

EXERCISE MATERIAL ONLY



Exercise EQUUS

Animals in Emergencies
State Support Plan Discussion Exercise

Evaluation Plan

1. Introduction

The Exercise Evaluation Plan has been developed by the Planning Team and provides the essential planning information and details required by the Exercise Controller to successfully manage the evaluation of this Exercise.

2. Background

The lead agency has the role and responsibility for coordinating the provision of animal welfare services in emergencies (State Emergency Management Policy statement 5.9.7.

05 February 2019 The Interim State Support Plan - Animal Welfare in Emergencies (the Plan) was conditionally endorsed by the Response Capability Subcommittee (RCS)

08 Mar 2019 The Plan was endorsed by State Emergency Management Committee (SEMC), as an interim plan, subject to the following conditions:

1. In conjunction with the SEMC Business Unit, validate the Plan through a multi-agency exercise within six (6) months of SEMC approval. At a minimum this exercise must identify the roles and resources available to support the plan and the appropriateness of the engagement procedures contained within;
2. Based on the exercise findings, and any other input, review and amend the Plan as required before the 2019 bushfire season (1 November 2019). Note: Final review dated as within nine (9) months of SEMC approval. SEMC Business Unit have agreed to condense consultation timeframes.

The Plan is the first WA approved plan outlining the arrangements for Animal Welfare in Emergencies. There is a recognised need to bring together key organisations (principally relevant members of the All Hazards Liaison Group (ALHG) and the Committee for Animal Welfare in Emergencies (CAWE) members) via an exercise to test the plans arrangements and their application in an emergency.

3. Exercise Aim

The aim of the exercise is to “explore the effectiveness of the Animal Welfare in Emergencies State Support Plan arrangements, identify the Roles and Responsibilities available to support the State Support Plan and validate the engagement procedures contained within”.

4. Aim of the Evaluation

The aim of the evaluation is to validate the effectiveness of the Animal Welfare in Emergencies State Support Plan so relevant lessons can be identified, captured and reflected in a revised Plan prior to the 2019/20 natural hazard season.

The Exercise will focus on the notification, activation and co-ordination of key agencies under the Animal Welfare in Emergencies State Support Plan, to understand agency roles and functions and their current capacity and capability in the preparedness and response stages of a fire event impacting animal welfare.

5. Exercise Objectives

The Exercise will examine the following objectives:

1. In accordance with the State Support Plan, assess the agency’s animals in emergencies activation processes
2. To validate the agency’s internal communications, messaging processes and outputs to supporting agencies as per the State Support Plan
3. To assess the agency’s external communications, messaging processes and outputs to the public as per the State Support Plan
4. In accordance with the State Support Plan, demonstrate the agency’s capacity and capability to manage stakeholder roles and resources.

6. Key Question(s)

Under the current State Support Plan – Animal Welfare, the lead agency is responsible for coordinating the provision of animal welfare services to support the owner or carer or local arrangements for the animal categories of livestock, horses and companion animals.

The Animal Welfare in Emergencies State Support Plan lacks clarity in a number of areas. It is therefore necessary to conduct an exercise to clarify a number of key elements within the plan.

These include:

1. Who can activate the plan and what are the actual trigger points for the activation processes within the plan?

EVALUATION PLAN

Template 2.13

2. What are the agency's internal communications, messaging processes and outputs to supporting agencies?
3. What are agency's external communications, messaging processes and outputs to the public?

It is also necessary to understand what the agency's capacity and capability is to manage stakeholder roles and resources in respect to:

1. Providing support and advice on the transportation for evacuating animals
2. Identifying the availability of locations to house evacuated animals
3. Managing displaced or stray animals
4. Assisting owners and carers to obtain restricted access permits
5. Assessing and triaging impacted animals
6. Identifying/administering treatment to impacted animals
7. Performing/assisting with transportation for the humane euthanasia of affected animals
8. Advising on and arranging for the disposal of deceased animals
9. Identifying/providing emergency food/water/shelter to affected animals
10. Identifying and reuniting animals with their owners or carers.

7. Parameters of the Evaluation

The Exercise will focus on the notification, activation and co-ordination of key agencies under the Plan, to understand current capacity, capability and agencies roles and functions in the preparedness and response stages to a fire event impacting animal welfare are IN scope:

Recovery aspects of the Plan will be considered as part of the Committee's for Animal Welfare in Emergencies ongoing body of work as endorsed by the SEMC May 2019 but are OUT of scope for this exercise.

8. Resources

Costs associated with exercise control and evaluation will met by the SEMC Business Unit. Catering will be provided by the SEMC Business Unit.

All participating agencies will be responsible for the costs associated with their participation in the exercise.

9. Management of the Evaluation

Exercise Directors:

The Oversight Group is responsible for approving the activity being evaluated and will also be the final recipient of the Exercise Evaluation Report. The Exercise Directors for the Exercise will be:

1. Executive Director XXX
2. Executive Manager XXX

Exercise Controller / Planning Team:

Exercise Control for the Exercise will be a joint activity between the lead agency and the SEMC Business Unit.

The Exercise Controller is XXX

This position will be supported by:

1. XXX
2. XXX
3. XXX

Lead Action Group (LAG):

The LAG is the group that will be responsible for ensuring that particular issues or evaluation findings are actioned. The LAG will determine the most appropriate course of action to be taken and develop the corresponding resolution action plan.

As the aim of the exercise is to evaluate the effectiveness of the current Animal Welfare in Emergencies State Support Plan arrangements so relevant lessons can be identified, captured and reflected in a revised Plan prior to the 2019 natural hazard season, the Lead Action Group for this exercise will be the Exercise Directors.

1. Executive Director XXX
2. Executive Manager XXX

Evaluators:

The role of the evaluators is to assist in the planning, preparation, conduct and reporting of the evaluation. The evaluators are the primary data collectors and analysers of the collected evidence, and will contribute their findings to the exercise reports.

The evaluation will be conducted by XXXX. Evaluators will be:

1. XXX
2. XXX

Both evaluators will observe and evaluate responses to each objective.

10. Data Collection and Analysis Methods

Evaluators will be supplied with Evaluation Data collection templates specific to their evaluation objectives.

10.1 Data Collection

Date collection for the evaluation of the Exercise will be made by direct observation of the exercise and analysis of the discussion responses.

Each objective has KPI's associated with it that the evaluators will use to identify trigger points or confirmed courses of action.

The exercise will be recorded and minutes taken.

10.2 Analysis

Evaluators will record findings on the provided data collection sheet and formulate and report on findings using the Evaluators report template.

The evaluator's reports are to be presented to the Exercise Directors by XXX.

11. Validation / Resolution of Evaluation Findings

Exercise evaluation under the State EM Exercise Framework is focussed on improving the consistency and quality of evaluation findings to facilitate their resolution. Exercise activities will produce actionable evaluation outcomes or findings.

The findings of the final Exercise Report will be presented to the LAG for consideration and action.

12. Timeframe / Milestones

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|------------------------|-----|
| 1. Evaluation Plan by | XXX |
| 2. Exercise Conduct on | XXX |
| 3. Analysis between | XXX |
| 4. Draft Report by | XXX |
| 5. Final Report by | XXX |

EXERCISE MATERIAL ENDS