <b>State</b>-level emergency. Cal OES may task the CDFA CARES Unit through a mission resource task (MRT) in response to local government resource requests that could not be located through other channels and when local jurisdiction’s resources are reasonably exhausted, be fully committed or anticipate exhausting their resources. Mission coordination includes but may not be limited to:               <ul style="list-style-type: none"> <li>○ Volunteer organizations/non-governmental organizations (NGO)</li> <li>○ Private nonprofits (PNP) e.g., Humane Societies</li> <li>○ County Animal Services resources</li> <li>○ Disaster veterinary professional volunteers through the ESF 11/ESF 8 ordering process e.g., Medical Reserve Corps (MRC)-California Veterinary Medical Reserve Corp (CAVMRC), University California Davis California Veterinary Emergency Team (C-VET)</li> <li>○ Veterinary response team volunteers e.g., Northern California Association of Equine Practitioners (NCAEP)</li> <li>○ Volunteer Organizations/Volunteer Response Teams e.g., CART, LART, Humane Societies, SART, DART, etc.</li> <li>○ Out-of-State Volunteer Organizations and Teams with animal disaster missions (e.g., TX A&amp;M VET, LSART, FL SART, etc.) through the State activation of the EMAC. <i>EMAC is a resource of last resort because it is cost prohibitive.</i></li> </ul> </li> <li>• Maintain situational awareness of the disaster involving animals.</li> </ul>	<p><b>Not under CDFA’s authority or capability</b></p> <ul style="list-style-type: none"> <li>• Response support for exotics, wildlife, or zoos – under authority of Department of Fish and Wildlife (CDFW) or United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Animal Care</li> <li>• CDFA Veterinary Medical Care (<i>CDFA veterinarians are nonpracticing – perform regulatory functions. May possibly serve as technical experts on animal care and welfare during human-caused and natural disasters.</i>)</li> <li>• CDFA CARES’ representatives for all operations centers responding to an incident especially if multi-regional; limited availability of CDFA staff in the Emergency Preparedness and Response Section (EPRS) and Animal Health Branch (AHB)</li> <li>• Shelter Workers and/or daily animal populations for shelters under local government authority. (<i>Fairgrounds used as shelters are under the authority of CDFA. CDFA may obtain local shelter animal population from local government operations centers.</i>)</li> <li>• Animal Control Officers (ACO) because this classification is ordinarily under the local government animal services’</li> </ul>

<b>CARES CAN:</b>	<b>CARES CANNOT</b> provide:
<ul style="list-style-type: none"> <li>• Assist and support the CA-ESF 11 Coordinator to ensure the health, safety, and animal welfare of household pets, service and companion animals, and livestock.</li> <li>• Provides CDFA CARES representatives for possible deployment to operations centers and field response deployments within CDFA CARES' capabilities and limitations.</li> <li>• Coordinate limited procurements for consumables (feed, veterinary medical supplies, etc.) if not available locally or through vendor contract(s).</li> <li>• Provide limited carcass disposal technical expertise as a consequence of a human-caused and natural disasters. <i>(During these events, the county is responsible for carcass disposal and an emergency proclamation may be required to enable alternate disposal system(s) is disrupted.)</i></li> <li>• Post and distribute disaster assistance opportunities, when available, to eligible producers for certain adverse weather events or loss conditions.</li> </ul>	<p>jurisdiction and adhere to county/city ordinances and perform tasks under their respective authority; CDFA has no ACO classification of employees</p> <ul style="list-style-type: none"> <li>• Transportation vehicles (supplies, feed, incident personnel or evacuations)</li> <li>• Non-CDFA responder per diem/lodging</li> <li>• Cost reimbursement for response operations</li> </ul>

## APPENDIX B: SAMPLE PRE/POST AGREEMENT

**MEMORANDUM OF AGREEMENT (MOA) or  
MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN \_\_\_\_\_ (PROVIDING AGENCY/ORGANIZATION) AND  
THE COUNTY OF \_\_\_\_\_ (REQUESTING JURISDICTION) PERTAINING TO  
ASSISTANCE PROVIDED UNDER THIS MEMORANDUM**

*NOTE: Use of such an agreement/understanding does not guarantee state or federal reimbursement.*

**WHEREAS**, this event and associated conditions will collectively be referred to as (Name of incident); and

**WHEREAS**, on (DATE), this declared emergency event consists of (List type of incident, i.e., fire, flood, earthquake, etc.); and

**WHEREAS**, the following extreme conditions exist: (Briefly describe the incident, i.e., lives threatened, extent of property/infrastructure damaged and/or threatened. List the type of conditions contributing to the disaster such as strong winds and low humidity aiding fires that swept through the region OR outline typical hazards or risks and types of incidents a county is most likely to experience); and

**(If applicable) WHEREAS**, on (DATE) a Presidential Declaration of Emergency (FEMA-XXXX-DR) was issued; and

**WHEREAS**, the Emergency Management Mutual Aid Plan delineates the current state policy concerning Emergency Management Mutual Aid; and

**WHEREAS**, the Emergency Management Mutual Aid Plan describes the standard procedures used to acquire emergency management mutual aid resources and the method to ensure coordination of emergency management mutual aid planning and readiness; and

**WHEREAS**, the county emergency manager is the Operational Area Emergency Management Mutual Aid Coordinator; and

**WHEREAS**, Emergency Management Mutual Aid Plan provides, in pertinent part, “When an emergency develops or appears to be developing which cannot be resolved by emergency management resources within an Operational Area, it is the responsibility of the Operational Area Mutual Aid Coordinator to provide assistance and coordination to control the problem;” and

**WHEREAS**, the Emergency Management Mutual Aid Plan provides, in pertinent part, “A request for emergency management mutual aid or assistance of another source requires the approval of an authorized official of the requesting jurisdiction;” and

**WHEREAS**, the (*Authorized Official Title*) of the County of \_\_\_\_\_ (*Requesting Jurisdiction*) requested the mutual aid assistance of \_\_\_\_\_ (*Providing Agency/Organization*), pursuant to the Emergency Management Mutual Aid Plan or other existing plan to provide mutual aid support in connection with the (Name of incident or Any Incident that may impact the county); and

**WHEREAS**, \_\_\_\_\_ (*Providing Agency/Organization*) provided mutual aid consisting of personnel, equipment, and/or materials from (date through date) to assist with emergency management services involving animals in connection with the (Name of incident); and

**WHEREAS**, \_\_\_\_\_ (*Providing Agency/Organization*) agrees to document all of its mutual aid assistance costs related to the (Name of incident) as attachments to this MOA and submit to the County of \_\_\_\_\_ (*Requesting Jurisdiction*) as soon as practicable;

**NOW, THEREFORE, IT IS HEREBY AGREED** by and between the County of \_\_\_\_\_ (*Requesting Jurisdiction*) and \_\_\_\_\_ (*Providing Agency/Organization*) that the County of \_\_\_\_\_ (*Requesting Jurisdiction*) shall reimburse all reasonable costs associated with \_\_\_\_\_ (*Providing Agency/Organization*) emergency management mutual aid assistance during the (Name of incident).

**Providing Jurisdiction**

By \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

County: \_\_\_\_\_

Date: \_\_\_\_\_

**Providing Agency (If different from Providing Jurisdiction)**

By \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

County: \_\_\_\_\_

Date: \_\_\_\_\_

**Requesting Jurisdiction**

By \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

County: \_\_\_\_\_

Date: \_\_\_\_\_

## DEFINITIONS

**Authorized Official:** A person with expressed authority by a legal governing body to request resources, authorize purchases, and/or enter into contracts on behalf of a Requesting or Providing Jurisdiction during an emergency.

**Operational Area (OA):** An intermediate level of the state emergency services organization consisting of a county and all political subdivisions within the county area.

**Providing Agency/Organization:** The government/public/private/PNP/NGO entity providing resources.

**Requesting Jurisdiction:** The government entity requesting resources. The different levels of requesting jurisdictions include requesting local jurisdiction, requesting OA, and requesting region.