

## Animal Shelter Emergency Preparedness Self- Assessment Worksheet

### EXTERNAL ASSESSMENT

- Determine if your municipal and/or county Emergency Plan includes animals (livestock and companion) and what role your agency is expected to play (either formally or informally)
- Determine if your county/region emergency plan includes considerations for animals and if your agency is expected to play a role (either formally or informally)
- Determine what your community members think your role will be in the event of a disaster

#### Follow up

- Determine the animal population demographics within your community (include types and approximate numbers of livestock and companion animals)
- Identify the top risks for your community
- Document your agency's role within both the municipal and county/regional Emergency Plans
- Identify partner agencies, organizations and businesses that can help you fulfill your obligations in the event of an emergency. It is recommended that a Memorandum of Understanding Agreement (MOU) be developed with each partner.
- Develop a strategy to communicate your role and responsibilities to the public (both before and during a disaster)
- Develop a communications strategy for the public outlining their role and responsibilities during a disaster.
- Develop a strategy to educate animal owners in your community to be self-reliant in the face of disaster. Teach them now about what you will be able to do to help them and what they can get in place to help themselves

## INTERNAL ASSESSMENT

- Determine if your shelter has a business continuity plan, an evacuation plan and a disaster plan that aligns with your municipal and county/regional Emergency Plan obligations
- Determine level of personal preparedness among staff (and volunteers if applicable)
- Assess level of response related skills and training among staff (and volunteers if applicable)

### Follow up

- Develop/revise a business continuity plan to ensure critical functions of the shelter can be maintained while also supporting the shelter's role during a disaster.
- Identify gaps in shelter/staff/volunteer preparedness and response capacity and develop a prioritized plan to address them
- Once plans are in place, train, practice, review and revise them on a regular basis

## **You are the gatekeeper in your community for animal health and welfare**

Questions?

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