

## EOC Responsibilities

EOC Agency Representatives : Primary initial contact in disaster. Must be called by Animal Services (Henry Brzezinski or Todd Stosuy or OES Director Paul Horvat (or an EE Coordinator who has received this authorization) before sending team members or trailers to an event. PLEASE arrange for coverage by the next person on the list if you are not available or will be going out of town. Current list of EOC contacts is on following page. Current order is: Lyn, Patsy, Kim, Steve, Donna, Cally

*Please note that these steps are fluid. You may get a call from Animal Services requesting trailers immediately rather than being able to ramp up with an "alert stage". If this is the case you have to make a judgment call and let your team leaders know initially what you need for them to get dispatched and where they need to report. AS likes to err on the side of too many rather than not enough trailers, so your initial call out may be reduced after a couple of hours. The decision as to whether or not night evacuations will happen will generally not be made until close to dark. Having some trailers available in reserve for this is important, with team members who can stay overnight at the staging area.*

*Initial contacts need to be by phone, updates can be made by email to the team members, phone contact is generally best for team leaders. Regular updates during the event to team members are important. Web Site updates can be done by Lyn as needed.*

### When an event occurs

Initial contact might occur differently for each event.

It might come from the news, members in the horse community, team members, animal services or OES. Get official verification of need for our services if this call comes from anyone other than Lyn, Steve, AS or OES. Find out if the EOC is open and if you need to report there. If an event seems to warrant it, we go to the ALERT stage.

**Alert** - At that point, the EOC Liaison will contact the team leaders and Coordinators and give them an alert. In the past we have split the list with the Richmond's calling some of the TL's and Lyn calling the others to get the word out as quickly as possible. I try to do this before I go to the EOC.

Team leaders should poll their members, find out primary and secondary (back-up) availability, and get back to the EOC Liaison and let them know what they can provide in terms of resources both in terms of trailers and care providers for sheltered horses.

For an alert, we ask team members to hook up their trailers and pack any necessary items and prepare to go to a staging area **IF** we are activated. At this time take care of personal animals and family needs. If a team member is not able to be activated for any reason, they must let their team leader know. Just because we are on alert, does not mean we will be activated. It is important for everyone to wait to be activated to proceed to a staging area or evacuation site. Not everyone is activated for every event, or they may be activated later for relief.

**Activated - IF** we are activated, we are activated by the Office of Emergency Services or Animal Services. At that time the EE Coordinators work with Animal Services to determine the number of trailers needed for initial deployment, the staging area, and the location where animals will be sheltered. EE Coordinators will then contact the team leaders as appropriate to the event, provide what ever information now available, find out what they have available and ask them to deploy their teams as appropriate to the situation

Once we are activated, one of the EE Coordinators, or their designee, will go to the OES Emergency Operations Center (EOC), where they will have direct access to fire, law enforcement and other emergency services and will be routing information between all agencies, evac teams and individuals.

If possible, before you contact the team leaders, **you need to know how many trailers are being requested, and where the staging area is.** Depending on the need and location, not all team leaders will necessarily be contacted initially. This information will come from Animal Services.

We will then reevaluate at intervals the need for more trailers, backups, more resources, shelter needs, including feed, locations and volunteers.

Animal Services will determine how late and how long we will be activated to evacuate animals.

Animal Services will determine when we change from evacuation to care and assistance mode, if our folks are available to assist with that.

**Deactivate** – The Office of Emergency Services will decide when the event is deactivated. Animal Services will work with owners to determine when animals will be sent home, or to alternative, longer term care locations. On a volunteer basis, we may provide assistance to get animals home. Returning animals to their owners is the owners responsibility, but our members can volunteer as individuals to assist if they wish. We are not authorized as a unit by the County to assist with this.

