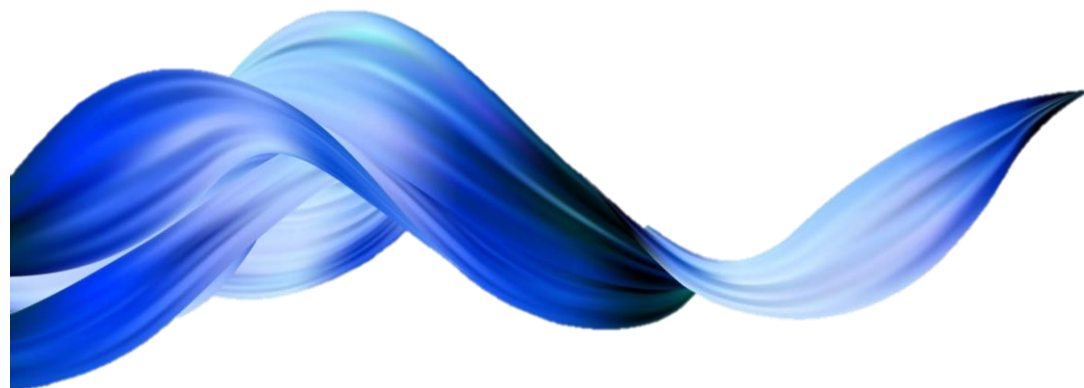


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# Animal Action Plan & Animal Situation Status Report



**CalAnimals**

Since 1909



**THE HUMANE SOCIETY  
OF THE UNITED STATES**

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# Meet the Presenters

## RYAN SOULSBY, RVT, CACO

- Ryan “Cowboy” Soulsby, RVT served as the Animal Control Program Manager in Butte County, California and has extensive experience in disaster response. Ryan has been the Animal Incident Commander for events such as the Oroville Spillway, Ponderosa, Wall, and Wind Complex fires in 2017. Most notably, he served in this very important role during the devastating Camp Fire that decimated the town of Paradise in 2018 and most recently, the North Complex fire in 2020. Ryan has experienced first-hand the importance of preparedness and the need for trained personnel within the animal operations. Ryan has specialized experience navigating the state resource request process to procure regional, state, and federal resources to assist the Animal Operations, and understands the importance of collaboration and the need for improvement in resource coordination. Prior to accepting this position with CalAnimals, he led much of our preparedness efforts on the CalAnimals Emergency Management Committee.

## BRIAN WHIPPLE

- Brian Whipple is the Operations Manager of Sonoma County Animal Services with over 30 years of experience working in law enforcement and animal care. He has a passion for the protection and humane treatment of animals, as well as disaster emergency response and educating the public and those working within the animal care field from his experiences. Brian developed the Sonoma County Emergency Animal Response Plan in his current position and has been involved in numerous disaster response field operations including local floods and snowstorms in New Hampshire and Delaware, Hurricane Irene, Hurricane Katrina, Hurricane Rita, Hurricane Wilma, Hurricane Sandy, Lake County, CA fire response in 2015, Sonoma County fire response in 2017, 2019, 2020 and local floods in Sonoma County, CA. He was also deployed to the Camp Fire in 2018 and the Caldor Fire in 2021. He served as Incident Commander for the animal response to the October Firestorm in Sonoma County, CA in October 2017. Brian spoke about this experience on the national level at the 2017 National Alliance of State Animal and Agricultural Emergency Programs (NASAAEP) summit. In addition to his experience, Brian has several certifications specifically related to disaster and emergency response along with management and field investigation.
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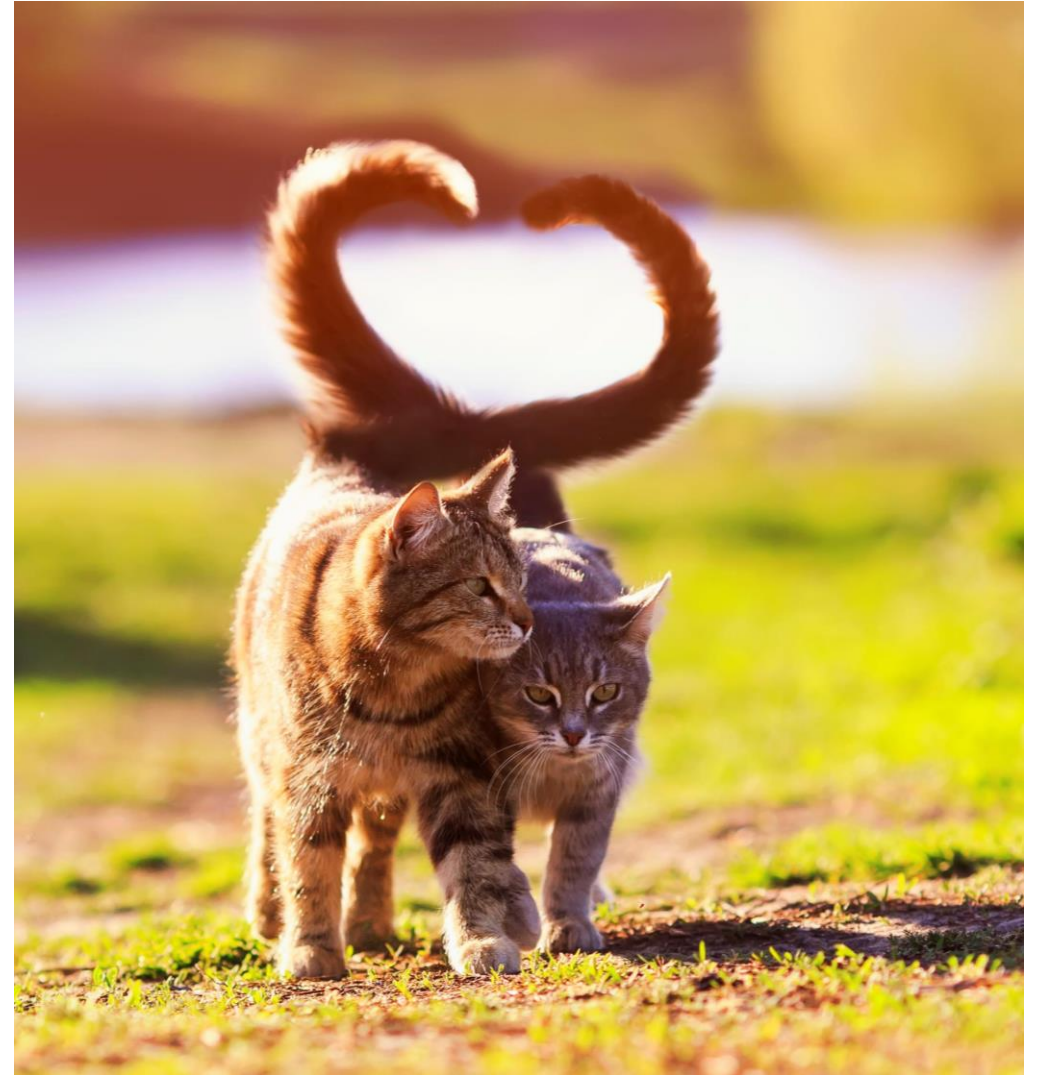
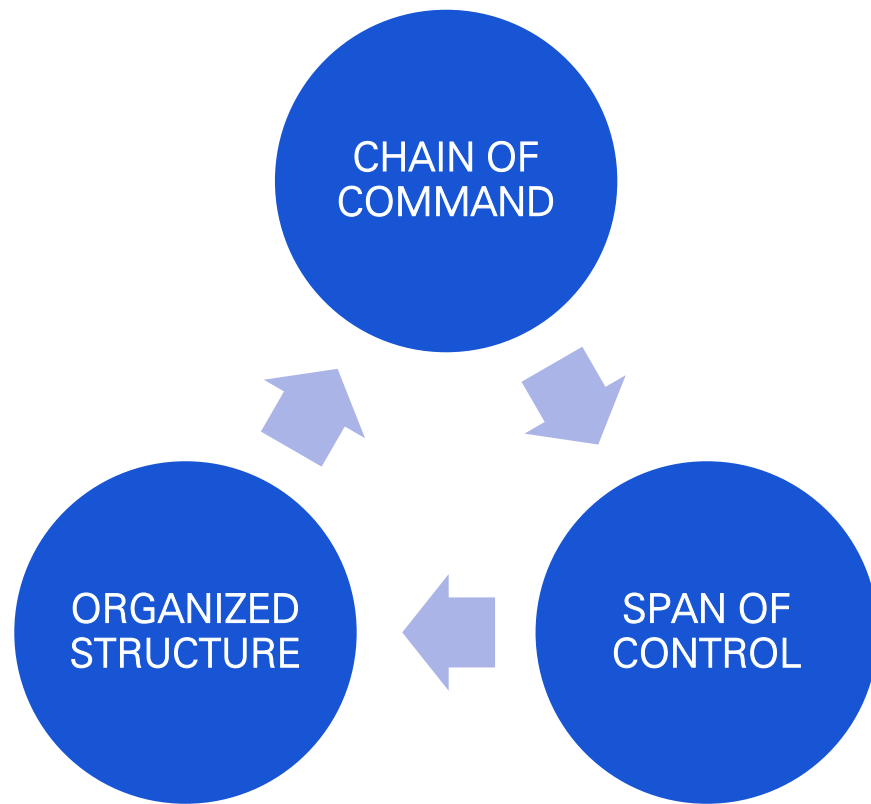
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## CalAnimals Emergency Management Committee

- When disaster strikes, we are here for you. **Email [Ryan Soulsby](#)**, CalAnimals Disaster Program Manager, immediately if an emergency arises in your area and you need any guidance, assistance, or support in the coordination of resources. You will be connected with one or more of our committee experts who are able to assist. During active disasters, our committee is prepared to convene for regular check-in meetings to support the coordination of resources, outreach to shelters statewide, and troubleshoot any challenges.
-

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# Incident Command Systems?





# What is an Action Plan?

DISSEMINATE  
INFORMATION

WARNINGS  
AND  
CONCERNS

WORK DUTIES  
FOR THE DAY

CHECK LIST:

- chat

- cloud

Share

CONNECT

Global Network

click

→ people

→ Friends

hello!

SHARE

SOCIAL  
MEDIA

---

## Who Creates the Action Plan?



AGENCY IN CHARGE OF THE EVENT



ANY DEPARTMENT OR AGENCY  
PERFORMING OPERATIONS IN  
RESPONSE TO THE EVENT

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# Matrix Within a Matrix

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T H E

# ICS Matrix

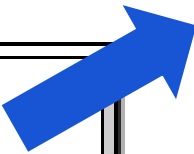
CalFire

Incident Commander

Public Information Officer

Safety Officer

Liaison Officer



Reports to the EOC

Operations Section

Branches

Air Ops Branch

Divisions

Groups

Strike Team

Task Force

Single Resource

Planning Section

Resources Unit

Demob. Unit

Situation Unit

Doc. Unit

Logistics Section

Service Branch

Support Branch

Commun. Unit

Medical Unit

Food Unit

Supply Unit

Facilities Unit

Ground Support Unit

Finance/Admin. Section

Time Unit

Procurement Unit

Compensation Claims Unit

Cost Unit



**EOC Director**

# EOC Branch Matrix

Public Information Officer

Liaison Officer

Safety Officer

Operations Section

Planning Section

Logistics Section

Finance/Admin. Section

Branches

Air Ops Branch

Resources Unit

Demob. Unit

Service Branch

Support Branch

Time Unit

Compensation Claims Unit

Divisions

Groups

Situation Unit

Doc. Unit

Commun. Unit

Supply Unit

Procurement Unit

Cost Unit

Strike Team

Task Force

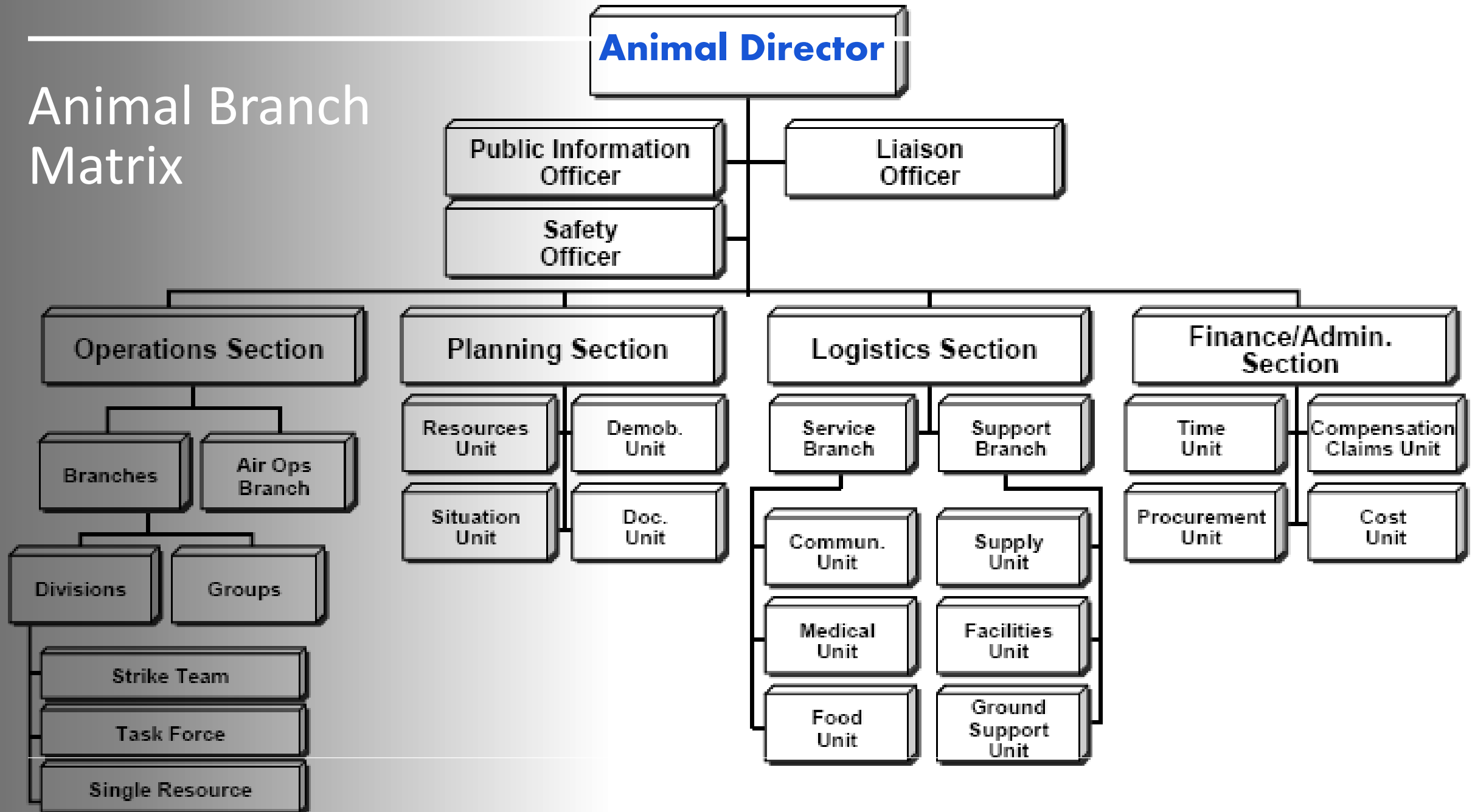
Single Resource

Animal Branch Operations



# Animal Director

## Animal Branch Matrix



Incident  
Command  
Agency

EOC Director

EOC Ops

Animal Ops

---

Reporting up the  
chain



---

# When should you use an Action Plan?



INCIDENTS- SPONTANEOUS  
UNPLANNED EVENT



EVENTS- SUMMER CONCERT,  
COUNTY FAIR, WEDDING



OPERATIONAL PERIODS- 12  
HOUR, 24 HOUR?

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## Who writes the Action Plan?



A collaboration of the agency management team



Command Staff

Incident Commander  
Safety Officer  
Public Information Officer  
Liaison Officer

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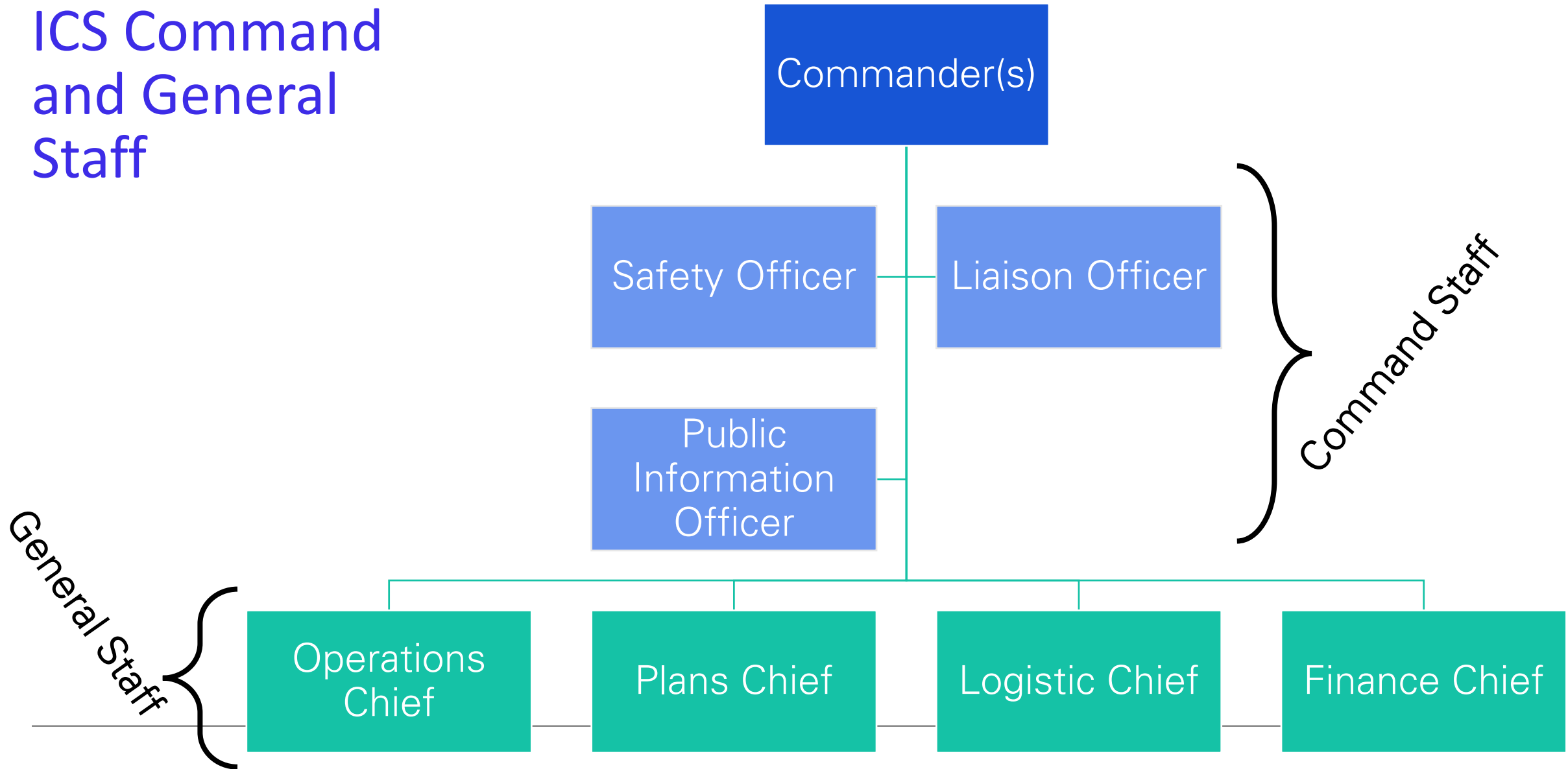
## Who writes the Action Plan

- General Staff
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Finance Section Chief



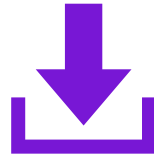


# ICS Command and General Staff

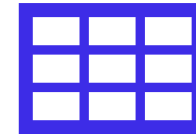


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Where do you find  
these forms?



[Fillable PDF-](#)  
[Firescope.com](#)



Excel Template-  
CalAnimals



Build your own

---

# What information is in the Action Plan?



ICS Form 202- Situation and goals updated for the work period



ICS Forms 203 & 205- Contacts and Communication methods



ICS Form 207- Chain of Command & Span of control Diagram



ICS Form 204- Daily Assignment for a group or part of the operation



ICS Form 208- General Warning



ICS Form 230 CG- Meeting Schedule



ICS 214- Individual Daily activity Log



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[Animal Action Plan Report Template Link](#)

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# Saving the CalAnimals the Action Plan Document?



Create and Approve Document  
Count # of pages to include in the final document



Click File; Save a Copy  
Click More Options



Save as PDF



Click Options



Select "pages" and Edit number



Select "Entire Document"

---



Home



New



Open



Share



Get Add-ins

Info

Save a Copy

Print

Export

## Save a Copy



Recent



OneDrive - California Ani...  
ryan@calanimals.org

### Quick access



Calanimals Team Site



Emergency Preparedness a...



CAEMC



Calanimals Team Site  
Site Assets



California Animal Welfare Association > Shared Documents > Di

ADOC-AP- Template

Excel Workbook (\*.xlsx)

More options...



New Folder

Name ↑



ADOC-AP- Template.xlsx

Save As

00 New Incident - Copy > Plans

Ryan - California Animal Welfare

- AS Video
- CACO & CE
- CAEMC Checklist
- CVET
- Scans
- specific folder

Calanimals Team Site Documents

Type	Name	Modified By
There are no documents of the specified type in this document library.		

File name: ADOC-AP- Template.pdf

Save as type: PDF (\*.pdf)

Authors: Soulsby, Ryan

Tags: Add a tag

Optimize for:  Standard (publishing online and printing)  Minimum size (publishing online)

Open file after publishing

Options...

Hide Folders

Tools Save

Options

Page range

All

Page(s) From: 1 To: 1

Publish what

Selection

Entire workbook

Active sheet(s)

Table

Ignore print areas

Include non-printing information

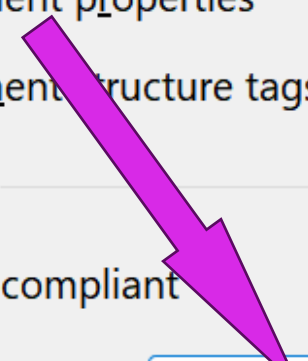
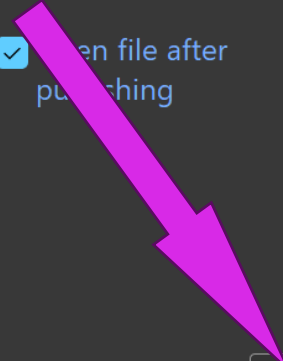
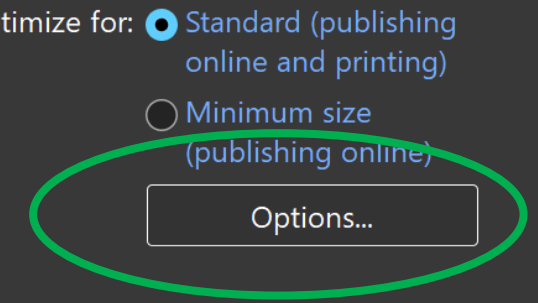
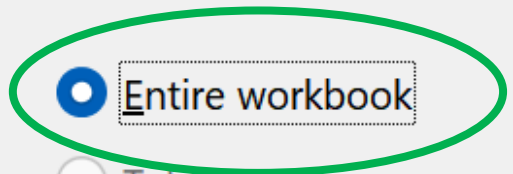
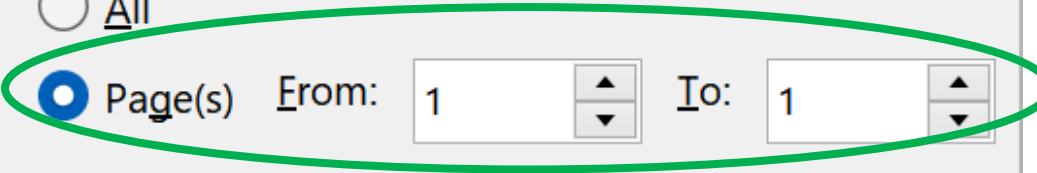
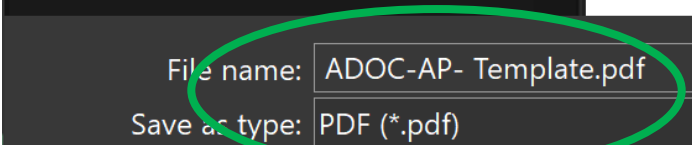
Document properties

Document structure tags for accessibility

PDF options

PDF/A compliant

OK Cancel

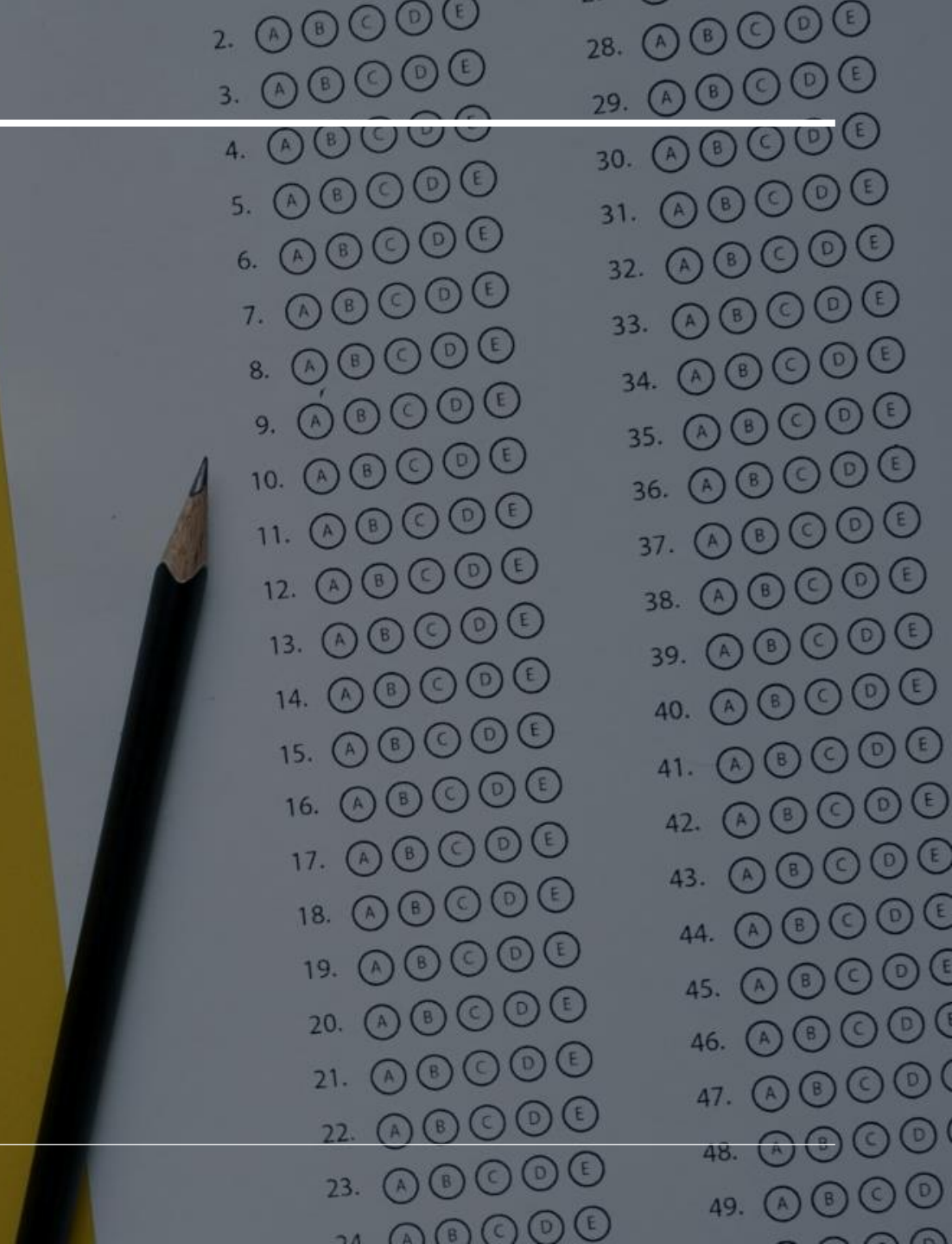


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# Dissemination of Action Plan

QR, Email, Whats App, Print, etc

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# Situation Status Report



2.5


2.47

2.0

---

# What is a Situation Status Report

Running document of data, achievements, and unmet needs for an operational agency



Quarter	Blue Bar Value	Green Bar Value
Q1	~1,200	~1,000
Q2	~1,100	~900
Q3	~1,000	~800
Q4	~900	~700

---

## Why Provide this document?



DOCUMENTATION OF  
ACHIEVEMENTS & UNMET  
NEEDS



PROVIDE INFORMATION  
TO ANIMAL  
STAKEHOLDERS



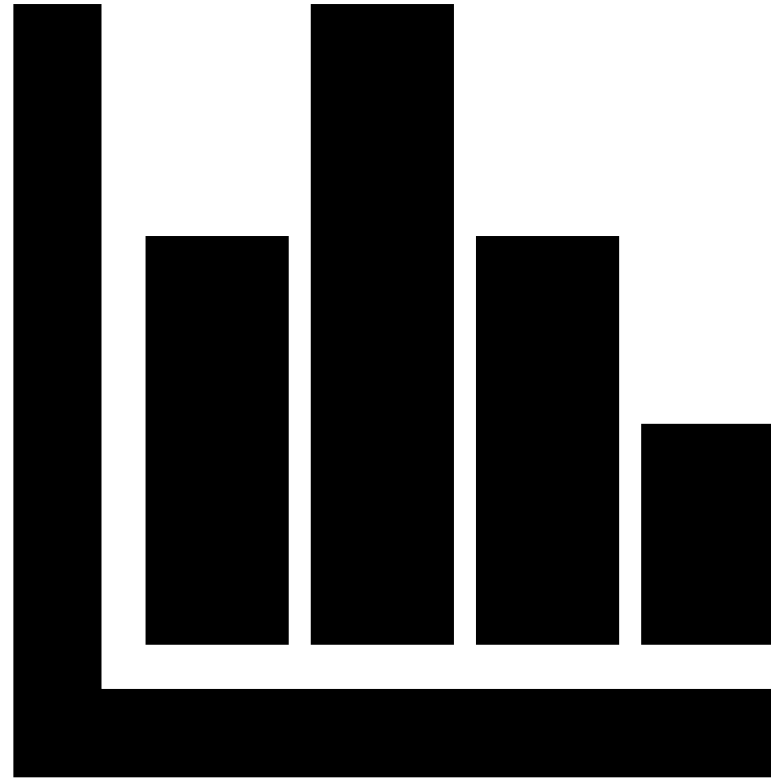
STATE AGENCY ANALYSIS  
DOCUMENT

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# Who Writes the Sit Stat Report

- Planning Section Chief
  - With Information gathered from operational programs during the operational period



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# What is included in the Sit Stat Report?



Current Date &  
Creators contact  
information



Incident summary to  
date



A brief summary of  
"startup details" –  
date, place, time, who



Summary of overall  
situation to date



Actions Completed to  
Date

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## PART 1

Use this area to show achievements planned and completed as part of your agency's operation.



Brief reporting of actions completed to date



Table format may be used for repeat actions and/or progressive totals or if similar are given e.g. destructions statistics, number of properties visited



Action to be completed

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# Action to be completed

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Use this area to show advanced planning actions and actions that may require more resources, personnel, or planning

- **Brief reporting of scheduled/planned actions – typically for the period covered by the SITREP**
  - **As mentioned above, a table may be used for repeat actions**
  - **Where the operation expects to be by the next SITREP**

# Initial Issues

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Use this area to express unmet needs to the operation. It is important to be specific and direct, but also unbiased



Present brief description of issue that are known/reasonably expected to arise before the next SITREP is issued e.g. a shortage of a given resource, a significant OH&S issue



Acknowledgment of significant achievements, failures etc. can be given here

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## Sit Stat Update

- Repeat previous step to complete an update to the situation status report
  - Move updates to the top of the report and continue a running update report
-

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# Who should receive the Sit Stat Report

- Based on your preference but I recommend
  - Your Boss
  - The EOC (Your operational boss, or EOC Plans)
  - Animal Stakeholders
  - Local AC Agencies, shelters, humane societies, etc
  - Any agency that has supplied mutual aid
  - State agencies; Cal OES, CDFA, CVET, CalAnimals, Cal CART, CARES, Etc



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[Situation Status Report Template Link](#)

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# Thank You for all your support for animals in our communities.

Ryan Soulsby, RVT, CACO

CalAnimals Disaster Program Manager

(530) 413-7667

Ryan@CalAnimals.org

Brian Whipple

Director of Animal Services

Sonoma County Animal Services

(707) 765-7101

brian.whipple@sonoma-county.org

*Thank You to the Humane Society of the United States (HSUS)  
for All your support to CalAnimals and animal disaster  
preparedness and response.*

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