



Animal Welfare Establishments Contingency Plan Guidance

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This plan is intended to deal with an emergency that you do not consider to be your day to day activity or routine emergencies. The types of emergencies that you may need to think about are covered in section 6. These are considered to be above and beyond what you would be dealing with on a daily basis and will require planning and maybe help from others to deal with it.

It is important to make the time now to draw up arrangements that need to put in place to respond to an emergency, so that everyone knows what they are supposed to do, rather than try and do this at the time of an incident.

This “Contingency Plan guidance for Animal Welfare Establishments” is to assist organisations and individuals in writing their own contingency plan. The template is not exhaustive – it is a starting point from which more detailed, specific plans can be developed.

Contingency Plan Template – things to include

1. Aim.

List the aim of the plan, what it is intended to achieve.

2. Objectives.

List how the plan intends to achieve the aim.

3. Scope of the plan.

What is covered within the plan and most importantly - what isn't. For example you may hold a separate plan that covers business continuity and routine emergencies (e.g. a pet escaping from its kennel).

4. Roles and Responsibilities.

List the roles and responsibilities of key staff in an emergency situation. Make sure that staff are aware of what is expected of them and are trained in any roles that are not routinely carried out within the premises.

5. Activation.

List how staff will be made aware that an emergency has occurred and who they should contact.

6. Hazards and Risks.

List the types of identified hazards/risks that the plan covers e.g.:

- Fire
- Burglary
- Natural disaster - severe weather, flooding, heatwave etc.
- Parasitical or infectious disease outbreak

- Feline distemper
- Pervovirus
- Kennel Cough
- *Add in additional hazards/risks*

7. Veterinary Care.

Include arrangements for providing veterinary care for the animals in your care whether through your own vet or via the pets own veterinary provider. Detail the response during and outside of normal office hours (e.g. evening and weekends). Ensure the health histories of individual pets are recorded and vaccination certificates obtained.

8. Evacuation.

Include what arrangements would be put in place in case the need arose to evacuate the premises. List alternative accommodation for the animals in your care.

9. Communications.

List how you would communicate with the owners of pets in your care - ensure you hold emergency contact numbers where owners are out of the country. Ensure that pet records are backed up and held in a separate location in case originals are lost due to fire/burglary etc.

10. Specific Arrangements.

Detail specific arrangements of how you would meet the risks and hazards identified in *Section 6*. Include procedures for quarantine arrangements in the event of serious illness.

11. Checklist for Key Staff.

Include checklists/action lists for key staff identified with roles in the plan. Ensure that these are readily accessible.

12. Emergency Contact List.

Include telephone/mobile numbers for staff, veterinary surgeries, emergency services, utility companies, local animal welfare organisations, neighbouring kennels/catteries etc. This should be updated on a regular basis.