Date of Plan: \_\_\_/\_\_\_/\_\_\_\_\_

Last Revised: \_\_\_/\_\_\_/\_\_\_\_\_

Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Contingency Plan Template for Animal Facilities**

Each facility has a multitude of disasters to which they may be exposed. Using this document in conjunction with other tools, you can begin to develop a robust contingency plan. Each facility should plan for an emergency evacuation, disruption of operations, power outage, and zoonotic disease impact. Once you consider these common disasters, think about natural disasters that could impact your facility, such as a hurricane, tornado, wildfire, winter storm, or flood. The disasters for which you need to plan will be based on your geographic location.

# **Identify Potential Disasters**

To ensure continuity of operations, plan for four disasters - two that would require sheltering in place and two that would require evacuation.

1.
2.
3.
4.

# ***Examples of Emergency Scenarios to Consider***

 **Flooding:**

Flooding can mean several things, including a pipe that burst within the facility that causes water damage, a flash flood that damages your facility or limits your ability to enter or leave the premises, or major flooding that requires evacuation and may prevent you from returning to the facility for an extended period. Facilities located in floodplains or areas subject to storm surges should create a plan for removing their animals to a safer area.

**Fire on-premises:**

One of the structures on the shelter property has caught fire and is threatening all structures. An immediate evacuation of all staff is in order. Ensure that the animals are securely locked within their enclosures. Do not evacuate the animals unless it is safe to do so. Firefighters will need a clear path to fight the fire and will not be able to do so if animals are loose within the facility. Once the facility has the “All Clear,” the first animals to be removed should be any who are under medical care. A veterinarian should examine all animals to ensure a clean bill of health.

**Tornadoes:**Predictions of severe weather are becoming increasingly more accurate and providing us with more time to prepare for potential impact. When there is the anticipation of a tornado watch or warning, staff should be prepared upon arrival for that potential and be aware of weather alerts. Tornadoes require sheltering in place and ensuring that the staff knows the safest locations in your building. These will be the innermost rooms with no windows - often the bathrooms or medical areas.

**Hurricanes and Strong Winds:** These weather events typically provide several days of advance warning. The strength of the potential impact and how it may threaten your facility will determine if you need to begin to prepare to evacuate or shelter in place. Even without a direct hit from the hurricane’s landfall, you may experience wind damage, flooding, and tornadoes. It is important to understand how your facility will withstand a severe storm to make the proper determination regarding sheltering in place or evacuation.

# **Review Questions with Your Team**

Identify those members of your team who should be involved in this planning process. With your team, work through the following questions:

* Do you have written emergency plans in place that address the scenarios listed?
	+ When were they last updated?
	+ Have you practiced this plan?
	+ Have you reviewed the plan with staff?
	+ Did you include an Incident Command System (ICS) chart?
	+ Did you include job descriptions?
* Do you have methods for contacting staff, volunteers, and people who can assist with immediate needs?
* Have you identified local resources that may be willing to assist during emergencies?
	+ Have you reached out to create agreements with them? (Examples of local resources include boarding facilities, veterinary clinics, transport companies or partners, etc.)
* If you had to evacuate your shelter, do you have a plan to move or transport the animals and agreements to ensure that the move is seamless?
* Do you have a plan for the continuity of care for animals, staff, and business operations at the relocation site?
* Do you have a relationship with the local Office of Emergency Management (OEM)?
	+ It is important to have a relationship with the OEM to ensure that they understand your plan and what you may need in the case of a disaster. They cannot be prepared to help you if they do not know what you may need.
* Do you have a relationship with the local police department?
	+ This is a valuable resource for you. They should tour your facility and know where and how the animals are housed to ensure they can support you in an emergency.
* Do you have a relationship with the local fire department?
	+ They should tour your facility and understand the layout and floor plan. This will allow them to understand how they can support you in crisis and provide you with tips on how to mitigate any fire risks.

# **Create an Emergency Response Plan**

Create an organizational emergency response plan by gathering information and putting pieces together. Keep in mind that all the information may not apply to you and your organization. However, the more detailed you can be, the better it will serve you, your staff, and the animals in your care.

# **Gather Primary Facility Information**

**Essential Personnel**

*These are your essential personnel: people who play an important role in not only the planning process but also the execution of the plan.*

|  |  |
| --- | --- |
| Name/Title/Department | Cell Phone Number |
|       |        |
|       |        |
|       |       |
|       |       |
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|       |       |
|       |       |
|       |       |

# **Emergency Phone Numbers**

*These are essential numbers that you may need in a time of crisis. Think Emergency Operations Center (EOC), Police Department, Fire Department, Animal Control, Hospital, etc.*

|  |  |  |
| --- | --- | --- |
| Company/Department | Primary Contact Name | Phone Number |
|       |       |       |
|       |       |       |

**Staff Phone Numbers - Internal**

*List work and personal cell phone numbers for staff to be used during a disaster or other emergency.*

|  |  |  |
| --- | --- | --- |
| Name | Title | Cell Phone Number |
|       |       |       |
|       |       |       |

**Organizational Chart**
*Add your organizational chart.*



**Incident Command Chart***Keep in mind that this may not look like your everyday structure and should be based on professional strengths and knowledge of the positions.*

**Overview Map of Facility**
Add an overview map of facility.



# **Establish Emergency Evacuation Protocols**

There are a variety of reasons you may need to evacuate your facility. If you believe your facility is in imminent danger due to a building fire, wildland fire, chemical hazard spill, structural issue, bomb threat, or another type of emergency, please follow the steps below to evacuate the immediate area calmly and safely. It is important to remember that human life is a priority above all else.

Both crate training of the animals and evacuation exercises practiced by humans are critically important for a successful outcome should an evacuation become necessary. Everyone should familiarize themselves with the two exits closest to their work areas.

**Have this Evacuation Plan available to grab in the event of an evacuation and follow the steps below:**

## **Evacuation Assembly Area(s)** *Identify a safe location outside the building for staff to re-assemble for a headcount after evacuating the facility. This location should be away from the danger and away from any potential secondary hazards (near active roads, etc.)*

|  |  |
| --- | --- |
|  STAFF ASSEMBLY AREA |        |
| RE-LOCATION SITE A |        |
| RE-LOCATION SITE B  |         |

## **Maximum Population of Animals in Facility to Be Evacuated**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dogs | Cats | Small Pets | Birds | Livestock | Other |
|       |       |       |       |       |       |

### **Building Evacuation Procedures**

|  |
| --- |
| **ACTIONS:**  Clearly explain the evacuation actions that everyone will be required to follow. Below you will find some initial guidance, but you can arrange them however you choose. This should be a step-by-step process.   |
| **EVACUATION LEADS** | 1. Safely stop working in your area.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
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| 1.
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| 1.
 |
| **STAFF** **EVACUATION** | 1. Safely stop working in your area.
 |
| 1. Gather essential belongings - if safe to do so - and exit the building.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| **ANIMAL** **EVACUATION**  | 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| **SUPPLIES****/EQUIPMENT**  *Note that this is only for items needed for immediate continuity of operations/care, that cannot be replaced elsewhere or that may be too valuable to leave behind.* | 1.
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| 1.
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|  11.       |

**In case of a building fire, never reenter the building or work area until you have been instructed to by the Incident Commander.**

# **Map of Staff Assembly Area** *Add a map of where the staff will immediately leave the building to regroup and coordinate the next action steps. An assembly area is not required if there isn’t an immediate or imminent danger to the building structure.*



#

# **Relocation Site A (Map)­**

#

**Relocation Site B (Map)­**



## **Supplies and Equipment Checklist**

## *This is a supplies/equipment list that doubles as an inventory checklist of items needed to aid in evacuation.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Inventory | Qty. Needed for Evac | Qty. Currently in Storage | Item | Size | Condition (New, Fair, Poor) | Location Stored | Qty. Missing | Vendor (incl. link) | Cost Per Unit | Total Cost |
|  |  |  |  |  |  |  |  |  |  |  |
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 *Date Last Updated:*

## **Current Partner or Vendor Agreements or Contracts**  *Examples of partner and vendor types are listed below. Complete the chart with your organization’s specific partner and vendor information. If you have agreements with these partners, consider including them in your final document. Generating agreements in advance will help expedite processes when you are in crisis.*

|  |  |  |
| --- | --- | --- |
| Partner/ Vendor Type | Current Agreement | Dates of Contract/ Agreement |
| Transport *This could include agreements for rental vehicles, contract drivers, or maintenance of vehicles.* |       |       |
| Veterinary/ Medical |       |       |
| Lodging *This would be locations for housing of staff if necessary.* |       |       |
| Storage*Storage units – portable storage containers are ideal* |       |       |
| Equipment Rental*This could include a forklift, generator, water tank, fencing, or other* |       |       |
| Livestock areas *This could be set up for a variety of animal species.* |       |       |
| Partner Organizations |       |       |
| Other |       |       |

#

# **Establish Emergency Shelter-in-Place Protocols**

There are a variety of reasons you may need to shelter in place in your facility. If you believe your staff, volunteers, and animals need to shelter in place for safety due to an emergency, please follow the steps below to gather all staff, volunteers, and visitors and move to the facility’s shelter-in-place location(s) calmly and safely. Remember that human life is a priority above all else. Everyone should familiarize themselves with the shelter-in-place assembly area. Have this Shelter-in-Place Plan easily accessible in the event it’s needed, and follow the steps below:

## **SHELTER-IN-PLACE ASSEMBLY AREA(S)**

## *Identify a safe location within the building for staff to reassemble for a headcount. This location should be away from the hazard and any potential secondary hazards (windows, air vents with airflow from outside, etc.)*

|  |  |
| --- | --- |
|  STAFF ASSEMBLY AREA |        |
|  SHELTER-IN-PLACE LOCATION A |       |
| SHELTER-IN-PLACE LOCATION B  |       |

###

### **Building Shelter-in-Place Procedures**

|  |
| --- |
| **ACTIONS:**  List each team member’s responsibilities when required to shelter-in-place.   |
| **SHELTER-IN-PLACE Leads** | 1. Safely stop working in your area.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| **STAFF**  **SHELTER-IN-PLACE** | 1. Safely stop working in your area.
 |
| 1. Gather essential belongings - if safe to do so - and move to the designated shelter-in-place assembly area.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| **ANIMAL** **SAFETY** | 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| 1.
 |
| **SUPPLIES****/EQUIPMENT**   | 1.
 |
| 1.
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# **Map of Shelter-in-Place Staff Assembly Area** *Add a map of where the staff will immediately assemble to regroup and coordinate the next action steps.*



*When an emergency happens at your facility, the first decision to make is whether to evacuate or take shelter.*

*If ordered to shelter in place, it is important to have sufficient supplies and equipment on hand to support the needs of staff and visitors for periods ranging from several hours to several days. Use this checklist to determine if you have the necessary items readily available.*

**Communication Equipment:**

[ ]  Communication devices/smartphones capable of receiving NOAA and local news updates

[ ]  Cell phones and/or satellite telephones have been tested, and their limitations noted

[ ]  Emergency or portable generators with vented exhaust systems that can safely supply power to the facility during an emergency

[ ]  Public address system(s)

[ ]  Cache of office supplies (e.g., paper, notepads, staplers, tape, whiteboards, markers, etc.)

[ ]  Landline telephone

 **Emergency Equipment:**

[ ]  At least one current copy of the Evacuation Plan is stored in the facility

[ ]  Battery-powered or hand-cranked flashlights, or glow sticks

[ ]  Fire extinguishers

[ ]  Blankets

[ ]  Pry-bars (for opening doors that may have been damaged or blocked by debris)

[ ]  Stretchers

[ ]  Automated External Defibrillator(s)

[ ]  Trash receptacles, trash can liners, and ties

[ ]  Supply of commonly used tools

[ ]  Portable heaters safe for indoor use

[ ]  Plastic sheeting (preferably pre-cut to size to reinforce windows & doors)

[ ]  Duct tape for sealing cracks around doors and windows

[ ]  Plywood sheets to reinforce windows and doors

**First-Aid and Other Safety Supplies including:**

[ ]  Adhesive tape and bandages in assorted sizes

[ ]  Safety pins in assorted sizes

[ ]  Medical gloves in assorted sizes

[ ]  Scissors and tweezers

[ ]  Antiseptic solutions and antibiotic ointments

[ ]  Supply of moistened towelettes

[ ]  Supply of non-prescription drugs (e.g., aspirin and non-aspirin pain relievers, anti-diarrhea medications, antacids, syrup of ipecac, laxatives)

[ ]  Petroleum jelly

[ ]  Eye drops

[ ]  Wooden splints

[ ]  Thermometers

[ ]  Cotton towels

[ ]  Fold-up cots

[ ]  First aid handbook

 **Water and Non-Perishable Food:**

[ ]  Adequate amounts of food and water for personnel and animals sheltered in the facility for the duration of the expected event(s)

 **Sanitary Supplies:**

Sufficient amounts of the following supplies:

[ ]  Toilet Paper

[ ]  Paper towels

[ ]  Personal hygiene items

[ ]  Disinfectants

[ ]  Chlorine bleach

[ ]  Plastic bags

[ ]  Portable chemical toilets when flush toilets are
not available