

Sample Disaster Plan Worksheet

- I. Getting Started:
 - Identify the lead agency/individual for the plan
 - Identify all possible support agencies
1. A support agency is any group or other agency that could lend support in carrying out a specific duty
 - Department of Agriculture
 - Animal Control
 - Cooperative Extension
 - Veterinary Association
 - Emergency Management
 - Humane Societies/S.P.C.A.
 - Other animal shelter facilities
 - Boarding Kennels
 - Equine and Livestock Associations
 - Health Dept/Environmental Health
 - Sanitation
 - Kennel and Cat Clubs
 - Fish and Wildlife
 - National Guard
 - Set Reasonable Goals and Objectives
1. What do you want the plan to accomplish?
 - Establishment of a lead agency with specific duties associated with administration of the plan
 - Establishment of support agencies with specific duties associated with activation of the plan
 - May include specific policies and operating procedures
 - Needs to be integrated with County Emergency Management
 - Write The Plan:
 1. Try to write it in the same software used by your County Emergency Management Office.
 2. Try to use the same format as the general County Emergency Plan with regard to headings of the different sections if possible
 3. Make sure that individual's names and contact numbers are NOT used in the plan. Use functional titles instead. The titles and contacts will be listed on the first page of the document and may need to be updated more frequently than the rest of the document. (ex. Small Animal Search & Rescue Bill Williams, agency association, then all phone, pager, FAX numbers listed OR if an agency rather than individual is in charge: Small Animal Search & Rescue Williamsville Animal Control and all numbers)
 4. Identify the at-risk populations of animals in your county. Where are they? Consider which populations and numbers will be affected when considering disaster scenarios.
 5. Write plan with ALL potential disasters that may occur in mind, but you will realistically need to decide which types of disaster planning gets prioritized.
 - Hurricane
 - Tornado
 - Flood
 - Fire
 - Drought
 - Winter storm
 - Power Outage

- Earthquake
 - Oil Spill
 - Disease Outbreak
 - Bioterrorism
 - Other
6. Keep in mind the likely scope of the disaster
- Geographic boundaries
 - Population affected (urban vs. rural)
 - Likely length of disaster

COUNTY ISSUES

- Leaders need to organize meetings involving all agencies for planning and maintenance of the plan over time
 - Consensus building
 - Managing dissent
 - Exercise the plan - workshops, ICS training, practices, special training
 - Assist facilities and municipalities to develop their own disaster plans
 - Public Education & Volunteer Education and Recruitment
 - Financing
 - Develop and publish a directory of all animal facility contact persons and disseminate CART information to County EM, Animal facilities, and SART
 - Develop predetermined public announcements
 - Need to integrate with EM : for example get access to most current information on road conditions and resources such as bulldozer, boats, etc.
 - Develop prearranged/precontracted resources available for feed, water, hauling, dead disposal.
 - Associate county animal disposal with county plan for debris disposal
 - The county needs to be able to handle overflow that can't be handled on-farm or on-site.
 - Make sure that plan has a list of priority facilities (rendering plants, processing plants, feed mills) that are essential to avoid public health concerns. These facilities to be back on line as quickly as possible.
 - County needs to establish a list of resources that will be designated for animals: ex. 4-wheel drive vehicles
7. Specify Agency Services & Resources that would be needed in a disaster. Are these services available in your county or do you know where to get them immediately and for the duration of the disaster?
8. Animal Housing & Facilities
- Permanent Facilities
 - Temporary Facilities
 - Feed and water
 - Caretakers
 - Waste disposal

Every Facility that houses animals should have a plan filed with CART. For example: there's a BIG zoo in Randolph County and a LOT of big cats in Chatham county. Boarding kennels, pet stores, stables, farms, animal shelters, veterinary hospitals

To include:

- Contact information (need to post emergency contacts along with 911)
- Evacuation plan

- Plan to care for the well and injured
 - Alternate feed, water, power plans in event of loss of utility service
 - Communications
 - Emergency staff
 - On site and off site disposal options (involve Public Health, Water Quality, Dept. of Agriculture and Cooperative Extension)
 - Priority of disposal options
 - Render
 - Burial
 - Compost
 - Incinerate
 - Keep a resource list: If you need a generator, know where it's coming from. Maintain your resources. If you own the generator, start it periodically. Have on-farm drills.
9. Search, Rescue, Round-up
 10. Transportation
 - Trucks, trailers, caging, boats, planes, helicopters, snow vehicles
 11. Feed delivery to isolated areas
 12. Medical Care
 - Veterinarians
 - Veterinary technicians and assistants
 - Mobile clinics
 13. Information referral
 14. Animal Search & Rescue
 - People
 - Equipment
 - Management of strays
 - Temporary Housing
 15. Communications
 - Phones
 - Cell phones
 - Radios
 - Fax
 - Copy machines and computers
 - Ham Radio
 16. Media Relations
 - Television
 - Radio
 - Newspaper
 17. Networking: Do you know who to contact and the number to call for all agencies and personnel.
 - Local, County, State
 18. Make provisions to take care of your own people during disaster response
 19. Emergency staffing plans for all agencies involved
 20. ICS training for everyone involved at least to 100 and 200 level training
 21. Make sure that your plan includes ACTIVATION and DEACTIVATION plans