

Hello Committee Members!

Below is the Zoom link for our Disaster Preparedness Task Force Committee Meeting, scheduled to be held on **Tuesday, July 27th at 9:30 AM**. This meeting will be held as a hybrid model meeting, which means you may choose to attend virtually, or in person in the board room. We look forward to seeing you all via your chosen method of attendance!

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86165047181?pwd=YzIEVE1wZXIxdzgvMUxCWEEdGaC9udz09>

Passcode: 574116

Webinar ID: 861 6504 7181

Respectfully,

Jayanna Hendley

Security Admin Coordinator

[Laguna Woods Village](#)

(949) 268-2356



Laguna Woods Village®

NOTICE: This email, including any attachments, is intended only for the use of the individuals or entities to which it is addressed and may contain information that is privileged, confidential, and/or exempt from disclosure under federal or state law. If you are not an intended recipient of this email, you are hereby notified that any unauthorized use, dissemination, distribution, or copying of this email and attachments, or the information contained herein, is strictly prohibited. If you have received this email in error, please notify the sender by reply email and destroy the email and all attachments. Thank you.



**GRF COMMITTEE OF THE LAGUNA WOODS VILLAGE
DISASTER PREPAREDNESS TASK FORCE**

**Tuesday, July 27, 2021 - 9:30 AM
Hybrid Model Meeting**

NOTICE OF MEETING AND AGENDA

- | | |
|--|--------------|
| 1. Call to Order | Carlos Rojas |
| 2. Acknowledgement of Media | Carlos Rojas |
| 3. Approval of the Agenda | Carlos Rojas |
| 4. Approval of Meeting Report for May 25, 2021 | Carlos Rojas |
| 5. Chair's Remarks | Carlos Rojas |
| 6. Member Comments (Items Not on the Agenda) | Carlos Rojas |
- Laguna Woods Village owner/residents are welcome to participate in committee meetings and submit comments or questions regarding virtual committee meetings using one of two options:
- Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and manor number must be included.
 - By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and manor number.
 - Join the Zoom meeting at: <https://us06web.zoom.us/j/86165047181?>

REPORTS:

- | | |
|---------------------------------------|------------------|
| 7. Radio Communications | Bruce Bonbright |
| 8. Office Manager | Tom Soule |
| 9. Recruitment / Retention / Training | Juanita Skillman |
| 10. Village Energy Sub Committee | Maggie Blackwell |
| 11. GRF Board | Board Member |
| 12. United Board | Board Member |
| 13. Third Board | Board Member |
| 14. Towers Board | Board Member |
| 15. Pet Evacuation Sub Committee | Sharon Updike |

ITEMS FOR DISCUSSION AND CONSIDERATION:

- | | |
|-----------------------|---------------|
| 16. Pet Disaster Plan | Sharon Updike |
|-----------------------|---------------|

ITEMS FOR FUTURE AGENDAS:

17. To be determined

CONCLUDING BUSINESS:

18. Committee Member Comments
19. Date of Next Meeting – September 28, 2021 at 9:30 am
20. Adjournment

Carlos Rojas, Chair
Telephone: 268-2356

**REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN
FOUNDATION DISASTER PREPAREDNESS TASK FORCE**

TUESDAY, May 25, 2021, 9:30 AM

VIRTUAL MEETING

MEMBERS PRESENT: Bruce Bonbright, John Frankel, Annie McCary, Donna Rane-Szostak, John Carter, Juanita Skillman, Sandy Benson, and Maggie Blackwell

OTHERS PRESENT: Joan Grampp, Grace Stencel, Dave Southworth, and Pat (Unkown Last Name)

STAFF PRESENT: Carlos Rojas, Tom Siviglia, Jayanna Hendley

THE MEETING WAS CALLED TO ORDER: Carlos Rojas called the meeting to order at 9:30 AM. A quorum was established.

ACKNOWLEDGEMENT OF THE PRESS: There was no media present.

APPROVAL OF THE MEETING REPORT: For March 30, 2021 was approved by Carlos Rojas and Juanita Skillman

APPROVAL OF AGENDA: The Agenda was approved by acclimation.

CHAIRS REMARKS: Carlos Rojas announced that facilities are opening back up now that the Coronavirus restrictions are being lifted little-by-little.

MEMBER COMMENTS: No comments.

REPORTS:

RADIO & COMMUNICATIONS: Bruce Bonbright reported on the Radio Drills for April 27, and May 25. Mr. Bonbright stated that on April 27, 2021 9 out of 14 radios responded to the drill. Mr. Bonbright also reported that on May 25, 2021 10 out of 14 radios responded. Mr. Bonbright stated that he will be working with the members responsible for the few radios that did not respond to ensure that their equipment is working properly. At this point, Chair Rojas commended Bruce Bonbright for his good work in leading the Radio program.

OFFICE MANAGER/ADVISOR: Tom Soule was not present. Carlos Rojas reported that they will be looking closely at inventory for sale to ensure that they are well-stocked for residents.

RECRUITMENT/RETENTION/TRAINING: Juanita Skillman reported that she is waiting for further information from Jayanna “JJ” Hendley regarding training. Jayanna Hendley reported that she is working with several members of the Disaster Preparedness Task Force to create a training curriculum that would be used to train future Good Neighbor Captains. Sandy Benson reported that she has contacted the Orange County Fire Authority and learned that they encourage the use of the “File of Life,” which is an emergency medical file that should be kept on refrigerators. Ms. Benson stated that she and 16 of her neighbors are now utilizing the “File of Life.” Members made comments and asked questions.

Village Energy Sub Committee: No Report

GRF BOARD: No report

UNITED BOARD: No report

THIRD BOARD: Annie McCary commented on the approval of the Fire Avert Device Pilot Program.

TOWERS: John Carter reported that the Towers is working with an outside consultant to improve their emergency preparation plan. Mr. Carter also stated that they are re-constituting their Floor Captains. Members made comments and asked questions.

PET EVACUATION SUBMIT COMMITTEE: Sandy Benson reported that she would be covering for Sharon Updike on this meeting. Ms. Benson thanked Carlos Rojas for the efforts made to advertise the initial pet document to residents. Ms. Benson reported that there will be a second document sent to residents by Security that will ask the residents for further information regarding their animals. Ms. Benson also stated that they have made excellent progress with their Disaster Prep plan and that it should be finalized by the end of Summer 2021. Carlos Rojas commended Sharon Updike and Sandy Benson for their work in this area.

DISCUSSIONS & CONSIDERATIONS:

Fire Avert Device Update: Tom Siviglia reported that the pilot program for the Fire Avert Device has been approved. Mr. Siviglia stated that the next step is to pick residents from the volunteer list and install the devices.

ITEMS FOR FUTURE AGENDA: None. Carlos Rojas told the committee to email any future Agenda Items to Jayanna “JJ” Hendley at Jayanna.hendley@vmsinc.org .

Member Comments:

Maggie Blackwell stated that she will be filling-in for Bert Moldow going forward due to his passing. Ms. Blackwell also suggested that the Pet Evacuation Sub Committee should send a message to pet-owners advising them to purchase a small wagon for ease of transport in regards to their animals.

Tom Siviglia offered a comment to Bruce Bonbright, stating that he would be in touch with him regarding the Radio Antennas placed at gatehouses. Mr. Siviglia also thanks Bruce Bonbright for his hard work.

Carlos Rojas asked Jayanna “JJ” Hendley when the next American Red Cross Virtual Training would be held. Ms. Hendley responded that the next training is scheduled for August 10, 2021 at 10:00 AM for Earthquake and Flood Preparedness.

NEXT MEETING: The next meeting is scheduled for Tuesday, July 27, 2021, 9:30AM via Virtual Meeting

ADJOURNMENT: 9:55 AM

Submitted By:

Carlos Rojas

Carlos Rojas (May 25, 2021 16:35 PDT)

Carlos Rojas, Committee Chair May 25, 2021

Laguna Woods Village

Pet Disaster Preparedness Plan

July 2021

Table of Contents

INTRODUCTION.....	5
Background:	5
Purpose of the Plan:.....	5
National Incident Management System (NIMS).....	5
How To Use This Plan	5
Plan Maintenance:	6
PHASE ONE: PREPARATION	6
Community Animal Response Teams (CART)	6
Volunteer Retention for the CART	6
Resident Pet Survey:	6
Code Red:	7
Pet Information and Registration:	7
Resident Communication:	7
Resident Education:.....	7
Pet Disaster Supplies Specific to Species	7
Local Contact Information	7
Veterinarians.....	7
Service Providers.....	7
Pet Boarding Facilities	7
Disaster Resources	7
Role of Pet Owners vs Role of Community Pet Response Team (CPRT)	7
Working With Local Authorities:	8
PHASE 2 – DURING A DISASTER.....	8
Incident Occurs -Activation:	8
1. Phone Tree Notification of Pet Disaster Task Force Members.....	8
2. Animal Response Team.....	8
3. Veterinary medical care and services	8
4. Designated Team Leaders will assess incident needs	9
Incident Management:.....	9
PHASE 3 – AFTER A DISASTER.....	10

Owner Actions After Disaster 10

Task Force Actions..... 10

1. Animal/Owner Reunion and Recovery: 10

2. Terminate Response: 10

3. Prepare After Action Report..... 10

GLOSSARY OF COMMONLY USED TERMINOLOGY 12

APPENDIX 14

APPENDIX A SURVEY OF LAGUNA WOODS VILLAGE RESIDENTS15

APPENDIX B CODE RED..... 16

APPENDIX C PET INFORMATION AND REGISTRATION.....17

APPENDIX D PET EMERGENCY SUPPLIES.....19

APPENDIX E LOCAL CONTACT INFORMATION 21

Pet Boarding 21

Economical Pet Friendly Hotels..... 22

Pet Service Providers..... 23

APPENDIX F OWNER ACTIONS AFTER A DISASTER..... 25

APPENDIX G INVENTORY 26

APPENDIX H AFTER-ACTION REPORT/IMPROVEMENT PLAN..... 28

Exercise Overview 28

Analysis of Core Capabilities..... 1

Summary of Core Capability Performance 2

Strengths 3

Areas for Improvement 3

Strengths..... 4

Areas for Improvement 4

Improvement Plan 5

Exercise Participants 6

INTRODUCTION

Background:

We are a small volunteer group of resident animal lovers appointed by the Golden Rain Foundation (GRF) to create a disaster preparedness plan for pets living within Laguna Woods Village. Our task force is a sub-committee of the overall Laguna Woods Village Disaster Preparedness Task Force. And, we have strong support of the overall committee chair, Chief Carlos Rojas, Director of Security for Laguna Woods Village.

Purpose of the Plan:

Laguna Village Pet Disaster Preparedness Task Force

- To create a Village pet disaster plan
- To provide education and training to Village residents on how to prepare and care for their pets during a disaster
- To coordinate with the Golden Rain Foundation Disaster Preparedness Task Force

National Incident Management System (NIMS)

- NIMS
- FEMA (Federal Emergency Management Agency)
- American Red Cross
- Local authorities

How To Use This Plan

This plan was developed for use by the Laguna Village Pet Disaster Preparedness Committee.

PHASE I – PREPARATION - The components should be updated by the Task Force each year before contact with and annual education/training of residents. Working closely with the Village Management Services Security Chief, task force members will publicize, write articles, appear on channel 6, present educational seminars, conduct drills, etc. to have Village residents prepare for emergency situations such as earthquake, fire, and power outages.

PHASE 2 – DURING A DISASTER - The Task Force is required to follow the direction and guidance of the emergency management system authority in charge. The first step is for the Task Force to identify the authority in charge (OC Fire Authority, National Guard, FEMA, etc.) and obtain permission before doing anything. Too often civilians such as our Task Force volunteers and local residents impede the efforts of the authority in charge by acting on their own.

PHASE 3 – AFTER A DISASTER - In this phase various steps need to be taken to return to some semblance of normalcy first following the direction of the authority in charge and then after all authority has departed.

Even though Phase 2 and Phase 3 are not implemented if no disaster occurs, it is important to not only identify what needs to be done, but also conduct practices and drills to be properly prepared.

Plan Maintenance:

The plan will be reviewed on an annual basis and updated as needed. When it is updated, a notice will be published in the L.W. Globe, on line in “*What’s Up In The Village*” and posted on the Village website.

PHASE ONE: PREPARATION

Community Animal Response Teams (CART)

Community Animal Response Teams (i.e. Disaster Animal Response Team) are volunteers who are trained to ensure the health and welfare of animals before, during, and after a disaster. During times of disaster, CARTs assist with implementation of the animal disaster plan. CART managers and members are credentialed and actively trained to provide support for community preparedness activities, emergency evacuation, emergency animal sheltering, and the reunification of animals and owners.

The following free online videos will help you get familiarized with emergency response protocols: [Comprehensive Preparedness Guide: CPG 101](#) (FEMA, 2010)

Volunteer Retention for the CART

Volunteers are eager to help in the aftermath of a disaster but often lose interest over time when there is no disaster. Recruitment and training is best done shortly after a disaster in the area while the community’s interest is peaked. Retention, however, can be difficult and CART managers must be creative to keep the volunteers interested, trained and reliable. Assuring regular communication with volunteers to keep their interest high, promotes a sense of team work, and keeps them informed of events and plans related to the CART and the community.

Practice, Practice, Practice is the best solution. Practice provides valuable knowledge and camaraderie between volunteers.

Resident Pet Survey:

The first step is to determine how many pets of each species reside in Laguna Woods. VMS Security emails the document to every resident, advertises it in “What’s Up in the Village”, and posts it on the Village website. The form is available online at the Village Website under Disaster Recovery or upon request from VMS Security at 949-268-2356. It is also available in the

Appendix of this document and can be printed and returned per the instructions on the form. The Volunteer Task Force records each survey on an Excel spread sheet to create a database. (See Appendix A)

Code Red:

There is a form available on the Laguna Woods Village website for human emergency contact information and also includes a space for “pet care” contact if you are incapacitated in any way. It is located at <https://www.lagunawoodsvillage.com/>. Simply go to the L.W. website and click on “Code Red” in the upper left-hand corner or pick up a hard copy at Resident Services, fill out and return as indicated on the form. (See Appendix B)

Pet Information and Registration:

Once the database is built, this form is emailed to each resident with pets. This form is to provide detailed information about each pet, including medical information that will be important if there is an emergency. The resident is to send one copy to VMS Security and put a second copy in the ‘to go’ bag that will stay with the pet should it need to be evacuated. (See Appendix C)

Resident Communication:

- Channel 6
- Village News Alert- “What’s Up in the Village”
- The Globe
- The Village Breeze

Resident Education:

- Need for an Individual Plan - The Task Force will arrange for and provide educational sessions and materials for pet owners

Pet Disaster Supplies Specific to Species (See Appendix D)

Local Contact Information (See Appendix E)

Veterinarians
Service Providers
Pet Boarding Facilities
Disaster Resources

Role of Pet Owners vs Role of Community Pet Response Team (CPRT)

Owners need to be aware that they have ultimate responsibility for their pets. (See Appendix F)

Working With Local Authorities:

The Task Force is required to follow the lead of local authorities throughout all phases of a disaster. There is a specific protocol to follow in order to avoid confusion and chaos. All Task Force members need to understand the protocol and language used by such authorities. In order to do so, members must complete some FEMA (Federal Emergency Management Authority) self-study courses that are available for free at <https://training.fema.gov/emi.aspx> . The two most important courses are IS-100 Introduction to the Incident Management System and IS-700 An Introduction to the National Incident Management System.

It is the responsibility of each pet owner to provide for evacuation, containment, housing, food and medical services for their pets. The Task Force and local authorities will guide and assist, but are not responsible to provide these services.

PHASE 2 – DURING A DISASTER

Incident Occurs -Activation:

The LW Pet Disaster Task Force will be activated by the Laguna Woods Incident Commander in the event of any incident requiring evacuation, rescue, or other assistance involving companion animals in Laguna Woods. It is understood that local Animal Control (Laguna Beach Animal Services) and local law enforcement (Orange County Sheriff's Department) and the Fire Authority (OC Fire Authority) have ultimate authority over any incident of this nature and any response by the Pet Disaster Task Force would be with the permission of, and under the authority of, these entities. When activated/requested by the Incident Commander, the Task Force will mobilize volunteers to respond as noted below. Self-deployment of unauthorized resources will not be allowed as part of this Plan.

1. Phone Tree Notification of Active Pet Disaster Task Force Members. Once the notified member of the Task Force is aware of a need for a response, they will reach out to other team members/responders via phone, text, and/or email that an incident has been declared and that the need has been defined for an animal response. The Animal Response Team members will be directed to either respond to the Command Post (CP), or to go to the designated supplies storage trailer on the VMS lot to retrieve and transport supplies to the Command Post for setup and use.
2. Animal Response Team will gather and organize materials and supplies needed for the Animal Command Post. (See Appendix G) Basic animal control functions should be maintained during disasters to the extent possible. Such functions include: responding to public reports related to stray animals or animal problems; animal bites; and collection of stray animals.
3. Veterinary medical care and services will be needed for the following: Agenda Item # 16

- a. Care of injured or ill animals;
 - b. Triage of animals recovered during animal search and rescue operations;
 - c. Veterinary care and infection control programs at animal sheltering sites;
 - d. Coordination with public health on zoonotic disease (infecting both people and animals) management; and
 - e. Animal disease management.
4. **Designated Team Leaders will assess incident needs** and evaluate incident timeline and conditions. Expand or contract operation depending on needs. Volunteer staffing will include:
- a. Assign a consistent shelter team to provide daily animal care;
 - b. Maintain a roster of trained staff;
 - c. Potentially double-staff key positions in case someone falls ill;
 - d. Consider work that can be accomplished virtually (offsite) with technology, such as Microsoft Teams, Zoom, Skype or phone;
 - e. Masks should be worn at all times in the sheltered area; a supply of masks and gloves will be provided if needed;
 - f. Cleaning and disinfectants will be performed frequently;
 - g. Assign volunteers to check in with the American Red Cross and people with pets sheltering in hotels to regularly monitor and troubleshoot issues;
 - h. Off-site veterinary support for animals requiring care will be set up;
 - i. Liaison with Laguna Woods Security.

Incident Management:

Team Leaders will maintain management of the incident. This Plan is based on the following, in order of preference:

1. Pet owners taking their animals with them to shelter with a friend, relative or pet friendly hotel.
2. Pet owners making arrangements with local pet board facilities or veterinarians.
3. **Cohabitated** Shelter concept where animals live in the same living area as their family, side by side. Such a shelter is designated and created by the authority in charge (CalFire, National Guard, FEMA, etc.) only when necessary. Dogs have cages or crates to sleep in and at other times in which family members are not able to directly supervise them. Cats, birds, small mammals, etc., are also kept in cages or crates. Pet owners take care of their own pets, including feeding, watering and walking. The pros of the cohabitated sheltering are that this sheltering model keeps people with their pets, gives the most comfort to the owners and their animals, and requires the least amount of staffing to manage the animals.
 - a. Cohabitated animal sheltering puts the responsibility for caring for animals on the animal owner. Type and location of such as shelter The shelter will provide the following:
 - i. Equipment – crates, litter pans, bowls, leashes, etc.) and consumable supplies (food, water, litter, bedding, poop bags, cleaning supplies, etc.) to

- augment what the owners bring with them and to ensure the animal sheltering is accomplished safely;
- ii. Minimal monitoring by animal care staff: to ensure owners are humanely caring for their animals and the animals are not creating disruption or other issues in the cohabitated shelter setting; triage on intake to ensure that animals who should not be in cohabitated housing are sheltered elsewhere; off-site veterinary care; and
 - iii. A contingency plan for animal care for animals not suited to cohabitated sheltering.
5. Rotate/Replace staff and supplies. Maintain communication with Incident Commander, Animal Sheltering and Logistics.

PHASE 3 – AFTER A DISASTER

Owner Actions After Disaster

Pet owners have the responsibility to ensure their pets get through the disaster with as little harm and trauma as possible. Provide them with information on how to go forward. (see Appendix F)

Task Force Actions

1. **Animal/Owner Reunion and Recovery:**
 - Identification and tracking systems for displaced animals
 - Lost and found data management, including Web based information when needed
 - Transportation of pets to their original locations
 - Team participation in long-term recovery efforts and un-met needs committee

2. **Terminate Response:**
 - Communicate status to Incident Commander.
 - Ensure Animal Responders have been officially notified to stand down.
 - Return supplies to storage.
 - Thank Responders for their participation.

3. **Prepare After Action Report:** Preparation of this report is crucial after any training exercise or actual disaster response. The purpose of the report is to analyze and evaluate what went right and what went wrong, coming up with changes to improve response the next time. (See Appendix H)

GLOSSARY OF COMMONLY USED TERMINOLOGY:

Community Animal Response Team (CART) is also referred to as a Disaster Animal Response Team (DART). It is a group of volunteers who are trained to ensure the health & welfare of animals before, during and after a disaster.

Emergency Operations Center (EOC) is a central command and control location responsible for the strategic overview, or “big picture” of the disaster. The common function of an EOC is to collect, gather and analyze data; make decisions that protect life and property, maintain continuity of the organization, within the scope of applicable laws; and disseminate those decisions to all concerned agencies and individuals. The EOC does not normally directly control field assets, but instead provides centralized information and resource coordination in support of ground operations.

Emergency Operations Plan (EOP) are documents that describe who will do what, as well as when, with what resources, and by what authority – before, during and immediately after an emergency.

Federal Emergency Management Agency (FEMA) is an agency of the United States Department of Homeland Security, initially created by Presidential Reorganization Plan No. 3 of 1978 and implemented by two Executive Orders on April 1, 1979. FEMA coordinates the Federal response to disasters in the U.S.

Household pets are domesticated animals (e.g. dog, cat, bird, rabbit, rodent or turtle) that are kept in the home for pleasure rather than for commercial purposes.

Incident Command System (ICS) is a management system designed to enable effective and efficient domestic disaster or emergency management by integrating a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.

National Incident Management System (NIMS) is a common framework used for managing natural disaster response and it exists at all levels of government (e.g. local, state and federal).

Pet Evacuation and Transportation Safety (PETS) Act is a federal legislation that requires states and local jurisdictions to have a plan in place for the evacuation and sheltering of household pets and service animals in order to access certain federal funding sources.

APPENDIX

A – Resident Pet Survey Form

B – Code RED Form

C – Pet Information & Registration Form

D- Pet Emergency Supplies

E – Local Contact Information

- Local Veterinarians
- Local Pet Boarding Facilities & Economical Pet Friendly Hotels
- Local Disaster Resources

F- Role of Pet Owners vs Role of County Pet Response Team (CPRT)

G- Inventory

H- After Action Report/Improvement Plan

APPENDIX A SURVEY OF LAGUNA WOODS VILLAGE RESIDENTS WITH PETS
July 2021

We are a volunteer group of resident animal lovers appointed by GRF to create a disaster preparedness plan for pets living within Laguna Woods Village. Our committee is a sub-committee of the overall Disaster Preparedness Task Force.

According to the Federal Emergency Management Agency (FEMA):

- When disaster strikes, most animal deaths occur within the first 24-48 hours.
- During the New Orleans Katrina hurricane in 2005, 80%-85% of pets **were never reunited** with their owners because the owners and the city were not prepared to deal with pets.

If we should have a disaster, we don't want to have similar depressing results!

Our committee has much to do. In order for us to properly prepare, we first need to know how many pets, what kind of pets and where the pets live in the Village. Please complete the survey below, and return it:

- If you are able to return it by email, send it to chief@vmsinc.org.
- If you print the form, complete it and return it to VMS Security, 24351 El Toro Road, Laguna Woods, CA 92637
- If you are unable to do any of the above and need us to provide you with a paper copy of this survey, contact VMS Security at 949-268-2356 and we will make sure you receive one.

First Name:		Last Name:	
Residence Number:		Street Name:	
Cul-de-sac Number:		Closest Village Gate:	
Phone Number – Cell:		Phone Number – Other:	
Email Address:		Alternate Email Address:	
How many pets do you have? :		*Voluntary, but highly recommended to ensure all pets are rescued.	
Pet #1 Species:	Pet #2 Species:	Pet #3 Species:	
Do you have a disaster preparedness plan & 7 days of supplies for your pet(s)? Yes () No ()			
If you are ordered to evacuate, do you have a place to go with your pet(s)? Yes () No ()			
Are you physically able to move your pet(s) Yes () No ()			
Do you have enough crates/carriers for the numbers of pets you have? Yes () No ()			
If you are ordered to evacuate, do you also have a 'go bag' with at least 3 days of supplies for each pet that you can quickly grab and go when you and your pet(s) evacuate? Yes () No ()			

Once we receive and record the replies, we will be contacting you with information you can apply to be better prepared and how the disaster plan is progressing

Thank you so much for participating!



In the event of an emergency or the need to broadcast critical time-sensitive news, the CodeRED emergency notification system transmits brief, urgent messages to Village residents as quickly as possible via a phone call, a text message or an email.

Our CodeRED system, separate from other regular email you may be receiving from the Department of Media and Communications, requires unique enrollment.

The Department of Security Services and the Laguna Woods Village Disaster Preparedness Task Force encourage all residents to take a few moments to ensure Village Management Services can contact you in the event of an emergency.

Enroll today to receive important notices for such events as:

Critical power outages

Earthquake, emergency procedures Evacuation

Gate or road closures Safety threats

Fire

Please be assured that all information you provide to the CodeRED system is confidential and will be used to contact you in the case of an emergency only.

All fields marked with a red asterisk are required.

<input type="text"/>	<input type="text"/>
Resident Name *	
First Name	Last Name
Manor Number *	<input type="text"/>

To access the entire form- Please go to the website <https://www.lagunawoodsvillage.com/> or pick up a copy at Resident Services

APPENDIX C PET INFORMATION AND REGISTRATION

Letter to Pet Owner

Dear Laguna Woods Pet Parent,

You are receiving this because you responded to our survey of Laguna Woods residents indicating you have one or more pets. Enclosed is information about the next step in preparing for the safety of your pet(s) in the event of a disaster.

Please complete the enclosed **Laguna Village Disaster Preparedness Pet Information and Registration** form and:

- Make 1 copy for each pet's **To-Go Bag**¹ plus 1 copy for the Task Force
- Attach the requested picture of each pet, and
- Either mail the Task Force copy with pictures to VMS Security, 24351 El Toro Road, Laguna Woods, CA 926937 or deliver it to the VMS Security office on Via Campo Verde.

After you register your pet(s) VMS Security will have the information necessary to contact you and, if necessary, to assist in rescuing, locating and/or caring for your pet(s) during a disaster..

Also enclosed is a list of **Pet Emergency Supplies**. You can use this list to prepare your To-Go Bag(s) which you should have in a place handy to grab and go. Some people keep the bag(s) in their car and others near the front door.

As the Village continues to reopen, you will be hearing more from us!

Sincerely,

Your Disaster Preparedness Task Force Subcommittee for Village Pets

Enc:

Laguna Village Disaster Preparedness Pet Information and Registration

Pet Emergency Supplies

A **To-Go Bag** is a bag with emergency supplies for your pet in the event you should need to evacuate. Prepare 1 bag for each pet if possible, as you and your pet(s) may become separated.

Laguna Village Disaster Preparedness Pet Information and Registration

***Please print clearly**

Complete this form and:

- Place 1 copy in the “To Go Bag” with your pet’s evacuation supplies.
- Send 1 copy to the Laguna Village Pet Disaster Task Force.

Name of Pet Owner: _____ Today’s Date: _____

Address: _____

Cell Phone: _____ Alternative

Phone: _____

In the event of an evacuation are you able to transport your pet(s) to a nearby staging area? Yes No

Emergency contact name: _____ Phone #: _____

	PET 1	PET 2	PET 3
PET NAME			
SPECIES			
BREED			
APPROX WEIGHT			
SEX			
AGE			
OVERALL HEALTH			
LIST SPECIAL DIET			
LIST ANY MEDICATIONS	_____ _____	_____ _____	_____ _____
MICROCHIP NUMBER	_____	_____	_____
TRACKING COMPANY NAME	_____	_____	_____
TRACKING COMPANY PHONE			
LICENSE NUMBER FOR DOGS			
PREFERRED VET NAME	_____		
VET ADDRESS	_____		
VET PHONE	_____		

**** PLEASE ATTACH COLOR PHOTO OF OWNER AND PET WITH NAMES & OWNER CONTACT INFO ON BACK**

IN A “TO GO BAG”

Supplies for any Kind of Pet

- Food – 1-week supply, plus can opener and non-spill food dishes.
- Water – 1-week supply for drinking & cleaning, plus non-spill water dish.
- Medicine – 1-week supply
- Carriers – portable, plus bedding, blankets and towels.
- Vet Contact Information – copies of vet records, plus microchip info.
- Current Pet Photo – with owner information, name and ID tag.
- Emergency Contact Information.
- Pet Poison Hotline – ASPCA Poison Control #: 888-426-4435.
- Grooming Equipment – Clippers, combs, brushes, flea comb.
- Cleaning Supplies – Paper towels, plastic bags, disinfectant.
- Flashlight
- Favorite toys
- Copy of completed **Pet Disaster Preparedness “To Go Bag” Form for each pet.**

First Aid Kit - Triple antibiotic ointment packets, Hydrogen Peroxide, Gauze pads, Q-tips, scissors, petroleum jelly, tweezers, adhesive bandages, instant cold compress, alcohol prep pads, sting relief pads, antiseptic pads, saline wash 3 x 3 sterile wound pads, thermometer, vinyl gloves (latex and powder free) and first aid book for each pet type.

Extra for Cats

- Harness and leash
- Litter box with 10-20 lbs. of litter or disposable litterbox
- Disinfectant for cleaning litter box

Extra for Dogs

- Muzzle
- Harness and leash

Extra for Birds

- Styptis powder or corn starch such as Quick-Stop (for nails only or feathers only)
- In cold weather, wrap blanket around carrier for warmth
- When transporting, preheat vehicle or add hot water bottle
- Sliced fruit or vegetables with high water content instead of water
- Gravel
- Cuttlebone&/or beak conditioner.
- Long handed net.
- Gloves for handling
- Spray bottle or mister

Extra for Reptiles

- Portable heat source such as a warm container with a heater, if not available put reptile in a soft pouch
- Thermacare Heat Wrap that needs to be broken in order to activate (one weeks' worth)
- Pillow case or large sack for transport and transfer to a more secure holding as soon as possible.
- One weeks' worth of fruit and vegetables high in water content (baby food is OK).
- Betadine solution
- Quickstop for bleeding

Extra for Pocket Pets (small mammals)

- Roll of cloth tape
- Tweezers
- Salt lick and extra water bottle
- Dietary supplements
- Exercise equipment
- Small container to keep safe and quiet
- Keep rabbits and guinea pigs cool rather than too warm

Extra for Amphibians and Fish

- Watertight plastic bags or plastic containers
- Monitor water, air temperature, humidity, lighting and nutrition
- For terrestrial and semiaquatic amphibians, use a tiny amount of water or moisten paper towels
- Clean foam rubber band
- Extra container of water, clean moist paper towels or clean moss in case of leakage
- For Aquatic species, fill the plastic bag one third full of water and inflate bag with air and close

APPENDIX E LOCAL CONTACT INFORMATION

Pet Boarding
As of 8/23/2020
Information may change

Name	Address	Phone	Rating	Pet type/rate per day
Smart Parke	24334 El Toro Rd, Laguna Woods	(949) 860-0159	4.5	dog/\$55-\$85 plus services cat/\$40 plus services
Laguna Hills Animal Hospital	24271 El Toro Rd, Laguna Woods	(949) 837-7333	4.5	dog/\$41-\$61 plus services cat/\$33-\$43 Exotics/\$23
Alicia Pet Care Center	25800 Jeronimo Rd #100, Mission Viejo	(949) 768-1313	4.8	dog/\$45 all-inclusive cat/\$25 all inclusive
Pet Point Medical Center	2505 DaVinci, Irvine	(949) 522-5700	4.9	Bring your own food for all dog/\$59 cat/\$32 rabbit/\$20 pocket pet/\$20 exotics/\$20 (bring accommodations for all except dogs & cats)
Pet Suites	19 Journey, Aliso Viejo	(949) 425-0700	4	dog/42 cat/25 birds/20 pocket pets/18 fish/5 all activities extra
Boyd's Pet Resort	865 Research Dr, Irvine	(949) 385-8737	3.5	Bring your own food or pay extra dog/\$65 cat/\$39

Economical Pet Friendly Hotels

Information as of 8/23/20

Rates may change

Name	Location	Mile s from LW	Phone	Star ratin g	Rate per night	Pet fee per night
LaQuinta Inn by Wyndham	Irvine Spectrum	7	(949) 551-0909	3.5	\$85	none
Candlewood Suites OC	Irvine East	4	(949) 598-9105	3	\$96	\$75/week
Best Western Plus	Dana Point	15	(949) 380-9888	4.5	\$109	\$20/pet
Hyatt House Irvine	John Wayne Airport	12	(949) 936-4280	4.5	\$126	\$75/week
LaQuinta Inn & Suites	Anaheim	20	(714) 635-5000	3.5	\$84	none
Extended Stay America	Lake Forest	6	(949) 598-1898	3	\$94	\$25
Quality Inn & Suites	Irvine Spectrum	3	(949) 458-1900	3.5	\$76	\$35/pet
Motel 6 Anaheim Main gate	Disneyland main gate	20	(714) 520-9696	3.5	\$75	none
LaQuinta Inn & Suites	Santa Ana	14	(714) 540-1111	3.5	\$94	none
Best Western	Irvine Spectrum	3	(949) 380-9888	4.1	\$83	\$30
Town Place Suites by Marriott	Lake Forest	3	(949) 461-0470	4.8	\$129	\$150/stay

Pet Service Providers

and what they can provide – vets, fire dept., etc.

Laguna Hills Animal Hospital

24271 El Toro Road
Laguna Woods, CA 92637
949-837-7333
Dr. Cruz

www.lhah.com

Dana Hultberg, Hospital Manager, dhultberg@lhal.com

California Veterinary Medical Association (CVMA)**

916-649-0599

staff@cvma.net

cavmrc.net

www.cvma.net/wp-content/uploads/2019/10/CAVMRC-MASTER-HANDBOOK10-2019.pdf

** Recommended to use for our plan.

American Veterinary Medical Association (AVMA)

www.avma.org/resources/pet-owners/emergencycare/pets-and-disasters

California Animal Response Emergency System (CARES)

Cal-cares.com

Cal-caresfieldguide.com

Canine Club of Laguna Hills

Ronald Drauden

949-855-1938

drauden@comline.com

Fire Engine Station No. 22

Station number 949-837-5471 – ask for Battalion Chief (3 of them)

Community Risk Reduction (CRR), Missy Deacon 949-347-2240

Flavia – Community Relations

Website for evacuation plans: OCFA.org – click on Safety, then Safety Flyers

Lake Forest Animal Clinic (Dr. Self and Dr. Trope)

24301 Muirlands Blvd., Suite P

Lake Forest, CA 92630

949-837-7660

Laguna Beach/Laguna Woods Animal Services Officer

David Pietarila; 949-497-0701

dpietarila@lagunabeachcity.net

Laguna Pet Care Center

Dr. Rosette

25361 Alicia Parkway

Laguna Hills, CA 92653

949-427-8136

OC Animal Control – Disaster Recovery Coordinator

561 The City Drive South
Orange, CA 92868
714-935-6848

Mission Viejo Animal Services Shelter

28905 Hillcrest
Mission Viejo, CA 92692
949-470-3045

American Red Cross – Pet Preparedness & Recover

www.redcross.org/get-help/how-to-prepare-for-emergencies/pet-disaster-preparedness.html

Pet Emergency Kit, Pet Emergency Plan, Helping Pets Recover

Note: Red Cross Centers do not take pets – only service animals

APPENDIX F OWNER ACTIONS AFTER A DISASTER

- Survey the area inside and outside your home to identify sharp objects, dangerous materials, dangerous wildlife, contaminated water, downed power lines or other hazards.
- Release cats, dogs and other small animals indoors only. They could encounter dangerous wildlife and debris if allowed outside unsupervised and unrestrained.
- Release birds and reptiles only if necessary and only when they are calm and in an enclosed room.
- Reintroduce food in small servings, gradually working up to full portions if animals have been without food for a prolonged period of time.
- Allow uninterrupted rest/sleep to allow animals to recover from the trauma and stress.
- The disruption of routine activities can be the biggest cause of stress for your pets, so try to re-establish a normal schedule as quickly as you can.
- Comfort each other. The simple act of petting and snuggling can reduce anxiety for both people and pets.
- If you notice any signs of stress, discomfort or illness in your pets, contact your veterinarian to schedule a checkup.

If your animals are lost:

- Physically check animal control and animal shelters DAILY for lost animals. Some emergency response agencies may also use social media (Facebook, etc.) to post information about lost and found animals.
- Post waterproof lost animal notices and notify local law enforcement, animal care and control officials, veterinarians and your neighbors of any lost animals (utilize online resources for lost and found animals).
- If your animal is lost and has a microchip, **notify the microchip registry** that your animal is missing.

Always remember that any first aid administered to your pet should be followed by immediate veterinary care. First aid care is not a substitute for veterinary care, but it may save your pet's life until it receives veterinary treatment.

INVENTORY

as of 7-19-21

INVENTORY	#	Change	Additional Description
A-Z letter size file	1		Pendaflex style bin
A-Z letter size filing pocket	1		
binder dividers	2 sets		sets of eight dividers
binders - 1"	2		red
blanket	2		very heavy
bowls	12		plastic
bucket, wash	2		
bungee cords	lots		misc. sizes
carabiners	10		misc. sizes
card table, folding	2		
carriers - pet	4		2 small cardboard, 2 small plastic
chairs, folding	4		
cleaning supplies	*		miscellaneous
clipboards	12		
cooler	2		
crate - plastic	3		plastic (misc. item)
crate - metal	1		large
crate panels, wire	2		
easy-up	3		
highlighters	5		
labels	1		package
light- utility	4		
Litter box	2		
pens	30		
power strip	1		large, 8E
protector sheets	50		plastic
scissors	2		
sharpies	11		
shelves metal	3		LW Security Roger Crowdry dedicated to us
storage bin	5		plastic - large
storage bin	7		plastic- small
storage bin	6		plastic -med
tables - 6 ft.	2		
tablets, paper	5		
tape- duct	1		roll
tarps	4		blue plastic
tool boxes	2		plastic
tools - hammer	1		20 oz.
tools - pliers & wrench	1		set of 6 in storage container
tools -screw driver	1		set of 6 assorted sizes
towels - bath	2.5 dz		
towels - wash	1 dz		

towels- hand	1 dz		
trash can	3		1 small, 2 med
twine	1		roll
stickers - emergency window	50		
NEEDED SUPPLIES	#	Change	ADDITIONAL DESCRIPTION
crates, wire	1		large dog size
fans, box	3-4		
agDawn dish detergent	1		bottle
leashes, quick	10		
tarps	4-5		canvas
Bleach	1		bottle
First aid kit	1		
Wagon	1		metal
Cat litter	1		bag
White board & easel	1		
Barricade tape	1		roll
Biohazard bags	1		box
Electrical tape	1		roll
Ziploc bags - large	1		box
Hose w/nozzle & adapter	1		



Emergency Services Sector Tabletop Exercise

Date: _____

Incident: _____

The After-Action Report/Improvement Plan (AAR/IP) aligns exercise objectives with preparedness doctrine to include the National Preparedness Goal and related frameworks and guidance. Exercise information required for preparedness reporting and trend analysis is included; users are encouraged to add additional sections as needed to support their own organizational needs

Exercise Overview

Exercise Name	Emergency Services Sector Tabletop Exercise
Exercise Dates	[Indicate the start and end dates of the exercise]
Scope	This exercise is a tabletop exercise, planned for [exercise duration] at [exercise location]. Exercise play is limited to [exercise parameters].
Mission Area(s)	Prevention, Protection, Response, and Recovery

Core Capabilities	Planning; Intelligence and Information Sharing; Risk Management for Protection Programs and Activities; Public Information and Warning
Objectives	<p>Assess information sharing capabilities with the public, sector partners, and Federal, State, local, tribal, and territorial government departments and agencies in accordance with applicable plans and procedures.</p> <p>Review intelligence and information sharing and dissemination processes in relation to a credible threat to domestic critical infrastructure owners/operators</p> <p>Discuss private sector stakeholders’ emergency preparedness plans and response procedures to a threat-initiated incident and the coordination activities under National Incident Management System (NIMS) with local, State, and Federal agencies</p>
Threat or Hazard	Type of threat: _____
Scenario	Describe the situation: _____ _____
Sponsor	Laguna Woods Village Disaster Preparedness Task Force Sub-committee
Participating Organizations	[Insert a brief summary of the total number of participants and participation level (i.e., Federal, State, local, Tribal, non-governmental organizations (NGOs), and/or international agencies). Consider including the full list of participating agencies in Appendix B. Delete Appendix B if not required.]
Point of Contact	[Insert the name, title, agency, address, phone number, and email address of the primary exercise POC (e.g., exercise director or exercise sponsor)]

Analysis of Core Capabilities

Aligning exercise objectives and core capabilities provides a consistent taxonomy for evaluation that transcends individual exercises to support preparedness reporting and trend analysis. Table 1 includes the exercise objectives, aligned core capabilities, and performance ratings for each core capability as observed during the exercise and determined by the evaluation team

Objective	Core Capability	Performed without Challenges (P)	Performed with Some Challenges (S)	Performed with Major Challenges (M)	Unable to be Performed (U)
Assess information sharing capabilities with the public, sector partners, and Federal, State, local, tribal, and territorial government departments and agencies in accordance with applicable plans and procedures.	Planning; Intelligence and Information Sharing; Public Information and Warning				
Review intelligence and information sharing and dissemination processes in relation to a credible threat to domestic critical infrastructure owners/operators.	Public Information and Warning; Intelligence and Information Sharing				
Discuss private sector stakeholders' emergency preparedness plans and response procedures to a threat-initiated incident and the	Planning; Risk Management for Protection Programs and Activities				

Objective	Core Capability	Performed without Challenges (P)	Performed with Some Challenges (S)	Performed with Major Challenges (M)	Unable to be Performed (U)
coordination activities under National Incident Management System (NIMS) with local, State, and Federal agencies.					
<i>[Insert additional Exercise Objectives as necessary]</i>	<i>[Insert Additional Core Capability, as necessary]</i>				

Ratings Definitions:

- Performed without Challenges (P): The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
- Performed with Some Challenges (S): The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.
- Performed with Major Challenges (M): The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
- Unable to be Performed (U): The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s).

Table 1. Summary of Core Capability Performance

The following sections provide an overview of the performance related to each exercise objective and associated core capability, highlighting strengths and areas for improvement.

[Objective 1]

The strengths and areas for improvement for each core capability aligned to this objective are described in this section.

[Core Capability 1]

Strengths

The [full or partial] capability level can be attributed to the following strengths:

Strength 1: [Use complete sentences to describe each major strength.]

Strength 2: [Use complete sentences to describe each major strength.]

Strength 3: [Use complete sentences to describe each major strength.]

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: [Observation statement. This should clearly state the problem or gap; it should not include a recommendation or corrective action, as those will be documented in the Improvement Plan.]

Reference: [List relevant plans, policies, procedures, laws, and regulations, or sections that apply. If no references apply to the observation, it is acceptable to simply list “Not Applicable.”]

1. [Name of the task and the applicable plans, policies, procedures, laws, and regulations and 1–2 sentences describing their relation to the task.]
2. [Name of the task and the applicable plans, policies, procedures, laws, and regulations and 1–2 sentences describing their relation to the task.]

Analysis: [The analysis section should be the most detailed section of an Observation. Include a description of the behavior or actions at the core of the observation, as well as a brief description of what was discussed and the implications/consequence(s) noted. If a strength was identified, include any relevant innovative approaches discussed by the exercise participants.]

Area for Improvement 2: [Observation statement. This should clearly state the problem or gap; it should not include a recommendation or corrective action, as those will be documented in the Improvement Plan.]

Reference: [List relevant plans, policies, procedures, laws, and regulations, or sections that apply. If no references apply to the observation, it is acceptable to simply list “Not Applicable.”]

1. [Name of the task and the applicable plans, policies, procedures, laws, and regulations and 1–2 sentences describing their relation to the task.]

2. [Name of the task and the applicable plans, policies, procedures, laws, and regulations and 1–2 sentences describing their relation to the task.]

Analysis: [The analysis section should be the most detailed section of an Observation. Include a description of the behavior or actions at the core of the observation, as well as a brief description of what was discussed and the implications/consequence(s) noted. If a strength was identified, include any relevant innovative approaches discussed by the exercise participants.]

[Core Capability 2]

Strengths

The [full or partial] capability level can be attributed to the following strengths:

Strength 1: [Use complete sentences to describe each major strength.]

Strength 2: [Use complete sentences to describe each major strength.]

Strength 3: [Use complete sentences to describe each major strength.]

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: [Observation statement. This should clearly state the problem or gap; it should not include a recommendation or corrective action, as those will be documented in the Improvement Plan.]

Reference: [List relevant plans, policies, procedures, laws, and regulations, or sections that apply. If no references apply to the observation, it is acceptable to simply list “Not Applicable.”]

1. [Name of the task and the applicable plans, policies, procedures, laws, and regulations and 1–2 sentences describing their relation to the task.]

2. [Name of the task and the applicable plans, policies, procedures, laws, and regulations and 1–2 sentences describing their relation to the task.]

Analysis: [The analysis section should be the most detailed section of an Observation. Include a description of the behavior or actions at the core of the observation, as well as a brief description of what was discussed and the implications/consequence(s) noted. If a strength was identified, include any relevant innovative approaches discussed by the exercise participants.]

Improvement Plan

This IP has been developed specifically for Laguna Woods Village Pet Disaster Preparedness Task Force as a result of Emergency Services Sector Tabletop Exercise conducted on [date of exercise].

Core Capability	Issue/Area for Improvement	Corrective Action	Capability Element ²	Primary Responsible Organization	Organization POC	Start Date	Completion Date
Core Capability 1: [Capability Name]	1. [Area for Improvement]	[Corrective Action 1]					
		[Corrective Action 2]					
		[Corrective Action 3]					
	2. [Area for Improvement]	[Corrective Action 1]					
		[Corrective Action 2]					
Core Capability	Issue/Area for Improvement	Corrective Action	Capability Element ³	Primary Responsible Organization	Organization POC	Start Date	Completion Date
Core Capability 1: [Capability Name]	1. [Area for Improvement]	[Corrective Action 1]					
		[Corrective Action 2]					
		[Corrective Action 3]					
	2. [Area for Improvement]	[Corrective Action 1]					
		[Corrective Action 2]					

Exercise Participants

Participating Organizations	
Federal	
State	
[Jurisdiction A]	
[Jurisdiction B]	