California Animal Response Emergency System Steering Committee Charter

California Animal Response Emergency System Background

The California Animal Response Emergency System (CARES) is an organized combination of authorities, relationships, and resources committed by public and private organizations in California to:

- enhance the management of animals for their safety and well-being during emergencies,
- strengthen the system for coordinating and sharing animal emergency information and resources among all levels of government,
- develop and distribute information, including best practices, regarding the protection and care of animals prior to, during, and after an emergency incident,
- recommend policies to ensure California's animal emergency response system and the actions taken by participating organizations are consistent with Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS),
- strengthen California's ability to assist animals during regional and state wide emergencies, and
- coordinate member participation and ensure animal welfare in the effectual evacuating, transporting, sheltering, feeding, and safely returning animals to their place of origin or to another appropriate location.

Emergency Function for Food and Agriculture

The State Emergency Plan establishes an Emergency Function to address food and agriculture issues, including the protection and care of animals. Emergency Function 11, the California Food and Agriculture Emergency Function, represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency management related to:

- animal disease
- plant disease and pest infestation
- food and feed contamination
- the protection and care of animals

The CA EF-11 stakeholders work together within their statutory and regulatory authorities to effectively and efficiently mitigate, prepare for, respond to, and recover

from emergencies. The CARES program is a component of EF-11 addressing the protection and care of animals.

Purposes of the CARES Steering Committee

The Steering Committee:

- maintains and enhances CARES,
- serves as one of the two governing bodies for the Emergency Function for Food and Agriculture (EF-11) under the State Emergency Plan, and
- provides advice and recommendations to the California Department of Food and Agriculture (CDFA) and the California Emergency Management Agency (Cal EMA) associated with the protection and care of animals when EF-11 is mobilized.

For all purposes, the steering committee makes recommendations to CDFA and Cal EMA to ensure that CARES is:

- incorporated in all levels of SEMS and addresses all phases of emergency management: response, recovery, mitigation, and preparedness,
- based on a set of accepted veterinary standards of practice, and
- supported and maintained by a coalition of stakeholders with sufficient authorities and resources to develop and sustain the system and its effectiveness.

Authorities

Section 8608 of the California Government Code requires Cal EMA, to approve and adopt, and incorporate the CARES program, developed under the oversight of CDFA into the standardized emergency management system established pursuant to subdivision (a) of Section 8607.

CARES is identified in the State Emergency Plan as a function under the Emergency Function for Food and Agriculture (EF-11). The CARES Steering Committee is identified as part of the governing structure for EF-11.

Scope of Responsibilities

As the governing body for CARES, the CARES Steering Committee:

- Defines components and functioning of CARES
- Establishes by-laws, membership criteria, and sub committees
- Recommends regulations, policies and guidelines to be used by emergency responders and managers at all levels of SEMS
- Maintains a list of trained volunteer CARES coordinators to serve in state, regional and local emergency operation centers

As one of the two governing bodies for EF-11, the CARES Steering Committee:

- Identifies, coordinates with, and effectively engages CA EF-11 stakeholders that are concerned with the protection and care of animals during emergencies (CARES stakeholders)
- Supports, develops, and documents coordination of mitigation, preparedness, response, and recovery activities among CARES stakeholders and with other CA EFs
- Collaborate to pool, integrate, and coordinate CARES Stakeholder resources to reduce hazards and vulnerabilities and to respond to and recover from emergencies
- Provide and support opportunities to train and exercise the activities of CARES Stakeholders

Committee Membership

The membership of the CARES Steering Committee is representative of local, state, tribal, federal and non-governmental organizations. The members shall hold their position for at least one year or until the designating organization determines that a change is needed subject to by-laws adopted by the committee. The composition of the CARES Steering Committee membership is as follows:

- Chair: *CDFA/State Veterinarian designee*
- Vice Chair: *Cal EMA designee*
- Local Government Animal Control: *California Animal Control Directors Association designee*
- Non-Government Animal Control or Care: *State Humane Association of California designee*
- Non-Government Veterinarian: *California Veterinary Medical Association designee*
- Veterinary Medical School (2): *University of California Davis, School of Veterinary Medicine designee and Western University of Health Sciences, College of Veterinary Medicine designee*
- County Emergency Management with Animal Coordinator in EOC: *California Emergency Services Association designee*
- Fire Service with Animal Handling Experience: *Cal EMA designee*
- Law Enforcement with Animal Handling Experience: *Cal EMA designee*
- Animal Agriculture Expert: *CDFA designee*
- Equine Expert: *CDFA designee*
- Exotic Animal Expert: *CDFA designee*
- Wildlife Expert: *California Department of Fish and Game designee*
- Public Health: *California Department of Public Health designee*
- Tribal Nations: *Cal EMA designee*
- Federal Agencies: *ESF-11 Coordinator (non-voting advisor)*

Membership Roles

Chair: The State Veterinarian or their designee from CDFA chairs the committee. CDFA will be responsible for organizing all meetings and providing staff to the committee to take minutes and assist in the conduct of meetings. CDFA is responsible for ensuring that the committee considers all issues relevant to the welfare, rescue, transport, sheltering, and veterinary care of animals during emergencies and coordinating with the Federal ESF-11 coordinator.

Vice Chair: Cal EMA will designate a vice chair. The Vice Chair will assist the Chair organizing meetings and supporting the Steering Committee as needed. Cal EMA is responsible for ensuring that any policies, guidelines, and plans recommended by the steering committee are appropriately considered by the SEMS Technical Committee or by the appropriate Emergency Function governing organizations.

Local Animal Control Agency: Designated by the California Animal Control Directors Association, this member represents local government animal control departments. The local government animal control member must be familiar with disaster response and, ideally, have coordinated animal control measures in a disaster response in accordance with SEMS or NIMS.

Non-Government Animal Control or Care: Designated by the State Humane Association of California, this member represents non government organizations that have a role in emergencies and disasters. The non government animal control/care member must be familiar with disaster response and have participated in an emergency response in accordance with SEMS or NIMS.

Non-Government Veterinarian: Designated by the California Veterinary Medical Association, this member represents the non government veterinarians that have a role in emergencies and disasters. The non government veterinarian member must be a member of the California Veterinary Medical Reserve Corps and have participated in an emergency response or be trained in emergency response in accordance with SEMS or NIMS.

Veterinary Medical School (2): Two members representing the two schools of veterinary medicine in California: one designated by the University of California, Davis School of Veterinary Medicine and one designated by the Western University of Health Sciences College of Veterinary Medicine. The university members must have taught emergency veterinary medicine and either have participated in an emergency response or be trained in emergency response in accordance with SEMS or NIMS.

County Emergency Management with Animal Coordinator in EOC: Designated by the California Emergency Services Association, this member represents local government operational area coordinators. The Operational Area member is a subject

matter expert on SEMS and NIMS and must be familiar with supporting efforts related to the welfare, rescue, transport, sheltering, and veterinary care of animals during emergencies.

Fire Service with Animal Handling Experience: Designated by Cal EMA, this member represents local fire service. The fire service member is a subject matter expert on SEMS and NIMS and must be familiar with the welfare, rescue, transport, sheltering, and the veterinary care of animals during emergencies. Ideally, they will be a current active member of a SAR team.

Law Enforcement with Animal Handling Experience: Designated by the Cal EMA, this member represents local law enforcement. The law enforcement member is a subject matter expert on SEMS and NIMS and must be familiar with the welfare, rescue, transport, sheltering, and veterinary care of animals during emergencies. Ideally, they will be a current active member of a SAR team.

Animal Agriculture Expert: Designated by CDFA, this member represents animal agriculture business owners. The Animal Agriculture representative is a subject matter expert in the welfare, rescue, transport, sheltering, and veterinary care of animals used in the production of food and is familiar with emergency management.

Equine Expert: Designated by CDFA, this member represents equine owners. The Equine representative is a subject matter expert in the welfare, rescue, transport, sheltering, and veterinary care of horses and other equine species and is familiar with emergency management.

Exotic Animal Expert: Designated by CDFA in consultation with U.S. Department of Agriculture, Animal and Plant Health Inspection Service (APHIS) Animal Care, this member represents owners or keepers of exotic animals. The exotic animal representative is a subject matter expert in the welfare, rescue, transport, sheltering, and veterinary care of exotic animals such as large cats, primates, elephants, etc. kept in sanctuaries or zoos and is familiar with emergency management. Ideally, they will be an active member of the ZAHN (Zoo Animal Health Network).

Wildlife Expert: Designated by the California Department of Fish and Game, this member represents government and non government organizations that handle wildlife. The Wildlife representative is a subject matter expert in the welfare, rescue, transport, sheltering, and veterinary care of wildlife such and is familiar with emergency management.

Public Health: Designated by, and representing, the California Department of Public Health, this member provides scientific and regulatory expertise for the prevention, detection, and control of animal borne diseases that can potentially infect humans in an emergency response setting.

Tribal Nations: Designated by Cal EMA, this member represents a tribal nation(s) in California and is familiar with welfare, rescue, transport, and the veterinary care of animals during emergencies.

Federal Agencies: The FEMA recognized Emergency Services Function Coordinator for Agriculture and Natural Resources (ESF-11) will be invited to participate as a non-voting member. The ESF-11 coordinator is familiar with all federal authorities and resources related to animal welfare, rescue, transport, sheltering, and veterinary care during disasters.

Operations

The steering committee shall hold meetings at least quarterly. All members will have one vote except for the federal member. Minutes will be available within 30 days of a meeting. The committee shall develop by-laws for the operation of the committee with the intent to use consensus for the decision making process.

Commitment

Selection of steering committee members is made by each member's respective agency, or as indicated under Membership Roles. The term of each steering committee member is one year. Each member that accepts a position on the CARES Steering Committee shall commit to the designated term as evidenced by signature. If the member leaves before their term is expired, then the designating organization will replace that person with an equally qualified person subject to the by-laws adopted by the committee. The designating organizations may designate members for multiple terms. Expulsion from the steering committee will be addressed in the by-laws adopted by the committee.

Approval

This Charter is approved by the authorized representatives of CDFA and Cal EMA and incorporated by reference into the State Emergency Plan Annex for Food and Agriculture (EF-11).

3-10-11

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