

Emergency Animal Welfare Plan

May 2013



**shire of
kalamunda**

Emergency Animal Welfare Plan

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AMENDMENT RECORD

Version 1

May 2013

Amendment		Details	Amended By
No.	Date		Initials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

GENERAL

This plan is to be used in conjunction with the Shire of Kalamunda Local Emergency Management Arrangements as well as the State Emergency Welfare Plan.

The Animal Welfare Plan should be implemented whenever a disaster affects the Shire of Kalamunda including the Animal Pound and where animal welfare is compromised. The main objectives of the plan are to:

- (1) Provide immediate welfare for distressed animals;
- (2) Ensure animals that are loose are impounded for their safety, the safety of road users and rescue crews;
- (3) Provide an alternative refuge for the animals for collection by their owners at an appropriate time. *(Refer Appendix A – Form to record Evacuation Points).*

The Shire of Kalamunda will work in close cooperation with the other stakeholders on animal welfare matters arising out of the evacuation emergency and shall agree on the distribution of duties, depending on resources available in each instance.

ANIMAL WELFARE TEAM/EMERGENCY ANIMAL WELFARE CONTROL CENTRE

The Animal Welfare Team includes all persons assisting with animal welfare, ie Rangers, volunteers and other Shire staff. The Team will be Local Government Rangers, Fire Protection Crew and management within the Health & Ranger Services Business Unit and may also include RSPCA Officers, veterinarians, State Emergency Service or Volunteer Fire Brigade personnel and any other person accepted by the Animal Welfare Management Team to assist in the emergency.

The Animal Welfare Management Team is the coordination arm of the Animal Welfare Team. The Animal Welfare Management Team will coordinate the rescue/pick up of animals that require assistance. Animal Welfare Management Team members may be from other authorised organisations experienced in animal welfare and not necessarily Shire of Kalamunda staff.

During an emergency, the Animal Welfare Team will work from a central location to receive calls, dispatch officers to jobs and keep a log of personnel/resources in the field. The first preference for this centre will be the Shire of Kalamunda Local Emergency Recovery Centre, Operations Centre Raymond Road, Walliston.

If this office has been damaged in the course of the emergency, other locations can be sourced from the Local Emergency Management Arrangements.

A Liaison Officer from the Animal Welfare Management Team (or the Local Government Liaison Officer if appointed) should be provided to the Incident Support Group (if formed) or the Incident Management Group.

DOMESTIC ANIMAL SHELTER

When the need arises, an emergency shelter shall be set up to temporarily house domestic animals brought in or the animals will be transported to local boarding kennels, veterinary clinic or the RSPCA (refer to list of agreed businesses below). The appointed Animal Welfare Centre Coordinator shall:

- (a) Keep a register of animals that need to be evacuated from the Animal Care Centre and/or animals brought in (type of animal, breed, colour, sex, animal registration number, where and when found and physical condition of animal).
(Refer Appendix B – Animal Registration Log)



- (b) Secure/confine animals to such an area where it is not likely to injure itself or be injured by other animals.
- (c) Ensure arrangements are made for animals to be fed, watered and their facilities are regularly cleaned.
- (d) Report any apparent injury or illness to a veterinarian, if necessary, for treatment or euthanasing as soon as practical. Animals suffering from contagious illness shall be segregated to prevent infection of other animals.
- (e) Upon release of the animal, record the date and time and obtain the details of the owner (name, address and telephone number).

(Refer Appendix C – Individual Animal Registration Form)

If deemed necessary due to damage of the Shire of Kalamunda’s Animal Pound, the Shire of Kalamunda will consider establishing a replacement Animal Pound or temporarily home the animals at one of the facilities as listed until the emergency period is over. The shelter may or may not be within the Shire’s boundaries. Possibilities include Boarding Kennels, the RSPCA shelter in Malaga or other veterinary clinics.

Boarding Kennels and Cattery’s local:	Boarding
RSCPA - Malaga	

Large Animal holding yards – include type and numbers of animals:	
RSPCA - Malaga	

RESCUE OF ANIMALS AND INJURED ANIMALS

The rescue of animals shall be coordinated by the Shire of Kalamunda Coordinator Ranger Services or Senior Ranger in consultation with the HMA or Incident Controller.

If an animal is rescued and requires veterinary treatment, measures should be taken to provide the necessary treatment as soon as possible.

Where an authorised person deems that movement or prolonging the life of an injured animal will cause unreasonable stress or suffering, the authorised person shall authorise the humane destruction of the animal. Destruction shall be undertaken by Veterinarian, Police Officer or other authorised and qualified person.

FOOD SUPPLIES

The SOK Animal Pound has a limited stock of dog and cat food and can be used initially for these pet foods. Animal food suppliers shall be contacted to obtain additional or specialist food as required with approval of the SOK Coordinator Ranger Services or Senior Ranger.

Please Note: The RSPCA may also be contacted for immediate assistance for food if required.

A list of Pet Food Suppliers and their contact details can be located in the "SOK Contacts Directory" – section 5 of these arrangements.

FEES AND CHARGES:

No fee or charges shall be imposed for animals cared for during an emergency incident which has been deemed an Emergency Event by the Shire of Kalamunda CEO, provided the animals are collected within two (2) weeks after the danger has passed.

REQUEST FOR ASSISTANCE:

When deemed necessary the Coordinator Ranger Services or Senior Ranger can request assistance from veterinarians or anyone with special animal care knowledge. This includes requests to other Councils for additional Rangers. Where possible this request will be done in discussions with and approval of the Shire of Kalamunda CEO. In addition the Incident Controller for the incident should be advised prior.

The Coordinator Ranger Services or Senior Ranger may also make request to other departments within the Council for use of specialist vehicles if deemed necessary to assist with evacuation. Work Crews may also be called for assistance via the correct channels for specialist equipment such as chainsaws for the rescue of trapped animals.

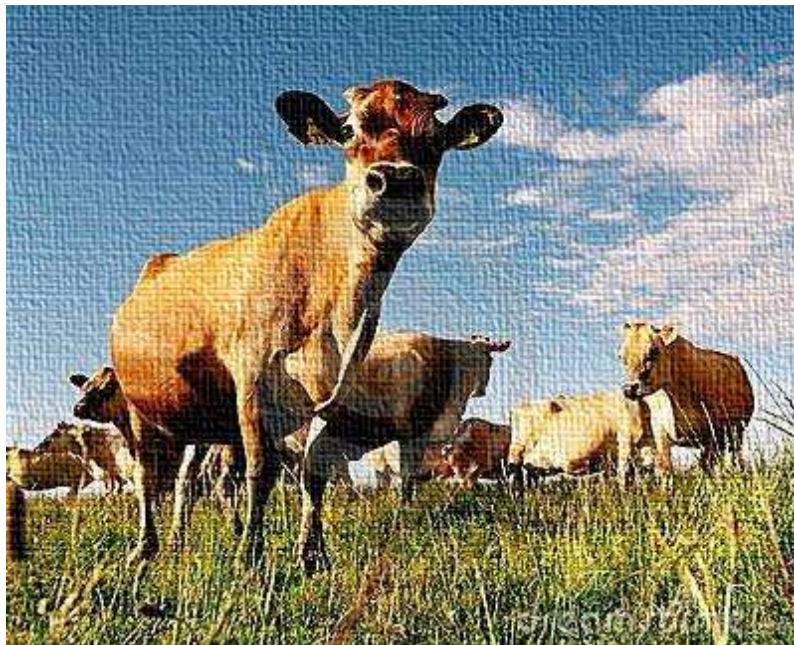
(Refer Appendix D – Task/Resource Request Form)

NB: Appendix D can be utilised to track costs involved.

END OF EMERGENCY:

When the emergency is deemed to be over or downgraded to the extent that the Shire believes there are sufficient resources to handle the evacuated animals, the Coordinator Ranger Services or Senior Ranger shall release any additional agencies assisting the Shire.

Refer Appendix E – Guide for list of equipment for Evacuation Centre.



APPENDICES**APPENDIX A: RECORD OF EVACUATION POINTS****Event and Location**

Used to create a list of possible evacuation points such as showgrounds, boarding kennels, pound, ovals, etc. Are portable yards required/available?

Name of Facility	Facilities Eg water, troughs etc	Capacity (number & type of animals	Telephone Fax	Address	Contact Person

APPENDIX B: ANIMAL REGISTRATION LOG**EVENT AND LOCATION:** _____**DATE:** _____**OFFICER:** _____**PAGE NO:** _____

ENTRY NO.	NO. STOCK	SPECIES	DESCRIPTION	OWNER	ADDRESS	PHONE	COMMENT
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

APPENDIX C: INDIVIDUAL ANIMAL REGISTRATION FORM**EVENT AND LOCATION:** _____**DATE:** _____**OFFICER:** _____**PAGE NO:** _____

Part A: OWNER DETAILS							
Name:						Phone:	
Address:						Mobile:	
Alternative contact details:							
Name of current veterinarian:							
Part B: ANIMAL DETAILS							
No	Animal Name	Type Dog, Horse, Pig, etc	Breed	Description Colour	Collar/Tag	Tag No.	Comments
1							
2							
3							
4							
Animal/s received from (name):						Date	

Signature (owner/agent) _____

Part C: EMERGENCY HOUSING CONTACT DETAILS	
Name:	Phone:
Address Animal Located:	Mobile:
Part D: ANIMAL RELOCATION DETAILS	
Relocated to:	Phone:
Address:	Mobile:
Animals received by (Name):	Date:
Signature	
Part E: RETURN OR COLLECTION DETAILS	
Name:	Phone:
Address:	Mobile:
Animals received by (Name):	Date:
Signature	

APPENDIX D: TASK/RESOURCE REQUEST FORM

TASK/RESOURCE REQUEST FORM			
JOB NUMBER:			
1. PERSON MARKING REQUEST			
Name:	Title:	Phone:	
2. REQUEST DETAILS			
Detailed description of Task/Resource:			
Location (where is the task to be completed/resource destination):			
Date & Time (time for completion of task/resource to be delivered)			
Date:	Start Time:	am/pm	Finish Time: am/pm
Contact Person (the person to whom those undertaking the task will go/will receive the resource):			
Name:		Phone:	
3. ACTION DETAILS			
Referred to (the person who will take action on the request):			
Name:		Phone:	
Referral Date & Time:			
Date:	Start Time:	am/pm	Finish Time: am/pm
ESTIMATED COST \$			
Approved (approval of task/resource):			
Service Unit Manager:			
Name (print):		Signature:	
4. COMMENTS (eg Circumstances/Action Taken)			
5. COMPLETION DETAILS			
Name:			
(person who reports task completed/resource delivered)			
Date	Time:		am/pm
Purchase/resourced from:			
FINAL COST:		\$	

APPENDIX E: EQUIPMENT LIST FOR EVACUATION CENTRE (GUIDE)

ITEM	NUMBER/DESCRIPTION
Contact Lists/Map of Animal Facilities	3 x Lists of contacts Maps
Forms	Individual Animal Registration Form (Appendix B) Record of Evacuation Points (Appendix C) Animal Registration Log (Appendix A)
Electrical	Extension Cords, 4 outlet power board (In Evac Centre Equipment Box)
Miscellaneous	Dog leads x 4 (EM Trailer) Identification Tags (EM Trailer) Food (SOK Dog Pound) Water Bowls x 4 (EM Trailer) Collapsible Small Animal Cages Wire Netting Pallets Cage Trailer (Depot) Cages may also be useful to construct temporary shelters Identify possible equipment needed to hold large animals (horses, cattle) such as yards, panels, etc.

Some of the small basic items will be housed in the SOK Emergency Management Trailer located at the Depot 10 Raymond Road, Walliston.

Emergency Access Code for Trailer (Key Box) - 251