

EMERGENCY FUNCTION (EF) 11

FOOD AND AGRICULTURE

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EMERGENCY FUNCTION (EF) 11 FOOD AND AGRICULTURE

EF Coordinator:	San Mateo County Agriculture/Weights and Measures
Joint Primary Agencies:	Animal Disease and Response San Mateo County Agriculture/Weights and Measures Peninsula Humane Society/Society for the Prevention of Cruelty to Animals (SPCA) Animal Care and Shelter Peninsula Humane Society/SPCA Plant Disease and Pest Response San Mateo County Agriculture/Weights and Measures Food Safety and Security San Mateo County Environmental Health San Mateo County Agriculture/Weights and Measures
Supporting Agencies:	San Mateo County Sheriff's Office Large Animal Evacuation Group California Department of Food and Agriculture

I. INTRODUCTION

A. Purpose

The purpose of Emergency Function (EF) 11 is to provide guidance for the organization of agriculture resources in San Mateo County to respond to emergency situations exceeding normal, daily activities and capabilities. The EF coordinates four primary functions:

1. **Animal Disease and Response**
Control and eradicate an outbreak of a highly contagious or economically devastating animal/zoonotic disease.
2. **Plant Disease and Pest Response**
Control and eradicate highly infective exotic plant disease or economically devastating plant infestation.
3. **Food Safety and Security**
Provide safety and security of food, feed, seed, fertilizer, and pesticides.
4. **Animal Care and Shelter**
Provide animal rescue, emergency care and shelter, and general assistance for animals.

B. Mission Statement

To protect agricultural and environmental resources, ensure the safe use of pesticides, provide consumer protection, ensure equity in the marketplace, and provide pet care and sheltering during an emergency.

C. Scope

The scope of EF 11 during its activation is to:

1. Monitor and develop action plans to address the following:
 - a. Provide for animal care needs, including veterinary services and animal care (VSAC), and address issues related to highly contagious or economically devastating animal diseases (zoonotic); and
 - b. Address issues affecting plants and crops, including highly infectious exotic plant disease or economically devastating plant pest infestation, agro-terrorism in plants/crops, and requests for assistance to address the same when necessary.
2. Determine nutrition assistance needs, obtain appropriate food supplies, and arrange for delivery of supplies with EF 7 (Resources), as necessary.
3. Implement or develop methods to ensure the safety and security of the food supply.
4. Monitor the escalation and impact of an event to assess its likely or potential effects to the agricultural enterprises within the jurisdiction, county, and state.
5. Assess the capabilities of the owners and operators of agricultural enterprises to adequately manage and control the impact of the event and the resources likely to be available to them during or after the event.
6. On request, provide support and assistance to municipal- and/or County-operated pet-friendly shelters for evacuated or displaced populations because of the incident.
7. As indicated, secure and coordinate the use of County resources for the rescue and/or evacuation of valuable animals, such as horses and dairy cows, and provide assistance in securing the use of temporary care facilities for animals.
8. Coordinate, support, and facilitate operations, as indicated, for managing the effects of the event on zoos, animal shelters, animal exhibits, and similar facilities.
9. Assist operations in the County to initiate efforts to restore the County's agricultural enterprises, as well as governmental and not-for-profit facilities, such as zoos and animal shelters, affected by the event.
10. Coordinate and facilitate demobilization and restoration of resources and capabilities.
11. Conduct a post-incident assessment of agricultural emergency response infrastructure.

II. POLICIES

The following policies apply to the implementation of this EF:

- A. This EF will be implemented in a manner consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS),

the basic plan of the San Mateo County emergency operations plan (EOP), applicable agency procedures and policies, and all applicable regulations and statutes.

- B. The designated primary and support agencies are responsible for and committed to staffing and implementing this EF at the time of its activation by the San Mateo County Office of Emergency Services (OES).
- C. The priorities for emergency operations implemented by this EF will be consistent with and supportive of the San Mateo County emergency operations center (EOC) action plan (EOC-AP) for the applicable EOC operational period.
- D. When the resources and capabilities available to this EF are limited, resource allocation will be in accordance with the priorities established by the EOC-AP, as well as with the following, in descending order of importance:
 - 1. Protection of human health and safety;
 - 2. Protection of critical infrastructure;
 - 3. Protection of property; and
 - 4. Protection of environmental quality.
- E. The primary and support agencies participating in this EF operate in conformance with SEMS and NIMS and will adopt additional components of SEMS and NIMS as they are promulgated. SEMS and NIMS components include: incident command systems (ICS), preparedness activities, resource management mechanisms, communications and information management requirements, supporting technologies, and ongoing management and maintenance requirements.
- F. Animal depopulation activities are conducted to stop the spread of animal diseases. These activities are conducted as humanely as possible, and efforts will be made to limit the number of animals that must be euthanized.
- G. Disposal methods are chosen for their effectiveness in stopping pathogen spread and for their minimal impact on the environment.
- H. EF 11 is responsible for coordinating animal-response activities related to natural disasters. When EF 11 has been activated these animal-response activities include: medical care, sheltering, evacuation, rescue, temporary confinement, procuring food and water, animal identification, carcass disposal, and returning animals to owners.

III. PLANNING ASSUMPTIONS

The following planning assumptions have been used to develop this EF. If these assumptions are not valid for a specific event or circumstance, it will be necessary to modify the operational concepts and assigned responsibilities defined herein:

- A. The primary and support agencies will have adequate personnel and equipment available at the time of EF activation to support emergency operations. If necessary, the agencies will implement their continuity of operations plans (COOP) to support emergency operations.

- B. The equipment, systems, and supplies normally available to the primary and support agencies needed for emergency operations will remain functional and/or can be repaired on a timely basis to support the EF's operations.
- C. Resources requested from mutual aid organizations and/or through the County EOC will be provided on a timely basis where needed in support of emergency operations.
- D. The federal agencies, state, municipalities, and jurisdictions adjacent to the County will cooperate with the EF regarding information exchange and coordination of their emergency operations applicable to the EF.
- E. Members of the affected public will receive emergency instructions regarding protective actions, business openings and closings, and other changes to normal daily conditions. The public will endeavor to comply with such instructions to the best of its ability.

IV. CONCEPT OF OPERATIONS

This section defines the concept of operations that will be used by the primary and support agencies to implement the EF at the time of a disaster. The concept of operations includes actions to be taken by the agencies responsible for the EF before the event, as well as during emergency-response and disaster-recovery periods. The concept of operations for the EF is applicable regardless of the scope, type, or duration of emergency.

A. General

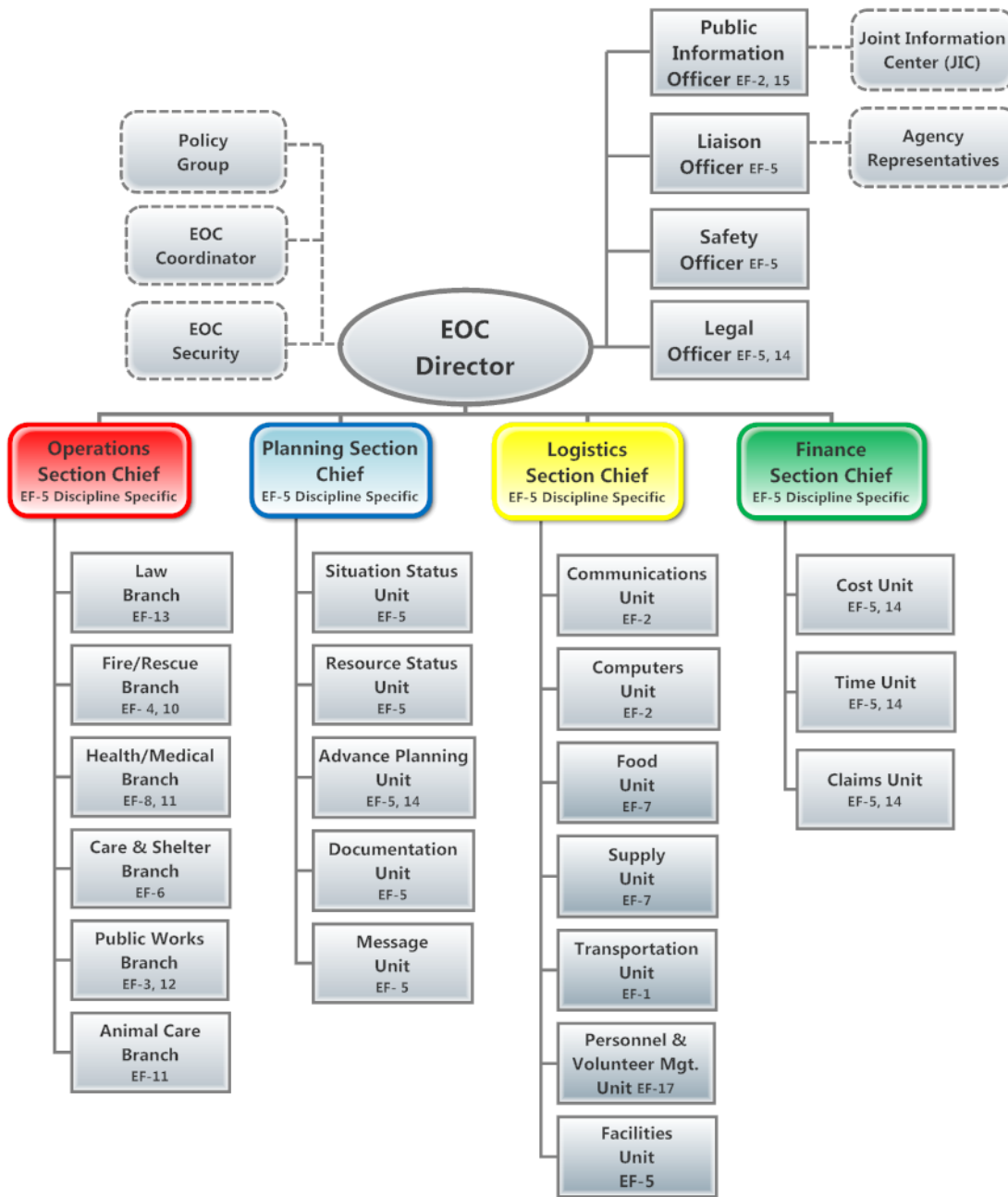
1. This EF will be activated, staffed, and implemented by the primary and support agencies whenever requested to do so by the San Mateo County OES, or the EF coordinator may also choose to self-activate and then notify OES. The primary agency may be directed to activate the EF prior to the onset of an emergency situation, immediately after its impact on the County, or at any time during the activation of the EOC. Once directed to activate the EOC, the primary agency is responsible for notification and mobilization of its personnel and resources, as they are needed, as well as for directing mobilization of the personnel and resources of designated support agencies. EF coordinator may also choose to self-activate the EF 11 (Public Health) function and notify OES of the activation.
2. Once activated, designated personnel from the primary agency will coordinate operations of the EF from its position in the EOC, where adequate communications and data management systems are available. Coordination of the EF operations from the EOC also will be used to ensure the coordination of all EF operations with emergency actions being taken by other EFs and the County EOC. Operational coordination by the primary agency will continue from the San Mateo County EOC until the EF is authorized to deactivate and terminate operations.
3. The San Mateo County OES will activate the EF whenever the known or anticipated effects of the event require its services and capabilities. Activation may be considered necessary when one or more of the following has or is expected to occur:
 - a. Significant damage to the County's agriculture infrastructure has occurred or will occur.

- b. Animal evacuation will be required.
- c. An outbreak of illness may affect plants or animals.

B. Organization

1. The position of this EF in the EOC organizational structure is shown in the organization chart below. EF 11 is positioned in the Operations Section.
2. The San Mateo County Agriculture/Weights and Measures is the primary agency and serves as the coordinator and facilitator of operations implemented by the EF and, in this capacity, is assisted by the designated support agencies. The primary agency will commit its own personnel, facilities, and resources to EF operations, requesting assistance from the designated support agencies when necessary.
3. The organization of the EF is expected to remain the same for both emergency-response and disaster-recovery operations.

San Mateo County EOC Organizational Chart



Emergency Functions (EF)			
EF #1	Transportation	EF #10	Hazardous Materials
EF #2	Communications	EF #11	Food and Agriculture
EF #3	Construction and Engineering	EF #12	Utilities
EF #4	Fire and Rescue	EF #13	Law Enforcement
EF #5	Emergency Management	EF #14	Long-Term Recovery
EF #6	Care and Shelter	EF #15	Public Information
EF #7	Resources	EF #17	Volunteer and Donations Management
EF #8	Public Health and Medical		

C. Notifications

1. The San Mateo County OES will be responsible for notifying the EF coordinator or EF alternate coordinator in the primary agency of the need to activate the EF or (if indicated) to stand by in the event that EF activation is required. In turn, the EF coordinator (or alternate coordinator) is responsible for notifying the designated support agencies of the notification to activate the EF or to stand by for possible activation. The EF coordinator (or alternate coordinator at the time) is responsible for determining whether personnel from some or all of the support agencies should be notified and mobilized.
2. The primary agency maintains an up-to-date, 24-hour-notification roster of its agency's personnel assigned to this EF, as well as representatives of the support agencies. (This roster could be an attachment to the EF or maintained as a separate document because it will have home phone numbers and other private information).

D. Emergency Operations

This section describes the emergency operations that may be required by the primary and support agencies to be prepared for EF activation, as well as the operations to be implemented during the response-and-recovery-phase. Actions to be taken for demobilization of the EF are also defined.

1. Pre-Event Preparedness

The EF coordinator has management oversight for the EF. To ensure readiness to activate the EF, the primary and support agencies will check that the following actions are taken prior to the onset of an emergency:

- a. Detailed standard operating procedures (SOP), action checklists, and job aids needed by EF personnel will be developed and available for use.
- b. Equipment inventories and personnel rosters necessary for EF implementation will up-to-date and immediately available. Categorizing and classifying response and recovery resources must be provided by or available to the primary agency in accordance with resource typing guidelines issued by the NIMS Integration Center.
- c. As indicated, primary and support agencies will ensure that personnel designated for EF implementation have received all necessary and required training, and are appropriately credentialed and certified in accordance with guidelines issued by the NIMS Integration Center.
- d. Agencies will assist the designated alternate EF coordinators and the assigned personnel from the EF primary and support agencies to understand their duties for the EF maintenance and activation, and will continually improve their capabilities for effective EF implementation.
- e. Agencies will coordinate pre-incident efforts with private-sector organizations as they relate to the EF.
- f. Agencies will coordinate EF preparedness activities related to all levels of planning for response-and-recovery operations, from jurisdictional agency response-and-recovery activities to regional and statewide catastrophic planning, as requested.

- g. Facilities, systems, equipment, and supplies that are necessary for EF implementation will be protected from the effects of the event to the greatest extent feasible.
 - h. Agencies will identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or improve the ability to address existing threats.
 - i. Agencies will designate representatives for the San Mateo County EOC.
 - j. Agencies will develop mutual aid agreements with professional associations and private organizations.
 - k. Agencies will coordinate with EF 6 (Care and Shelter) on potential locations for pet-friendly shelters and distribution of food and water.
 - l. Agencies will develop and maintain lists of animal shelters (including shelters for exotic animals and zoo animals).
2. Response Operations

Response operations are conducted during an event, and are necessary to protect people, provide services to people harmed by the event, and mitigate further property or environmental damage, if feasible. Response operations for the EF are considered in two phases: (1) initial actions for the period when the EF is first activated; and (2) continuing actions that are to be implemented, as needed, during each EOC operational period for the response phase until the EF is able to transition to recovery operations. In all cases, the response operations are general guidelines for action and may be modified as needed to adjust to the particular circumstances of the situation. The phases of the response operations are described below:

a. Initial Actions

The following initial actions, as indicated, are to be completed during the first EOC operational period for activation of the EF:

- i. The EF coordinator (or designee) will staff the agriculture (EF 11) workstation, identify which support agencies are needed, and take steps to ensure that support agencies are activated or on alert, as appropriate, when the EOC is activated.
- ii. Ensure the functionality of telecommunications and data management systems to be used by the EF, and take corrective actions as needed.
- iii. Access needed procedures, checklists, rosters, and inventories.
- iv. Complete notifications of primary- and support-agency personnel.
- v. Receive an initial briefing and/or information regarding the situation and the status of County emergency operations by other EFs.
- vi. If indicated, notify mutual aid partners (as well as necessary vendors and contractors) of the activation of the EF and determine the availability of services and resources through these organizations; and coordinate with appropriate private-sector organizations to maximize use of all resources.

- vii. The EF coordinator will assist with the collaboration and development of operational priorities based on the objectives set in the initial briefing.
- viii. Implement necessary initial actions specific to the EF, based on direction and objectives set by the EF 5 (Emergency Management) coordinator.
- ix. Address requests for food and water at shelters. Coordinate delivery, distribution, and security with EF 6 (Care and Shelter), EF 7 (Resources), and EF 13 (Public Safety and Security).
- x. Coordinate assistance and care for livestock and animals affected by the disaster.
- xi. Coordinate the implementation of food safety and security measures.

b. Continuing Actions

The following continuing actions would be repeated, when indicated, during each operational period for the duration of the response period and until the transition to recovery operations by the EF:

- i. Monitor EF staffing and resource availability and adequacy, and take corrective actions when necessary.
- ii. Review the EOC-AP for the operational period, and prioritize EF operations and resource allocation in accordance with its directives.
- iii. Monitor EF emergency actions initiated and/or continuing from the previous operational period until completion.
- iv. Respond to requests from EF personnel at incident scenes or other emergency locations, if applicable, for additional services and assistance.
- v. Plan for and establish relief resources to replace or rotate with committed resources for extended operations.
- vi. Maintain complete and accurate documentation regarding emergency operations and expenditures.
- vii. Maintain communication with County EOC and respond to requests for assistance and resources.
- viii. Provide information regarding EF operations, problem areas, and resource needs to EF 5 (Emergency Management) for development of the EOC situation report (SITREP) and EOC-AP.
- ix. Participate in EOC briefings when held.
- x. Continue to coordinate food and water supplies to shelters.
- xi. Track the activities of all available animal shelter facilities.
- xii. Manage and direct the evacuation of animals from risk areas, and provide technical assistance to prevent animal injury and disease spread.
- xiii. Coordinate public information with EF 6 (Care and Shelter) on the location and availability of shelter space, food, and water for animals.

- xiv. Coordinate with EF 13 (Public Safety and Security) and EF 1 (Transportation) on the delivery of feed and water to livestock affected by the disaster. Ensure that travel routes are available and that access will be granted.
- xv. Coordinate with supporting agencies and voluntary organizations active in disaster (VOAD) for additional emergency sheltering and stabling for both large and small animals.
- xvi. Coordinate the animal medical services needed for animal shelter and confinement areas.
- xvii. Organize triage and follow-up medical care with support agencies.
- xviii. Assist support agencies for long-term maintenance, placement, or disposition of animals that cannot be returned to their normal habitat or that have been separated from their owners.
- xix. As EF response actions near completion, anticipate and plan for transitioning the EF to recovery-phase operations, and provide EF recovery plans to EF 5 (Emergency Management).

3. Recovery Operations

- a. Ensure the completion of all response-phase emergency operations and the resolution of all requests for assistance.
- b. Advise all activated EF support agencies of the initiation of recovery-phase operations and provide coordination and guidance regarding needed support-agency actions.
- c. Review the EOC-AP for recovery and, if indicated, adjust EF recovery actions to be consistent.
- d. Provide updated information regarding completion of EF response-phase operations to EF 5 (Emergency Management).
- e. Coordinate the consolidation or closing of animal shelters or confinement areas, personnel, and supplies as the need diminishes.
- f. Continue to augment services as the need diminishes.
- g. Coordinate public information and provide updates for EF 15 (External Communications).

4. Demobilization Operations

As EF recovery-phase operations near completion, implement actions necessary to support EF demobilization when authorized by the EF 5 (Emergency Management) coordinator, including (but not limited to) the following:

- a. Advise activated primary agency personnel, support agencies, and the San Mateo County EOC of the intent to demobilize the EF. If indicated, define methods for providing continuing assistance to any agencies following EF deactivation.
- b. Review all EF operational and financial documentation to ensure completeness and accuracy.

- c. Account for all deployed EF personnel, equipment, and supplies.
- d. Identify EF systems, equipment, or supplies damaged or depleted during EF operations, and assign responsibility for repair or restoration.
- e. From EF 8 (Public Health and Medical), determine the availability of services for critical incident stress debriefings (CISD) for emergency workers, and ensure that primary- and support-agency personnel are advised on ways to access CISD assistance.
- f. On receipt of authorization from the EOC, obtain the approved copy of the demobilization plan prepared by the San Mateo County Planning Section to demobilize the EF, and provide completed EF documentation to the OES.

V. RESPONSIBILITIES

This section lists the joint primary and support agencies and their respective responsibilities.

A. Joint Primary Agencies

1. San Mateo County Agriculture/Weights and Measures
 - a. Monitors infective exotic plant disease and economically-devastating plant infestation.
 - b. Ensures safety and security of food, feed, seed, fertilizer, and pesticides.
2. San Mateo County Environmental Health
 - a. Coordinates assessments and response to disaster consequences affecting food safety and water quality.
3. Peninsula Humane Society/SPCA
 - a. Coordinates emergency animal care and sheltering.
 - b. Monitors animal/zoonotic disease.
 - c. Coordinates the response of regional veterinarian services and animal care groups.
 - d. Responsible for the quarantine of animals.
 - e. Coordinates rescue of stray animals.

B. Support Agencies

1. San Mateo County Sheriff's Office
 - a. Supports the enforcement of plant, pest, or animal quarantines if needed.
 - b. Provides traffic control when requested.
2. Large Animal Evacuation Group
 - a. Assists in the evacuation and sheltering of large animals when available.
3. California Department of Food and Agriculture

- a. Coordinates with local jurisdiction for needed local support.
- b. Establishes and enforces quarantine zones in coordination with the County Agricultural Commissioner.
- c. Enforces strict biosecurity measures to prevent the spread of disease.

VI. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The primary function of EF 11 will be to coordinate a response to control and eradicate an outbreak of a highly contagious or economically devastating animal/zoonotic disease, and to provide for the safety of food, feed, seed, fertilizer, and pesticides.

Critical Coordination Points for EF 11

EF 2 – Communications	Establishes interoperable communications with mutual aid resources and other EF resources.
EF 3 – Construction and Engineering	Provides assistance on the clearance of roadways.
EF 6 – Care and Shelter	Coordinates pet-friendly shelters.
EF 7 – Resources	Coordinates identification and provision of fuel and other resources required for response.
EF 13 – Law Enforcement	Coordinates provision of traffic services and evacuation.
EF 15 – Public Information	Provides public information and warning.

VII. ADMINISTRATION, FINANCE, LOGISTICS

A. Resource Procurement

This section describes the ways in which the EF will procure or obtain resources that may be required for implementation of the EF. Resources, as a general term, encompass the personnel, equipment, systems, and supplies, as well as highly specialized services that may be needed for EF implementation.

1. In all cases, the primary agency, with continuing representation in the jurisdictional EOC, will serve as the point of coordination to identify resources needed for EF implementation. The primary agency will also be responsible for requesting and directing mobilization of the resources.
2. When resources are needed, the primary agency representative will use one or more of the following for securing and deploying the needed resources in the most timely and cost-effective manner:
 - a. Resources under the direct control of the primary agency;
 - b. EF support agencies;

- c. Other activated EFs through each EF's representative in the County EOC;
 - d. Adjacent counties or municipalities through mutual aid agreements;
 - e. Private-sector vendors or contractors who have the resources available; and
 - f. Donations to SPCA may be used at SPCA's discretion.
3. The EF coordinator will be responsible for determining the process of procurement authorization established by the EF 5 (Emergency Management) coordinator and EF 7 (Resources).
 4. In all cases, the primary agency EF representative will have information readily available regarding the categories or types of resources relevant to EF operations to facilitate requesting additional resources.

B. Financial Management

1. EF 11 is responsible for managing financial matters related to resources that are procured and used during an incident. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event.
2. For reporting purposes, support agencies will document their expenditures and submit them directly to the Finance and Administration Section or a designated finance service officer as soon as possible.

C. EF Development and Maintenance

1. The EF coordinator is responsible for EF development and maintenance, which is to be completed with assistance and cooperation of the designated support agencies.
2. The EF, as well as associated SOPs, checklists, and other documentation, will be reviewed by the EF coordinator and modified (if indicated) in response to any of the following events:
 - a. By request of the EF 5 coordinator;
 - b. Following any activation of the EF for response to an actual incident or an exercise;
 - c. Following any change or development in any municipal government, or any non-governmental organization assigned responsibility for EF implementation; and
 - d. Upon the opening or closing of any major facility of the primary or support agencies that is considered essential to implementation of the EF.

VIII. AUTHORITIES AND REFERENCES

The authorities and references documented in the San Mateo County EOP basic plan are considered applicable to this EF.

IX. ACRONYMS

CISD	Critical Incident Stress Debriefing
COOP	Continuity of Operations Plan
EF	Emergency Function
EOC	Emergency Operations Center
EOC-AP	Emergency Operations Center Action Plan
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
NIMS	National Incident Management System
OES	Office of Emergency Services
SEMS	Standardized Emergency Management System
SITREP	Situation Report
SOP	Standard Operating Procedures
SPCA	Society for the Prevention of Cruelty to Animals
VOAD	Voluntary Organizations Active in Disaster
VSAC	Veterinary Services and Animal Care

X. ATTACHMENTS

Insert Any Agency Specific Attachments here

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