

## Household Pet and Service Animal Annex

This template is designed to assist jurisdictions in the Puget Sound Region with developing a Household Pet and Service Animal Annex. The template follows the format established in the Federal Emergency Management Agency's (FEMA) *Comprehensive Preparedness Guide (CPG) 101 Version 2.0: Developing and Maintaining Emergency Operations Plans*, dated November 2010. Please note that this template contains sample language that can be discarded or used in part or whole at the decision of the jurisdiction. **Bold** text is guidance information and regular text is sample language. All underlined text must be replaced with jurisdiction-specific input. Please delete this paragraph when finalizing your document.

### I. Purpose, Scope, Situation, and Assumptions

#### A. Purpose

**(This section of the Annex should contain a general statement of the Annex's purpose. The purpose section should also be supported by a brief synopsis of the Annex and any supporting appendices. The following is sample language.)**

This Annex provides guidance for the various departments and agencies within (Name of Jurisdiction) with a general concept of potential emergency assignments to ensure the rescue, care, shelter, and essential needs of individuals with household pets and service animals and to such animals.

#### B. Scope

**(This statement describes the departments and agencies this Annex applies to and the general operating parameters. Definitions included in this section need to be modified by each jurisdiction to match their overall emergency policies regarding the shelter and care of household pets. Shelter types that will not be followed by the jurisdiction should be deleted. The following is sample language.)**

This Annex applies to all departments and agencies within (Name of Jurisdiction) along with the private sector and volunteer organizations. This Annex also governs external support agencies responding within the jurisdiction to a disaster or emergency situation involving the rescue, evacuation, shelter, or care of household pets.

Congregate household pet shelters will provide protection from the elements, as well as for food, and water for all evacuated and rescued household pets. Congregate household pet shelters will also coordinate emergency veterinary services and assess the need for decontamination to protect the welfare of such animals. The following definitions guide the scope of the jurisdiction's response operations.

- **Household Pet:** For the purpose of this plan and in accordance with FEMA Disaster Assistance Policy (DAP) 9523.19, household pets are defined as a domesticated animal, such as a dog, cat, bird, rabbit, rodent or turtle that is traditionally kept in the home for pleasure rather than commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects, arachnids, farm animals (including horses), and animals kept for racing purposes.
- **Service Animal:** In alignment with the Americans with Disabilities Act (ADA), service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. In addition to the provisions about service dogs, the Department of Justice’s revised ADA regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. Specific criteria exist to determine if a miniature horse meets ADA regulations for a service animal.
- **Community Supported Pet Shelter:** Household pets are sheltered in existing facilities (public animal shelters, humane society locations, veterinary offices and hospitals, etc.) and cared for by staff and volunteers until reunification or adoption.
- **Pet-Friendly Human Shelter:** A shelter that is co-habited by humans and their household pets. These shelters typically allow pet owners to take care of their own animals, reducing the shelters’ logistical and staffing requirements.
- **Co-Located Household Pet Shelter:** A congregate household pet shelter that is located in a completely separate facility from the human emergency shelter where owners are still responsible for the care and needs of their household pet(s).
- **Temporary Household Pet Shelter:** A congregate household pet shelter that is located in a completely separate facility from the human emergency shelter where owners are not allowed to take care of their household pets.

**C. Situation**

**(The situation section characterizes the planning environment and should make clear why the Annex is necessary. It should identify situations that would necessitate the activation of this Annex. The following is sample language.)**

1. Disaster conditions resulting from natural phenomena, from technological threats, or a combination of any of those hazards could result in the evacuation or displacement of residents and their household pets and service animals.

2. When owners are unable to provide for the care and needs of their household pets or service animals during emergency situations, (Name of Jurisdiction) will assist them as outlined in the Pets Evacuation and Transportation Act of 2006.
3. When confronted with a disaster situation, individuals with household pets and service animals will evacuate to pre-arranged locations where they can care for their own animals, such as the homes of family or friends, or they will evacuate to public emergency shelter facilities.
4. Some residents will evacuate to public emergency shelters with their household pets and service animals. Evacuees with household pets will be encouraged to bring items specific to their animals such as leashes, carriers/enclosures, muzzles, food, feeding dishes, and medications. They will be encouraged to bring animal vaccination records and identification tags.
5. Service animals must accompany their owners on all public transportation vehicles as long as the service animal is behaving in accordance with ADA regulations.
6. When confronted with a disaster situation, individuals with household pets and service animals, who rely on public transit in their daily lives, will need transportation support to evacuate themselves and their household pets and service animals.
7. Typical mass care facilities, such as shelters that have traditionally been run by the American Red Cross (ARC), will only allow service animals to reside in the shelter with its owner. This requires that household pets be cared for in a separate area of the shelter or in a completely separate facility known as a co-located shelter or a temporary animal shelter.
8. Service animals must reside with their owners at public emergency shelters as long as the service animal is behaving in accordance with ADA regulations.
9. Following an emergency or disaster situation, household pets and service animals may require immediate first aid to ensure their continued welfare. To the greatest extent possible, emergency veterinary care will be provided to household pets and service animals.
10. State and local governments that host evacuees from areas declared a Federal disaster can seek reimbursement for eligible household pet and service animal-related costs under the FEMA Public Assistance Grant Program, reimbursement will be guided by FEMA DAP 9523.19.

**D. Assumptions**

**(Assumptions are statements considered to be true for the purpose of the Annex. One of the purposes of the assumptions section is to show the limitations of the Annex, allowing Annex users (and others) to foresee some improvisation or modification may become necessary. It is valid to include even “obvious” assumptions, such as identified hazards will occur, individuals and organizations are familiar with the Annex and will execute their assigned responsibilities, assistance may be needed, and assistance will be available. The following is sample language.)**

1. All departments and agencies of (Name of Jurisdiction) involved in the rescue, evacuation, care, and shelter of household pets and service animals will be expected to perform additional duties and responsibilities during disaster and emergency situations.
2. Assistance to (Name of Jurisdiction) by other response organizations is expected to supplement the efforts of (Name of Jurisdiction) in an efficient, effective, and coordinated response when (Name of Jurisdiction) officials determine their own resources to be insufficient.
3. Most household pet owners will provide species-specific enclosures for birds, rabbits, rodents, and turtles. Most of these pets will remain in the enclosure provided by their owner.
4. Dog and cat owners are less likely to bring enclosures of sufficient size to allow for long-term housing of their animals.

**II. Concept of Operations**

**A. General**

1. This Annex’s operations are closely tied to human sheltering needs and operations. The ESF-6 desk within the (Name of Jurisdiction) Emergency Operations Center (EOC)/Emergency Coordination Center (ECC) maintains authority for mobilizing and directing resources to carry out operations of this Plan.

2. The EOC/ECC may scale its activation (from Duty Officer responsibilities to full activation) as necessary, to support the logistical and operational requirements of this Annex. The operations described within this plan are dynamic and scalable as required by the incident.
3. The care of household pets and service animals prior to, during, and after an emergency situation or disaster are the primary responsibility of their owners. When owners are unable to provide for the care and needs of their animals, (Name of Jurisdiction) will direct affected residents to community resources and/or consider operations described within this Annex as necessary.
4. This Annex defines the actions and roles necessary to provide a coordinated response by departments and agencies of (Name of Jurisdiction).
5. Any animal control agency of (Name of Jurisdiction) that experiences a potential or actual emergency or disaster may request resources and operations described in this Annex.
6. Each department and agency of (Name of Jurisdiction) with responsibilities in this Annex will be contacted when the Annex is activated. Each department and agency with responsibilities in this Annex will then communicate the activation of the Annex to their personnel as needed to ensure effective response.
7. The EOC/ECC, once activated, will coordinate household pet response activities for (Name of Jurisdiction).
  - a. Use of Subject Matter Experts (SMEs) and liaisons to regional and State resources will aid in this coordination.
8. Upon the expectation or realization of exhausting local capabilities, (Name of Jurisdiction) EOC/ECC or coordinating agency/organization will make formal notifications and requests to County/Region/State/Federal EOCs as appropriate.
9. The National Incident Management System (NIMS) Incident Command System (ICS) will be used in all appropriate emergency and disaster situations.

**B. Rescue and Evacuation Support**

1. To the greatest extent possible, in compliance with the ADA, service animals will be kept with their owners during rescue and evacuation operations.

2. First responders and other emergency response personnel shall attempt to accommodate owners with household pets while performing rescue and evacuation efforts. They will be responsible for transporting rescued household pets to the appropriate location or facility in safe and humane ways as identified in Federal Animal Welfare Regulations.
3. The EOC/ECC may request guidance from local Veterinary Medical Associations (VMAs) regarding the handling and transportation of household pets and service animals.
4. (Name of Jurisdiction)'s existing transportation equipment and resources, which are not committed or obligated elsewhere, will support efforts to evacuate owners with household pets.
5. (Name of Jurisdiction) may identify and seek assistance through local businesses and transportation services to facilitate transportation of household pets.
6. (Name of Jurisdiction) animal control officers hold primary responsibility for rescuing stranded and abandoned household pets from the disaster area; however, the (Name of Jurisdiction) may identify and seek assistance from qualified non-governmental organizations (NGOs) to conduct specialized pet search and rescue activities.
  - a. Officers or NGOs shall attempt to keep accurate documentation of household pets that have been rescued or evacuated without their owner including the location of rescue, description of the pet, and other situational details.
7. The (Name of Jurisdiction) may mobilize registered emergency workers and/or Community Emergency Response Teams (CERTs) to supplement pet rescue and evacuation operations.
8. Animal control officers may respond to specific and documented pet rescue requests from response agencies and from animal owners.
  - a. Officers will keep accurate documentation of household pets that have been rescued. Documentation will be transferred to shelter personnel when the animal is delivered to a shelter facility.

**C. Shelter Operations**

1. To the greatest extent possible, in compliance with the ADA, service animals will be kept with their owners while they reside in an emergency shelter.
2. The Public Information Officer (PIO)/Emergency Operations Center (EOC)/ECC/Joint Information Center (JIC) will coordinate the release of pet sheltering information to include:

- a. Safety considerations and advisories
- b. Shelter locations, accepted animals, and owner responsibilities

**(The following sections outline various household pet sheltering models—community supported, pet-friendly human, co-located, and temporary—with specific considerations for each type. Your jurisdiction should include the sheltering model(s) that best suits your hazards and capabilities.)**

3. Community Supported Pet Shelter

- a. Household pets will be sheltered in existing facilities and cared for by staff and volunteers until reunification or adoption occurs.
- b. Identify possible facilities and assess current and surge capacity:
  - i. Animal control shelter(s)
  - ii. Humane Society shelters
  - iii. Veterinary clinics and hospitals
  - iv. Private kennels
  - v. Boarding facilities
  - vi. Doggy daycare facilities
  - vii. Grooming facilities
  - viii. Fairgrounds, 4-H camps and arenas
- c. Review existing MOUs, if applicable
- d. Develop formal MOUs with selected facilities
- e. Identify personnel needs based on the estimated number of animals needing to be sheltered.
- f. Provide staff or volunteers to supplement existing personnel at selected facilities.

4. Pet-Friendly Human Shelter

- a. A shelter that is co-habited by humans and their household pets. This shelter will require owners to care for their animals.
- b. Household pets and service animals must have a current license, rabies tag, and proof of vaccinations. The pet must be confined to carriers/crates and/or kept under control at all times.
- c. Owners are responsible and liable for their household pets.

5. Co-Located Household Pet Shelter
  - a. A shelter that is located in a completely separate facility from the human emergency shelter, but in which owners will be responsible and liable for the care of their household pets.
  - b. Resource Needs
    - i. Evaluate staffing needs
      - 1) 24-hour operations
      - 2) Just-in-time training
        - a) Pet registration and intake
        - b) Health and safety practices
        - c) Care and feeding
    - ii. Evaluate equipment needs
      - 1) Animal care supplies
      - 2) Shelter supplies
      - 3) Human supplies
    - iii. Coordinate with ESF-7 to acquire the requested staff, equipment, and supplies.
  - c. **(See the Temporary Household Pet Shelter section below for additional activities to insert here—shelter setup, intake, animal care, reunification, and demobilization.)**
6. Temporary Household Pet Shelter
  - a. A temporary household pet shelter is located in a completely separate facility from the human emergency shelter, and does not allow owners to care for their pets. The following outlines the setup of a temporary household pet shelter located at a fixed facility, whether pre-identified or not.
  - b. Shelter Setup
    - i. A facility safety inspection must be performed on all potential pet shelter locations. See the (Name of Jurisdiction)’s Temporary Household Pet Shelter Standard Operating Procedure (SOP).
    - ii. Immediately prior to opening, the facility safety inspection will be performed by qualified individual(s) such as personnel from the following agencies:
      - 1) Bureau of Building Inspection
      - 2) Public Health



- 3) Fire Marshal
- c. Staffing
    - i. (Name of Department or Agency) will be tasked to run the jurisdiction's temporary household pet shelter. Staff will be managed through existing procedures and standards. Shelter setup procedures and considerations are identified in the Temporary Household Pet Shelter SOP.
  - d. Registration and Intake:
    - i. Registration and intake areas will be established separate from the main sheltering area. Jurisdictional policies must be established for:
      - 1) Intake refusal
      - 2) Referral options
    - ii. All animals arriving at the temporary household pet shelter—whether rescued or arriving with their owner—will go through a registration and intake process. See the Temporary Household Pet Shelter SOP for a household pet intake form.
  - e. Animal Care
    - i. Animal care at the pet shelter will consist of housekeeping, cleaning and sanitizing crates/cages, pest control, feeding, watering, and exercising pets. See the Temporary Household Pet Shelter SOP for an animal care checklist.
    - ii. Owner visitation periods and rules will be established by the (Insert Name of Department or Agency).
  - f. Donations Management
    - i. Donations will be handled in accordance with the jurisdiction's donation management plan or the ESF-7 Annex.
  - g. Reunification
    - i. Household pet owners will be given an opportunity to be re-united with their pet(s). Information taken during the intake process will be utilized for reunification.
    - ii. Reasonable measures will be taken to contact and inform household pet owners who have returned home after residing at a public emergency shelter.
    - iii. Unclaimed household pets will be transferred to alternate facilities when the temporary household pet shelter is closed.

- iv. The (Name of Jurisdiction) EOC/ECC will issue a public information statement (PIS) through existing call centers regarding the transfer and subsequent policy for claiming unclaimed pets.
- h. Deceased Pets
  - i. Follow proper carcass storage and disposal guidelines
  - ii. Keep accurate documentation the animal characteristics, the situation, and disposal details.
  - iii. Issue a general Public Information Statement (PIS) regarding unclaimed pets
    - 1) Attempt to locate the owner
- i. Demobilization
  - i. The facility will be disinfected to prevent the transmission of disease. It will be returned to its original configuration and order to the greatest extent practical. See the Temporary Household Pet Shelter SOP for a facility cleanup and disinfection checklist.
  - ii. A post-shelter assessment will be conducted and compared to any pre-shelter assessment in order to evaluate damages and identify necessary repairs.
  - iii. Repair of the facility will be the responsibility of (Insert Name of Department or Agency).
  - iv. Shelter personnel will inventory supplies, equipment, forms, food, and other items. They will return all rental equipment and coordinate with (Insert Name of Department or Agency) to document all expenditures.
  - v. Shelter personnel and volunteers will be de-briefed and attend a Critical Incident Stress Management (CISM) session following shelter demobilization.

**D. Animal Welfare and Veterinary Care**

- 1. Decontamination
  - a. Household pets or service animals that have come in contact with flood water or other hazardous materials will undergo decontamination. Primary decontamination will be performed by shelter personnel outside the facility.
  - b. Secondary decontamination may be necessary depending on the type of hazardous material the household pet or service animal has come in contact with. Secondary decontamination will be performed by a trained first responder or veterinarian.

2. Triage and First Aid
  - a. Emergency treatment, procedures, and other care for injured and/or sick pets within a shelter will be at the discretion of veterinary staff and the shelter manager.
    - i. Care will be based on the severity of animal needs and available resources. Priority will be given to household pets with life threatening injuries or conditions.
    - ii. Alternate considerations may include pain management, comfort measures, and euthanasia if deemed necessary.
  - b. Only qualified staff will provide veterinary care to household pets.
  - c. Pets will be transferred, on a priority basis, to pre-identified veterinary clinics for advanced veterinary treatment.
3. Identification and Prevention of Transmissible Diseases
  - a. Basic animal disease control guidelines will be followed to protect human and household pet health and reduce the risk of disease transmission. Guidelines will be established for:
    - i. Preventative bathing of each pet prior to entering the shelter
    - ii. Use of personal protective equipment (PPE)
    - iii. Waste management
    - iv. Daily cleaning, disinfecting, and inspection
  - b. A rabies vaccination will be administered to any dog or cat arriving at the shelter with no proof of vaccination or an otherwise unknown vaccination status.
4. Isolation
  - a. Isolation areas will be established for household pets exhibiting signs of rabies or other contagious diseases.
5. Mortality Management
  - a. Appropriate and efficient carcass disposal is required to protect human and animal health, the food supply, and the environment. When needed, each shelter will designate an area for carcass storage and pick-up. Disposal procedures will be provided by the (Insert Name of Department or Agency).

### III. **Organization and Assignment of Responsibilities**

**(This section of the Annex establishes the organization that will be relied on to respond to an emergency situation. It includes a listing by position and/or organization of what kinds of tasks are to be performed. Such a listing permits a quick grasp of who does what, without some of the procedural details included in appendices. When two or more units within an organization perform the same kind of task, one should be given primary responsibility and the other(s) should be given a supporting role. This listing of organizations may include organizations not under direct control of the jurisdiction, but they have defined responsibilities for responding to emergencies/disasters that might occur in the jurisdiction.)**

#### A. **Organization**

The departments and agencies of (Name of Jurisdiction) have emergency assignments in addition to their normal, day-to-day duties. The emergency assignments usually parallel or complement their normal duties. The assignments of each department and agency are listed in the following section. Each department and agency is responsible for developing and maintaining its own procedures to support this Annex. Each jurisdiction is also responsible for providing necessary training and education, which should contain details of how they will carry out the emergency assignments shown below.

#### B. **Assignment of Responsibilities**

1. Policy Group
  - a. Issue a local disaster declaration, if necessary.
  - b. Provide policy direction, guidance, and decisions.
2. ESF 1: Transportation
  - a. Provide vehicles for transportation of household pets.
3. ESF 5: Emergency Management
  - a. Coordinate animal emergency response activities.
  - b. Manage public information.
4. ESF 6: Mass Care, Housing, and Human Services
  - a. School District(s)
    - i. Provide facilities for temporary congregate household pet shelters.
    - ii. Provide alternate HPSA transportation assets, as needed.
5. ESF 7: Resource Support and Logistics Management

- a. Support logistical needs of household pet shelters; particularly temporary facilities where owner care of sheltered pets will be limited.
  - b. Identify resources within jurisdiction that will support household pet sheltering efforts and coordinate procurement and allocation of those resources.
6. ESF 8: Health and Medical
- a. Carry out inspections of co-located and pet-friendly sheltering operations prior to opening, to insure integrity of human health.
  - b. Provide guidance for vector control, Zoonotic disease transmission animal bite treatment and procedures and other issues potentially affecting public health.
7. ESF 9: Search and Rescue
- a. If resources are available, assist with household pet and service animal rescue requests received from animal owners.
8. ESF 11: Agriculture and Natural Resources
- a. Provide trained, certified veterinary personnel.
  - b. Guide shelter managers in the operation of a congregate household pet shelter.
  - c. Monitor animals for Zoonotic and Nosocomial diseases to prevent transmission and minimize the threat to human and animal health.
9. ESF 13: Public Safety and Security
- a. Local Animal Control Agency
    - i. Enforce animal-related state statutes and all ordinances as they pertain to animal welfare and public health and safety.
    - ii. Ensure the mobilization, operation, and demobilization of the congregate household pet shelters.
    - iii. Coordinate pet transportation operations.
    - iv. Conduct stray animal capture and transport.
    - v. Coordinate and monitor animal health and welfare with veterinarians.
    - vi. Perform rabies control measures and manage quarantines.
    - vii. Request the activation of veterinary volunteers.
    - viii. Utilize contract veterinarians, as needed.
    - ix. Coordinate the disposal of carcasses.

10. ESF 14: Disaster Recovery
  - a. Insure and support inspections and appropriate decontamination and repair of all facilities that sheltered household pets and service animals
  - b. Support reunification efforts
  - c. Develop mitigation strategies for future incidents that may require sheltering of household pets and service animals.
11. ESF 15: External and Public Affairs
  - a. Develop pre-scripted public information messages for pet sheltering activities and rescue requests.
12. Support Functions
  - a. The (State/County/City) Veterinary Medical Association may provide assistance in coordinating veterinary resources and providing subject matter expertise.
  - b. Regional or State transportation committees may provide transportation resources, as needed.

#### **IV. Direction, Control, and Coordination**

**(In this section the emergency response command structure should be established. Once the response to an emergency situation or disaster begins there should be no confusion about who reports to whom. The following is sample language.)**

##### **A. Authority to Initiate Actions**

The (Name of Agency) has the authority and responsibility to implement this Annex, which is the official operations source for (Name of Jurisdiction), pertaining to all emergency situations and disasters affecting household pets and service animals.

##### **B. Command Responsibility for Specific Actions**

1. The Chief Elected Official(s) will provide general guidance for emergency operations, including the rescue, sheltering, and care of individuals with household pets and service animals and the animals themselves. During periods of heightened threat or after an incident has occurred the (Name of Jurisdiction) EOC/ECC will be activated.
2. If (Name of Jurisdiction)’s own resources are insufficient or inappropriate to deal with an emergency situation, a request will be made for assistance from other jurisdiction(s) pursuant to mutual aid agreements or from organized volunteer groups. Mutual aid personnel and volunteers will work within the Incident Command System.

V. **Information Collection, Analysis, and Dissemination**

**(This section describes the required critical or essential information common to all operations identified during the planning process. In general terms, it identifies the type of information needed, where it is expected to come from, who analyzes and uses the information, how the information is shared, the format for providing the information, and any specific times the information is needed.)**

- A. Disaster information managed by the (Name of Jurisdiction) EOC/ECC will be coordinated through agency representatives located in the EOC/ECC. These representatives collect information from, analyze information with, and disseminate information to counterparts in the field. These representatives also disseminate and analyze information within the EOC/ECC that can be used to develop courses of action and manage emergency operations.
- B. Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific times the information is needed are maintained at the (Name of Jurisdiction) EOC/ECC.

VI. **Communications**

**(This section describes the communication protocols and coordination procedures between response organizations used during emergencies and disasters. It discusses the framework for delivering communications support and how the jurisdiction's communications integrate into the regional or national disaster communications network. It does not describe communications hardware or specific procedures found in departmental SOPs. Separate interoperable communications plans should be identified and summarized. This section may be expanded as an annex and is usually supplemented by communications SOPs and field guides. The following is sample language.)**

- A. (Name of Jurisdiction)'s Communications Plan provides the necessary guidance to enable responders and others to communicate in real-time. Responders and emergency management personnel should refer to this document when the need arises. The Communications Plan describes the communication protocols and coordination procedures to be used by response organizations during emergencies and disasters.

VII. **Administration, Finance, and Logistics**

**(This section covers the general support requirements and the availability of services and support for all types of emergencies, as well as general policies for managing resources. Mutual aid agreements should be referenced and authorities for and policy on augmenting staff through the reassignment of employees should be addressed. The section should provide the general policies on keeping financial records, reporting, tracking resource needs, tracking the source and use of**

**resources, and acquiring ownership of resources. The following is sample language.)**

A. Agreements and Understandings

Should (Name of Jurisdiction) resources prove to be inadequate during emergency operations, requests may be made for assistance from local jurisdictions and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available resources. Copies of existing agreements are on file at the EOC/ECC.

**VIII. Annex Development and Maintenance**

**(The overall approach to planning, including the assignment of planning responsibilities, should be discussed in this section of the Annex. Statements should focus on the planning process, participants in that process, and how development and revisions of different levels of the Annex will be coordinated. Provisions should also be made for a regular cycle of testing, reviewing, and updating the Annex. The following is sample language.)**

- A. The (Name of Department) is responsible for coordinating emergency planning for household pets and service animals.
- B. The (Name of Department) will coordinate the maintenance and update this Annex with the assistance of representatives from departments and agencies listed in this Annex.
- C. Responsible officials from departments and agencies listed in this Annex may recommend changes at any time and provide information periodically pertaining to changes in personnel and available resources. The (Name of Department) will coordinate an annual review and revision of this Annex.
- D. This Annex will be activated at least once a year in the form of a simulated emergency, regardless of actual events, in order to provide practical controlled operations experience to those who have EOC/ECC responsibilities.
- E. An After-Action Review (AAR) will be conducted, as deemed necessary, following exercises and actual events.

**IX. Authorities and References**

**(This Section of the Annex should indicate the legal basis for emergency operations and activities. Laws statutes, ordinances, executive orders, regulations, and formal agreements relevant to emergencies should be listed. Some of the Federal authorities are listed below for your reference. State and local authorities should be researched and placed in this plan. The following is sample language.)**



A. Legal Authority

1. Federal

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288, as amended by the Pets Evacuation and Transportation Act of 2006
- b. The Pets Evacuation and Transportation Act of 2006, H.R. 3858
- c. The Americans with Disabilities Act of 1990
- d. Other executive orders and acts pertaining to disasters enacted or to be enacted

2. State

- a. **(Insert State ordinances pertaining to disasters enacted or to be enacted may apply.)**

3. Local

- a. **(Insert County or city ordinances pertaining to disasters enacted or to be enacted may apply.)**

B. References

**(Citing reference material, including related plans of other levels of government, can be valuable for indicating what has influenced the writing of the Annex. References also help reduce the size of an Annex by directing the user to the full text of procedures, data analyses, and other pertinent information. The following is sample language.)**

- 1. Comprehensive Preparedness Guide (CPG) 101 Version 2.0: Developing and Maintaining Emergency Operations Plans, Federal Emergency Management Agency, November 2010.
- 2. National Incident Management System, Department of Homeland Security, December 2008.
- 3. National Response Framework, Federal Emergency Management Agency, January 2008.
- 4.