Animal Emergency Preparedness Self-Assessment Checklist

The ASPCA's Animal Emergency Preparedness Checklist is a tool to help define your community's resources and capabilities for responding to animals in an emergency.

Animal Emergency Preparedness
Self-Assessment Checklist

This checklist is intended to help identify where a community is well-resourced and where additional support may be needed.

The checklist will be most effective in identifying strengths and shortfalls when completed by the agency/organization that has primary jurisdictional responsibilities for animals in emergencies and is familiar with the community's Emergency Operations Plan (EOP).
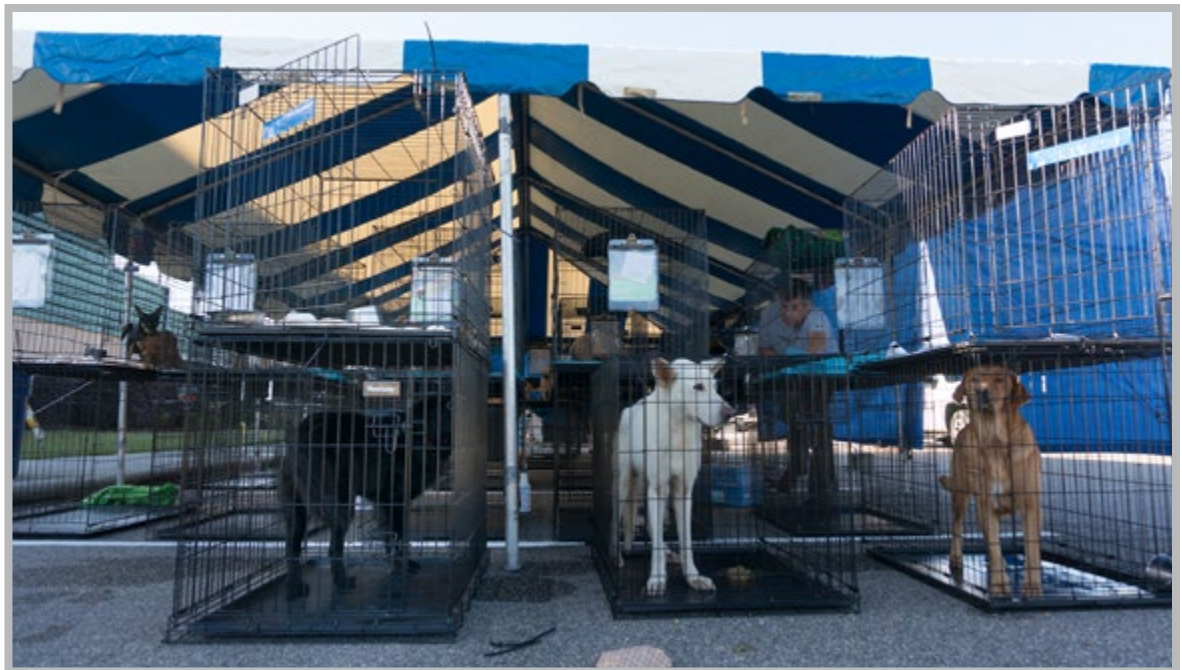
This assessment should not be viewed as just an analysis tool, but also as a blueprint for improvements in your animal response plans. If you're in the initial phase of planning, we suggest you first focus on high priority items marked with this symbol: ✳.

We also encourage you to meet with appropriate partners in your community to formulate next steps to address gaps identified by the checklist.

The fillable, seven-page checklist can be completed, saved and printed if desired. Use the CLEAR button on the last page if you wish to clear the form and start over.

Acronyms confusing you?
Find most commonly used emergency/disaster acronyms here.

Animal Emergency Preparedness Self-Assessment Checklist

Name of jurisdiction being assessed:	
Jurisdiction definition (city, town, county):	
Date assessment completed:	
Name and title of person(s) completing form:	

CRITERIA QUESTIONS ✳ Denotes high priority item	PRESENT	COMMENTS, NOTES ON CURRENT STATUS	PROPOSED NEXT STEPS, ACTIONS
Essential Infrastructure			
✳ **Does an animal plan for emergencies/disasters exist in one or more of the following ways?** **a.** As a free-standing Emergency Support Function **b.** As part of an ESF, such as • Mass Care, Housing and Human Services • Public Health & Medical Services • Agriculture & Natural Resources **c.** As an annex or addendum to the Emergency Operations Plan **Disaster planning tools**			
✳ **Is a Community Animal Response Team (CART):** **a.** Established **b.** Active **c.** A recognized member of emergency management system	a. b. c.		
✳ **Are the animal response community, Authority Having Jurisdiction (AHJ) and CART recognized members of the Emergency Management community?** To qualify as recognized, must be listed as primary or secondary contributors in the animal annex of the Emergency Operations Plan (EOP).			

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CRITERIA QUESTIONS ❋ Denotes high priority item	PRESENT	COMMENTS, NOTES ON CURRENT STATUS	PROPOSED NEXT STEPS, ACTIONS
Organization & Leadership			
Is an Animal Issues Committee comprised of planning partners (e.g. Fire, Law Enforcement, Animal Control, animal welfare groups, American Red Cross, Emergency Management, etc.) established?			
Does a mutual aid or inter-local agreement with neighboring counties describe types of assistance that might be needed and financial responsibilities when requested?			
Is a Memorandum of Understanding (MOU) or Mutual Aid Agreement (MAA) with community or national animal welfare group established? **Sample MOU**			
Written Plan Elements — Date of last plan review:			
Have the most common emergency/disaster type(s) for the community and potential impact to animals been identified?			
Is the plan broad enough to remain current for at least 3 years? **Sample plan**			

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CRITERIA QUESTIONS ✱ Denotes high priority item	PRESENT	COMMENTS, NOTES ON CURRENT STATUS	PROPOSED NEXT STEPS, ACTIONS
Written Plan Elements *(continued)*			
Have specific protocols and organizational chart been identified, plus where animal response fits into county org chart?			
✱ **Are animal shelter set-up instructions and shelter operations plan in place?** **Sheltering tools**			
Have number and species of animals who may require assistance during emergency/disaster been identified? **Pet ownership calculator**			
Have animal species eligible for evacuation in the community been named?			
Have all potential sources of impacted animals (shelters, boarding, groomers, research facilities, breeders, veterinary clinics, zoos, etc.) been identified?			
Have those who can provide assistance for species requiring special assistance (e.g. large, injured, aggressive animals) been identified and confirmed?			

CRITERIA QUESTIONS ✳ Denotes high priority item	PRESENT	COMMENTS, NOTES ON CURRENT STATUS	PROPOSED NEXT STEPS, ACTIONS
Written Plan Elements *(continued)*			
Have those who can provide assistance or special handling for animals who cannot be evacuated or are abandoned been identified and confirmed?			
Has the service area (legal jurisdiction) been defined, and those who will need animal-related assistance been identified?			
Have agencies/groups been identified to provide evacuations for people with their pets?			
Equipment & Systems			
Has a cache been established of necessary equipment and supplies to provide emergency sheltering for at least 50 small animals?			
Has a cache been established of necessary equipment and supplies to provide emergency sheltering for at least 50 large animals?			

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Rescue, Sheltering & Reunification			
Is at least one emergency shelter a pet-friendly facility (allows people/pet cohabitation) or located near available pet housing?			
Has an agency/group responsible for small animal search and rescue been identified?			
Has an agency/group responsible for large animal search and rescue been identified?			
Has an agency/group responsible for providing sheltering support for small animals been identified?			
Has an agency/group responsible for providing sheltering support for large animals been identified?			
Have protocols for critical animal response functions been identified?			
Is a reunification plan in place to ensure people and animals are reunited? **Reunification tools**			

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Personnel, Volunteers, Training			
For crisis communications, has an individual/branch been designated responsible for streamlining communication and ensuring effectiveness of planning and response?			
Has an agency public information officer (PIO) been identified for agency communication and effective messaging?			
Have personnel been assigned to update and maintain the written plan?			
Is the contact list for staff, volunteers and collaborating agencies current?			
Have volunteers been recruited and trained to assist with animal management? **Volunteer management tools**			
✳ **For shelter staffing capacity, are one or both of the following present?** a. Capabilities and resources to provide shelter and care for at least 72 hours b. Plan in place, such as an MOU, to bring in sufficient staff to cover shelter for at least 72 hours			

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Personnel, Volunteers, Training (continued)			
Have small/large animal response teams been created in compliance with established system?			
Is there a program in place for recruiting, training and equipping volunteers to ensure adequate animal response capabilities?			

Additional Comments