



# **Pet Disaster Preparedness Plan**

Updated March 2025



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## 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 subcommittee of the overall Laguna Woods Village Disaster Preparedness Task Force (DPTF). We have strong support of the overall committee chair and the Director of Security Services for Laguna Woods Village.

### **Purpose of the Plan:**

- Create a Village pet disaster plan
- Provide education and training to Village residents on how to prepare and care for their pets during a disaster
- Coordinate with the GRF DPTF

### **National Incident Management System (NIMS):**

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

### **How To Use This Plan**

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

Phase 1: Preparation - Components should be updated by the task force annually. Working closely with Village Management Services' Director of Security Services, task force members will publicize, write articles, appear on Village Television (TV6), 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 DPTF 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 Phases 2 and 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. It will then be posted on the Village website.

## **PHASE ONE: PREPARATION**

### **Community Animal Response Teams (CART)**

Community animal response teams (CART) (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 familiarize you 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 teamwork, 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.

### **CodeRED**

A form is 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 [www.lagunawoodsvillage.com](http://www.lagunawoodsvillage.com). Simply go to the Village website and click the CodeRED icon or pick up a hard copy at Resident Services, fill out and return as indicated on the form. This form is also mailed with required annual member mailings.

**Resident Communication:**

- Village Breeze magazine
- Weekly Village News email alert - “What’s Up in the Village”
- Village Television (TV6)
- The Laguna Woods Globe newspaper

**Resident Education:**

- Need for an individual plan – The task force will arrange for and provide educational materials for pet owners.

**Pet Disaster Supplies Specific to Species (see Appendix A)****Local Contact Information (see Appendix B):**

- Veterinarians
- Service providers
- Pet boarding facilities
- Disaster resources

**Role of Pet Owners vs Role of Community Pet Response Team (CPRT) (see Appendix C)**

Owners need to be aware that they have ultimate responsibility for their pets.

**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 DPTF members need to understand the protocol and language used by such authorities. In order to do so, members must complete some FEMA self-study courses that are available for free at [training.fema.gov/emi.aspx](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 Laguna Woods Pet Disaster Task Force will be activated by the Laguna Woods Village incident commander in the event of any incident requiring evacuation, rescue or other assistance involving companion animals in Laguna Woods Village. It is understood that local Animal Control (Laguna Beach Animal Services), local law enforcement (OC 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. 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 CP for setup and use.
2. Animal response team will gather and organize materials and supplies needed for the animal CP (see Appendix E). 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:
  - 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
  - e. Animal disease management
4. Designated team leaders will assess incident needs and evaluate incident timeline and conditions. Operations will be expanded or contracted depending on needs. Volunteer staffing will:
  - a. Assign a consistent shelter team to provide daily animal care
  - b. Maintain a roster of trained staff



- c. Double-staff key positions (if necessary) 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. Wear masks at all times in the sheltered area as a general safety precaution; a supply of masks and gloves will be provided if needed
- f. Perform cleaning and disinfecting 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. Set up off-site veterinary support for animals requiring care
- i. Liaise with Laguna Woods Village Security Services

### **Incident Management**

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

1. Pet owners sheltering in place with their pets.
2. Pet owners taking their animals with them to shelter with a friend, relative or pet friendly hotel.
3. Pet owners making arrangements with local pet board facilities or veterinarians.
4. 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. 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 the 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 C).

#### **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 unmet 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 E).





## GLOSSARY OF COMMONLY USED TERMINOLOGY

**Community animal response team (CART)**, also referred to as a disaster animal response team (DART), is a group of volunteers who are trained to ensure the health and 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 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: PET EMERGENCY SUPPLIES

### In a “to-go” bag

#### Supplies for any pet species:

- Food – One-week supply, plus can opener and non-spill food dishes
- Water – One-week supply for drinking and cleaning, plus non-spill water dish
- Medicine – One-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, three-inch-square sterile wound pads, thermometer, vinyl gloves (latex and powder free) and first aid book for each pet species.

#### Extra for Cats:

- Harness and leash
- Litter box with 10 to 20 pounds of litter or disposable litter box
- Disinfectant for cleaning litter box

#### Extra for Dogs:

- Muzzle
- Harness and leash

#### Extra for Birds:

- Styptic powder or corn starch such as QuickStop (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 and/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 week's worth)
- Pillowcase or large sack for transport and transfer to a more secure holding as soon as possible
- One week's worth of fruit and vegetables high in water content (baby food is OK)
- Betadine solution
- QuickStop for bleeding

**Extra for 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 B

### 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 Ste. 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 8/23/2020

Rates may change

<b>Name</b>	<b>Location</b>	<b>Miles from Village</b>	<b>Phone</b>	<b>Star rating</b>	<b>Rate per night</b>	<b>Pet fee per night</b>
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 Provide**

### **Healing Hearts Emergency Animal Hospital**

23505 Avenida de la Carlota

Laguna Hills, CA 92653

949-409-0333

[Healingheartsemergencyah.com](http://Healingheartsemergencyah.com)

Dr. Bob Berschauer

M-F: 6 p.m. – 8 a.m.

S-S: Open 24 hours

Major holidays: Open 24 hours

[Reception@hheah.com](mailto:Reception@hheah.com)

### **Laguna Hills Animal Hospital**

24271 El Toro Road

Laguna Woods, CA 92637

949-837-7333

Dr. Cruz

[www.lhah.com](http://www.lhah.com)

Dana Hultberg, Hospital Manager, [dhultberg@lhal.com](mailto:dhultberg@lhal.com)

### **California Veterinary Medical Association (CVMA)\*\***

916-649-0599

[staff@cvma.net](mailto:staff@cvma.net)

[cavmrc.net](http://cavmrc.net)

[www.cvma.net/wp-content/uploads/2019/10/CAVMRC-MASTER-HANDBOOK10-2019.pdf](http://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](http://www.avma.org/resources/pet-owners/emergencycare/pets-and-disasters)

### **California Animal Response Emergency System (CARES)**

[Cal-cares.com](http://Cal-cares.com)

[Cal-caresfieldguide.com](http://Cal-caresfieldguide.com)

### **Canine Club of Laguna Hills**

Ronald Drauden

[949-855-1938](tel:949-855-1938)

[drauden@comline.com](mailto:drauden@comline.com)

**Fire Engine Station No. 22**

Station number 949-837-5471 – ask for Battalion Chief (there are three of them)

Community Risk Reduction (CRR), Missy Deacon [949-347-2240](tel:949-347-2240)

Flavia – Community relations

Website for evacuation plans: [OCFA.org](http://OCFA.org) – click Safety, then Safety Flyers

**Lake Forest Animal Clinic**

Dr. Self, Dr. Trope

24301 Muirlands Blvd., Ste. P

Lake Forest, CA 92630

[949-837-7660](tel:949-837-7660)

**Laguna Beach/Laguna Woods Animal Services Officer**

David Pietarila; [949-497-0701](tel:949-497-0701)

[dpietarila@lagunabeachcity.net](mailto:dpietarila@lagunabeachcity.net)

**Laguna Pet Care Center**

Dr. Rosette

25361 Alicia Parkway

Laguna Hills, CA 92653

[949-427-8136](tel:949-427-8136)

**OC Animal Control – Disaster Recovery Coordinator**

561 The City Drive South

Orange, CA 92868

[714-935-6848](tel:714-935-6848)

**Mission Viejo Animal Services Shelter**

28905 Hillcrest

Mission Viejo, CA 92692

[949-470-3045](tel:949-470-3045)

**American Red Cross – Pet Preparedness & Recover**

[www.redcross.org/get-help/how-to-prepare-for-emergencies/pet-disaster-preparedness.html](http://www.redcross.org/get-help/how-to-prepare-for-emergencies/pet-disaster-preparedness.html)

Pet Emergency Kit, Pet Emergency Plan, Helping Pets Recover

**Note: American Red Cross centers do not take pets – only service animals**



## APPENDIX C: 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.

**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 can receive veterinary treatment.**



**APPENDIX D: Inventory**  
as of February 2024

INVENTORY	NO.	CHANGE	ADDITIONAL DESCRIPTION
A-Z letter size file	1		Pendaflex-style bin
A-Z letter size filing pocket	1		
Barricade tape	1		Roll
Binder dividers	2 sets		Sets of eight dividers
Binders – one inch	2		Red
Biohazard bags	1		Box
Blanket	2		Very heavy
Bleach	1		Bottle
Bowls	12		Plastic
Bucket, wash	2		
Bungee cords	Lots		Misc. sizes
Carabiners	10		Misc. sizes
Card table, folding	2		
Carriers - pet	4		Two small cardboard, two small plastic
Cat litter	1		Large bag
Chairs, folding	4		
Cleaning supplies	*		Misc.
Clipboards	12		
Cooler	2		
Crate - plastic	3		Plastic (misc. item)
Crate - metal	1		Large
Crate panels, wire	2		
Dawn dish detergent	1		Large bottle
Easy-up	3		
Electrical tape	1		Roll
Fans – box	4		
First aid kit	1		
Highlighters	5		
Hose with nozzle, adapter	1		
Labels	1		Package
Leashes – quick	10		
Light- utility	4		
Litter box	2		
Pens	30		
Power strip	1		Large, 8E
Protector sheets	50		Plastic

[illegible]

**APPENDIX E: After-Action Report Improvement Plan**



**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

<b>Exercise Name</b>	Emergency services sector tabletop exercise
<b>Exercise Dates</b>	[Indicate the start and end dates of the exercise]
<b>Scope</b>	This exercise is a tabletop exercise, planned for [exercise duration] at [exercise location]. Exercise play is limited to [exercise parameters].
<b>Mission Area(s)</b>	Prevention, protection, response and recovery
<b>Core Capabilities</b>	Planning, intelligence and information sharing, risk management for protection programs and activities, public information and warning
<b>Objectives</b>	<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>
<b>Threat or Hazard</b>	<b>Type of threat</b> _____
<b>Scenario</b>	<b>Describe the situation</b> _____ _____
<b>Sponsor</b>	Laguna Woods Village Disaster Preparedness Task Force Subcommittee
<b>Participating Organizations</b>	[Insert a brief summary of the total number of participants and participation level (i.e., federal, state, local, tribal, nongovernmental organizations (NGOs), and/or international agencies). Consider including the full list of participating agencies in Appendix B. Delete Appendix B if not required.]
<b>Point of Contact</b>	[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 coordination activities under National Incident Management System (NIMS) with local, state, and federal agencies.	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)
<i>[Insert additional exercise objectives as necessary]</i>	<i>[Insert additional core capability, as necessary]</i>				
<b>Ratings Definitions</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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).</li> </ul>					



### **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 one to two sentences describing their relation to the task.]
2. [Name of the task and the applicable plans, policies, procedures, laws, and regulations and one to two sentences describing their relation to the task.]

**Analysis:** [Analysis should be the most detailed section of an observation. Include a description of the behavior/actions at the core of the observation, and 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, 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 one to two sentences describing their relation to the task.]
2. [Name of the task and the applicable plans, policies, procedures, laws and regulations, and one to two sentences describing their relation to the task.]

**Analysis:** [Should be the most detailed section of an observation. Include a description of the behavior/actions at the core of the observation, and 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 one to two sentences describing their relation to the task.]
2. [Name of the task and the applicable plans, policies, procedures, laws and regulations, and one to two 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 improvement plan 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 <sup>1</sup>	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 <sup>2</sup>	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
<b>Federal</b>
<b>State</b>
<b>[Jurisdiction A]</b>
<b>[Jurisdiction B]</b>