

It is important to make the time now to draw up arrangements that need to be put in place to respond to an emergency. The midst of an incident is not the time to start figuring out who should be doing what.

This “Contingency Plan template 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.

More information and advice on animal welfare is available from the following organisations:

- **RSPCA** www.rspca.org.uk
- **Defra**—Department for Environment, Food & Rural Affairs www.gov.uk

Advice on contingency planning is available from:

Emergency Planning Service
Monmouthshire County Council
PO Box 106
Caldicot
NP26 9AN

Tel.: 01633 644091/2
E-mail: emergencyplanning@monmouthshire.gov.uk
www.monmouthshire.gov.uk



CONTINGENCY PLAN TEMPLATE FOR ANIMAL WELFARE ESTABLISHMENTS



- 1. Aim**
List the aim of the plan.
- 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 & 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 role that is not routinely carried out within the premises.
- 5. Activation**
List how staff would be made aware that an emergency had occurred and who they should contact.
- 6. Hazards & Risks**
List the types of identified hazards/risks that the plan covers, e.g.:
 - Parasitological or infectious disease outbreak - Feline distemper, Parvovirus, Kennel Cough etc;
 - Fire;
 - Burglary;
 - Natural disaster – severe weather, flooding, heatwave etc.
- 7. Veterinary Care**
Include arrangements for providing veterinary care for the animals in your care whether through your own vet or via the pet's own veterinary provider.

Detail the response during and outside of normal office hours (evenings 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. Checklists 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 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.

This template is not exhaustive and should be tailored to meet the needs of your individual organisation