



ANIMAL WELFARE IN EMERGENCIES PLAN

Contents

Contents	2
1. DEFINITIONS.....	1
2. INTRODUCTION.....	2
2.1 Aim	2
2.2 Objectives.....	2
2.3 Scope	2
2.4 Related Documents.....	3
2.5 Legislation and Codes.....	3
2.6 National Planning Principles for Animals in Emergencies.....	3
3. Organisational Roles & Responsibilities	4
3.1 Animal Owner/Carer	4
3.2 State Government.....	4
Department of Primary Industries and Regional Development (DPIRD)	4
Department of Biodiversity, Conservation and Attractions (DBCA)	4
Department of Communities (Communities).....	4
WA Police.....	4
3.3 Shire of Capel	5
3.4 Key Stakeholders.....	5
5. PREPAREDNESS	6
5.1 Preparedness Responsibilities	6
5.1.1 Animal Owner/Carer	6
5.1.2 Shire of Capel	6
5.1.3 Key Stakeholders.....	7
5.2 Community Information and Education.....	7
6. RESPONSE	8
6.1 Plan Activation	8
6.2 Levels of Response.....	8
6.3 Response Responsibilities	8
6.3.1 Owner/Carer	8
6.3.2 Shire of Capel	9
6.3.4 Key Stakeholders.....	9
6.4 Financial Arrangements for Response.....	9
7. Planning for Evacuation.....	10
7.1 Evacuation Responsibilities	10
7.1.1 Owner/Carer	10

7.1.2	Shire of Capel	10
8.	RECOVERY	11
8.1	Recovery Responsibilities	11
8.1.1	Hazard Management Agency/Controlling Agency	11
8.1.2	Shire of Capel.....	11
8.1.3	Key Stakeholders	11
8.2	Transition to Recovery	12
9.	Annexures	13
	Annexure 1 – Contact List	13
	Annexure 2 – Animal Registration Form	14
	Annexure 3 – Animal Welfare Coordinator & Assistant Roles	15
	Annexure 4 – Animal Welfare Situational Report.....	16
	Annexure 5 – Animal Evacuation Centre Checklist	18
	Annexure 6 – Summary Sheet: Evacuated Animal Register	22
	Annexure 7 – Animal Rescue Public Display List.....	23
	Annexure 8 – Animal Emergency Expenditure.....	24
	Annexure 8 - Animal Evacuation Centre Locations	25

1. Definitions

AEC	Animal Evacuation Coordinator
Animal	All animal and bird species
APS	Animal Protection Society
AWC	Animal Welfare Coordinator
AWT	Animal Welfare Team
CA	Control Agency
DBCA	Dept. Biodiversity, Conservation and Attractions
DPIRD	Dept. of Primary Industries and Regional Development
DFES	Dept. of Fire & Emergency Services
IC	Incident Controller
ICC	Incident Control Centre
HMA	Hazard Management Agency
IMT	Incident Management Team
Intensive Agriculture	A recognised agricultural activity when a substantial number of animals are kept in a limited or confined area
LAS	Livestock Animal Shelter
LGA	Being the Shire of Capel
LEMC	Local Emergency Management Committee
LEMA	Local Emergency Management Arrangements
LGLO	Local Government Liaison Officer
Livestock	Animals not normally contained or permitted inside a family residence and would normally stay outside on the property. Includes: horses, cattle, sheep, pigs, goats, and poultry
PAS	Pet Animal Shelter
Pets	Small, domesticated animals, portable and normally accompany the family leaving property. Includes: dogs, cats, rabbits, rodents, fish, and tame birds
RSPCA (WA)	Royal Society for the Prevention of Cruelty to Animals
Wildlife	All native species of animals and birds

2. Introduction

2.1 Aim

The aim of Shire of Capel (the Shire) Animal Welfare in Emergencies (the Plan) is to detail emergency management arrangements relating to the welfare and management of animals including domestic pets, horses, livestock and wildlife before, during and after an emergency.

2.2 Objectives



2.3 Scope

The scope of this Plan is to provide a coordinated approach to managing animal welfare impacts to domestic pets, livestock, and wildlife, as a direct result of an emergency incident within the municipal boundaries of the Shire of Capel. For the purposes of this Plan, and to align with the State Support Plan, animals have been classified into the following four categories:

	Livestock	Any buffalo, camel, cattle, deer, emu, goat, ostrich, pig, poultry and sheep.
	Horses	Any horse or equine hybrid.
	Domestic Pets	Any animal other than horses kept primarily for companionship, hobbies, sport or work.
	Wildlife	An animal that is indigenous to Australia's land or waters, living without regular human intervention or support.

Note, prior to being taken into care or under controlled supervision, there is no owner or carer for wildlife.

2.4 Related Documents

- [State Support Plan – Animal Welfare in Emergencies](#)
- Shire of Capel Local Emergency Management Arrangements
- Shire of Capel Recovery Plan

2.5 Legislation and Codes

- Animal Welfare Act 2002
- Biosecurity Conservation Act 2016
- Emergency Management Act 2005
- Department of Agriculture and Food (codes of conduct and operating codes)
- RSPCA (WA) Codes of Conduct

2.6 National Planning Principles for Animals in Emergencies

1. Explicitly recognise that integrating animals into emergency management **plans will improve animal welfare** outcomes
2. Explicitly recognise that integrating animals into emergency management plans will help secure **improved human welfare and safety** during disasters
3. Aim, for the benefit of emergency managers and animal welfare managers, to **clearly identify roles and responsibilities within command-and-control structures** in sufficient detail to allow for implementing effective animal welfare measures
4. Recognise the **wide range of parties involved in animal welfare** at each stage of the disaster cycle and ensure these organisations are consulted when disaster plans are written or reviewed
5. Respect the role of local government, especially with reference to animal welfare and animal management arrangements within the local area, as ‘first responders’ in disasters and **acknowledge the Shire understands local needs** and available resources
6. Consider how best to ensure the Plan is effectively integrated and implemented by, for example, extensive consultation during the planning process or **including an animal welfare** element in requirements for **disaster training** exercises
7. Include **effective communication** about implementing the Plan with those parties who may be involved as well as those who may be affected by disasters
8. Communicate in **language that is clear and accessible** to all stakeholders including the general public.

3. Organisational Roles & Responsibilities

3.1 Animal Owner/Carer

The owner or carer of an animal is responsible for its welfare and should include planning for its welfare in preparedness for, response to and recovery from an emergency.

Human life will always take precedents over animal welfare.

3.2 State Government

Department of Primary Industries and Regional Development (DPIRD)

DPIRD is responsible for coordinating the provision of animal welfare services when required to enact the State Support Plan Animal Welfare in Emergencies (SSP AWiE), to support the HMA/IC, Shire and animal owner in an emergency.

DPIRD is recognised as the Hazard Management Agency (HMA) for animal pest or disease and plant pest or disease that could result in an outbreak that potentially could cause significant damage to the environment and/or harm humans and industry.

Department of Biodiversity, Conservation and Attractions (DBCA)

Under the Biodiversity Conservation Act, DBCA is responsible for advising on matters relating to WA wildlife across tenures including during bushfire incidents (All Hazards approach). The Department has a particular focus on rare and endangered wildlife and has expertise within the Department to advise on specific animal welfare issues relating to native fauna.

Department of Communities (Communities)

Communities is responsible for opening Evacuation Centres to provide temporary shelter for persons rendered homeless by an emergency, or due to an evacuation from an emergency. For health and safety reasons no animals, including pets, are permitted in evacuation centres with the exception of guide dogs.

WA Police

A Police Officer has the powers to move, direct or prohibit the movement of animals within, into, out of or around the emergency area, if an emergency situation or state of emergency is declared.

3.3 Shire of Capel

The Shire will support and manage animals in an emergency by ensuring an Animal Welfare Plan is in place and ready for activation to assist the Local Emergency Management Arrangements.

The Shire Recovery Coordinator will appoint an Animal Welfare Coordinator and Animal Welfare Assistant(s) (see **Annexure 3**) to be responsible for implementing this Plan and providing Situational Reports (see **Annexure 4**) for IMT and/or Incident Support Group (ISG) and to meet and liaise with DPIRD.

3.4 Key Stakeholders

Key Stakeholders including non-government organisations and local community groups can assist with animal welfare in emergencies including:



RSPCA – takes the lead role in welfare of domestic pets and is supported by DPIRD.

Veterinarians – local veterinarians will endeavour to provide a wide range of medical services for sick and injured animals and have arrangements with Shire Rangers for emergency care and shelter.

Community Groups – can be considered for mobilisation to assist professional staff to cope with the scale of a crisis including domestic pets, horses and wildlife.

Full list of Key Stakeholders (see **Annexure 1**).

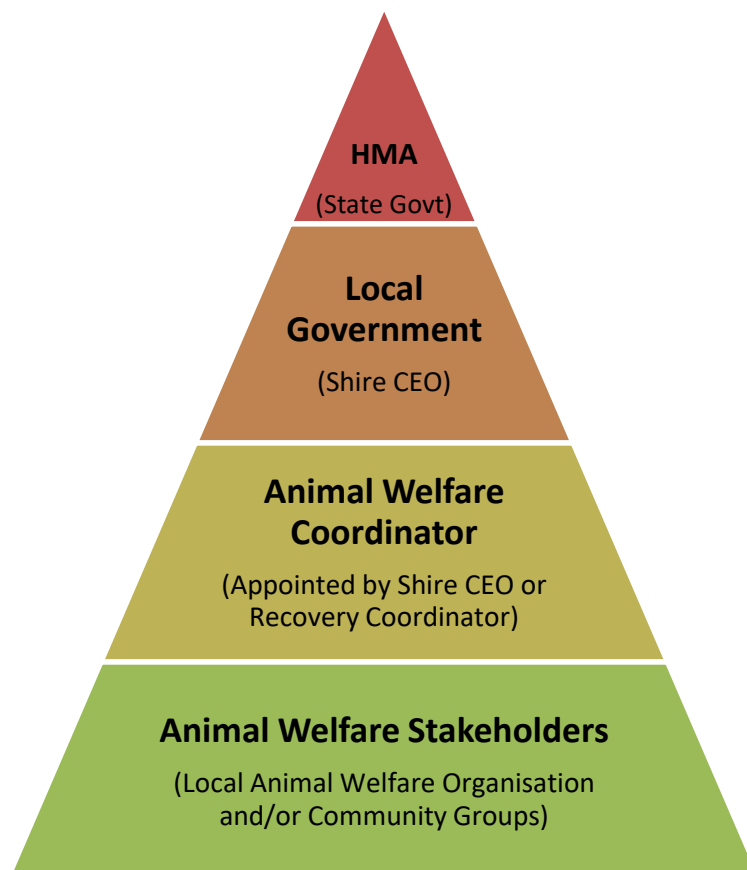


Figure 1: Animal Welfare Support Plan Structure

5. Preparedness

Preparedness is defined as being ready to respond to an emergency. It includes steps that can be taken before an emergency occurs to reduce the loss of life and livelihoods via simple initiatives such as planning, training and education.

5.1 Preparedness Responsibilities

5.1.1 *Animal Owner/Carer*

The owner or carer is responsible for ensuring a reasonable level of preparedness for their animals. It is suggested to have a documented plan that includes:

- ✓ Determining if the animal(s) will be evacuated or remain onsite.
- ✓ Visiting [DPIRD website](#) for planning templates and [DFES website](#) for Factsheets and Publications.
- ✓ Ensuring suitable areas and adequate provisions available for animals left on a property to minimise the risk of harm (area at lowest risk of hazard impact, access to sufficient food and water for prolonged absence).
- ✓ Ensuring transport is adequate and available to relocate the animals early under potential logistical constraints (road closures, window of safe evacuation).
- ✓ Knowing the exact location of Animal Evacuation Centre(s) or safe havens.
- ✓ Making sure animals are identifiable (animal is registered/micro-chipped, National Livestock Identification System).
- ✓ Ensuring provisions for the animal's(s) care are included on evacuation.
- ✓ Ensuring all domestic pets are vaccinated complete with documentation

5.1.2 *Shire of Capel*

The Shire can support emergency preparedness activities with its local communities in the event of an incident. Planning considerations for Shire to **support owners or carers** include:

- ✓ Access to information and resources for persons evacuating with animals.
- ✓ Availability of transportation support and advice.
- ✓ Availability of locations to house evacuated animals.
- ✓ Management of displaced or stray animals.
- ✓ Assessment of impacted animals.
- ✓ Treatment of impacted animals.
- ✓ Euthanasia.
- ✓ Disposal of deceased animals.
- ✓ Provision of emergency food, water, shelter.
- ✓ Recovery arrangements.

Planning considerations for **Shire** to **support key stakeholders** include:

- ✓ Timely communication of information that is clear and concise.
- ✓ Activating the plan according to the level of the emergency.
- ✓ Coordinating assistance to evacuation centres with people presenting with animals.
- ✓ Coordinating assistance to Animal Evacuation Centres.
- ✓ Situational Reports of animal welfare issues to ISG.
- ✓ An Animal Welfare Sub Committee to manage recovery issues.
- ✓ Providing community engagement activities that support the provision of information regarding Animal Welfare during disasters
- ✓ Promoting and providing programs to encourage members of the community to maintain current vaccinations of their animals

5.1.3 Key Stakeholders

Key Stakeholders' core business will direct their precise preparedness activities.

Planning considerations for key stakeholders may include:

- ✓ Developing and testing a plan well before an emergency occurs.
- ✓ Preparing animal emergency kits.
- ✓ Preparing volunteers including training.
- ✓ Preparing network of carers or foster carers.
- ✓ Preparing premises for large influx of animals.
- ✓ Establishing a registration or contact point for information.
- ✓ Preparing vehicles for transportation.
- ✓ Preparing cages, collars, leads, bowls, buckets and other equipment.
- ✓ Preparing treatment areas or sites.
- ✓ Preparing food or feed supplies.

5.2 Community Information and Education

DPIRD develops and maintains publications to assist community education for animal welfare in emergencies which are available on the [DPIRD website](#).

DFES has a wide range of educational material for community engagement activities that can be accessed via the [DFES website](#) and for volunteers via the DFES Volunteers Hub.

The Shire of Capel promotes community emergency preparedness including the importance of animal welfare in emergencies using State agency resources and key messages.

6. Response

Response is defined as activities that combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations (EM Act).

6.1 Plan Activation

The Shire CEO, on advice from the Hazard Management Agency (HMA) or Controlling Agency (CA), and/or Local Recovery Coordinator (LRC) will determine when to activate this Plan.

Triggers for activating the Plan may include:



DPIRD may support this Plan prior to the State Support Plan – Animal Welfare in Emergencies being activated, by providing advice, communications and connection to animal welfare stakeholders or service providers.

DPIRD will liaise with the HMA or Controlling Agency to coordinate the State animal welfare arrangements when required.

6.2 Levels of Response

The Incident Controller is responsible for assessing the level or severity of the incident as per [State EM Response Procedure 4.2.](#)

In accordance with incident management principles, incidents are broadly classified into three levels, namely Level 1, Level 2 and Level 3.

6.3 Response Responsibilities

6.3.1 Owner/Carer

- ✓ Manage animals they are responsible for by activating emergency plans for before, during and after the emergency.
- ✓ Stay up-to-date through official emergency advice to make informed decisions.

- ✓ Have a copy of current vaccination records for their animals

6.3.2 *Shire of Capel*

- ✓ Activate the Shire Animal Welfare Support Plan in consultation with the HMA/CA via IMT and/or ISG meetings.
- ✓ CEO or Local Recovery Coordinator to appoint 'Animal Welfare Coordinator' (in most incidents this would be the Senior Ranger).
- ✓ Animal Welfare Coordinator to appoint 'Animal Welfare Assistant(s)' as required, this may be a Shire employee or volunteer from animal welfare organisation.
- ✓ Liaise with DPIRD to provide a coordinated approach to animal welfare response actions, where relevant.
- ✓ Provide a location suitable for evacuation of domestic pets and horses (see Contacts and Resource Directory for suitable sites)
- ✓ For livestock owners that cannot be readily located or contacted consideration should be given to impounding livestock at alternative locations.
- ✓ Provide situational reports (**Annexure 4**) on animal welfare matters to the HMA/CA via IMT and/or ISG meetings.

6.3.4 *Key Stakeholders*

- ✓ Provide support and/or assistance to the Shire and/or DPIRD as requested.
- ✓ Contact relevant staff/volunteers to be on standby and ready to assist on request.
- ✓ Key stakeholders are advised to actively and continually stay informed of the emerging incident via www.emergency.wa.gov.au and make appropriate preparations to become active depending on the organisation's role.

6.4 Financial Arrangements for Response

The IMT will coordinate all financial arrangements at the Incident Control Centre. All financial management and arrangement matters relating to Animal Welfare are to be recorded and documented using the Forms provided at **Annexure 8** of this Plan.

The owner or carer is responsible for the costs associated with the welfare of his/her/their animal.

During an emergency, it may not be possible to identify or contact the owner or carer and an authorised officer may be required to undertake activities for the animal's welfare without prior consultation. Section 56 of the Animal Welfare Act provides for a person who has incurred costs under certain sections of the Act to apply for the recovery of costs from the owner or carer.

7. Planning for Evacuation

Evacuation is a risk management strategy that involves moving people (and their animals) threatened by a hazard to a safer location and, typically, their eventual safe and timely return.

7.1 Evacuation Responsibilities

7.1.1 Owner/Carer

The owner or carer is responsible for determining, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved. Considerations for animal owners or carers include:

- ✓ Availability of safe evacuation routes, considering the type of emergency situation and the possibility of road closures
- ✓ Time required to vacate the property, including time to gather, identify and load animals
- ✓ Handling equipment needed for moving animals and ensuring accessibility in an emergency
- ✓ Limited access to own transport for animals – owners or carers should make prior alternative arrangements with neighbours and local transporters
- ✓ Ensure animals can be identified, which is important in case they become lost or mixed with others during an evacuation.
- ✓ Records should be kept verifying ownership or status as a carer.
- ✓ Any problematic animals deemed difficult to manage or dangerous should be kept contained to ensure the safety of other evacuating animals.
- ✓ Have a copy of current vaccination records for their animals to provide on request

7.1.2 Shire of Capel

The Shire is responsible for preparing, planning for and determining evacuation considerations, including:

- ✓ Assessing possible threats, hazards and risks
- ✓ Assessing the practicality of a large-scale evacuation during a response by liaising with the HMA/ Incident Controller and DPIRD
- ✓ Assessing and identifying the safest transport routes, consider signage
- ✓ Determining the evacuation locations and facilities suitable for animals (see **Annexure 9**)
- ✓ Ensuring information is included in public warnings, which can be requested via IMT/ISG meetings.
- ✓ Registering animals presenting at the Animal Evacuation Centre(s) using the Animal Evacuation Registration Form (see **Annexure 2**)
- ✓ Maintaining a central point for all enquiries and dissemination of information, including a rescue display list (see **Annexure 7**)
- ✓ Ensuring food and water are available and accessible at the Animal Evacuation Centres

8. Recovery

The Shire of Capel is responsible for managing recovery following an emergency affecting the community in its district as per s36(b) of the EM Act.

8.1 Recovery Responsibilities

8.1.1 *Hazard Management Agency/Controlling Agency*

- ✓ Ensure animal welfare is included in post emergency debriefs and reviews
- ✓ Refer and use the Summary Sheet: Evacuated Animals Register from the Animal Welfare Coordinator in all report documentation related to animal welfare (see **Annexure 6**)

8.1.2 *Shire of Capel*

- ✓ Include animal welfare considerations in recovery plans, consider establishing an 'Animal Welfare Sub-Committee' to assist with managing ongoing animal welfare issues post emergency
- ✓ Liaise with DPIRD to transition the ongoing animal welfare activities back to the control of Shire and the owner or carer
- ✓ Review the effectiveness of the Shire Animal Welfare Support Plan with Key Stakeholders

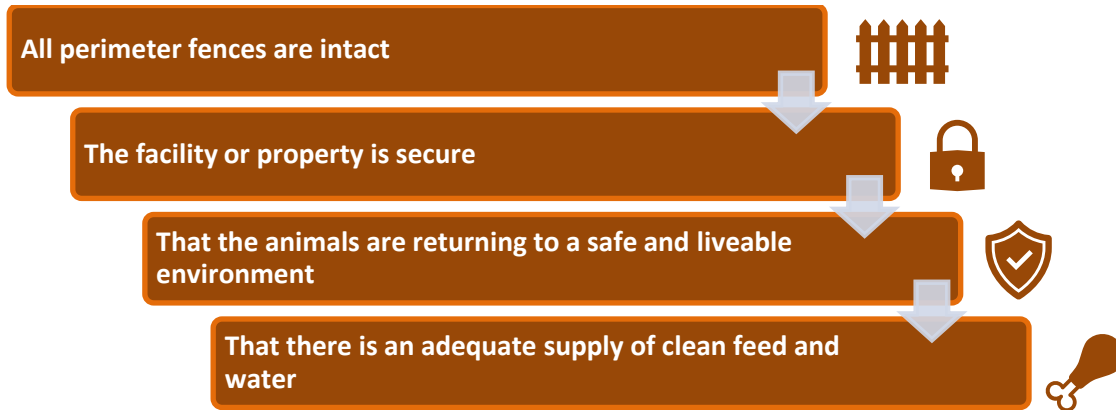
8.1.3 *Key Stakeholders*

- ✓ Assist the Shire and/or DPIRD in post-incident activities as requested
- ✓ Debrief staff and/or volunteers within organisations or community groups, as it is important not to under-estimate the impacts on personnel involved in emergency response

8.2 Transition to Recovery

The Incident Controller needs to declare the area safe prior to approving or supporting the movement of animals back to an incident affected property.

Before animals are returned to a facility or property ensure:



Always consider: Animals may be traumatised and stressed from a significant incident or a major change in their environment.

9. Annexures

Annexure 1 – Contact List

Organisation	Details	Contact
Ranger Services	31 Forrest Road Capel	08 9727 0222
Department of Primary Industries & Regional Development	1 Verschuer Pl. Davenport WA 6230	9780 6100 1800 675 888
GEOvet Capel	19 Forrest Rd. Capel	9727 1022
Dardanup Vet centre	2 Charlotte St. Dardanup	9728 0132
Busselton Vet Hospital	60 Bussell Hwy. Busselton WA	9752 1433
Harradine Vet Clinic	Lt 12 Bussell Hwy, Bunbury	9796 5800
Slaughterman V & V Walsh	1 Rawling Road, Bunbury	9725 4488
Animal Health SES	Department of Agriculture (Diseases)	1800 084 881
Animal Welfare	RSPCA	1300 278 358
Agricultural	DPIRD	9092 2733
Livestock Rep	Landmark	9954 1200
Wildlife	Wildcare helpline	9474 9055
FAWNA	Busselton WA	0438 526 660
Public Transport Authority	Rail	9220 9999
Main Roads WA	Road Hazards	138 138
Main Roads WA	Road Permits (Heavy Vehicle)	9311 8450
Electrical Supply	Western Power	131 351
Rail	Emergency	9326 2111
Environmental	Environmental Protection Authority	9222 7000
Dept of Environment	Pollution Emergency	1300 784 782
Dept of Health	On call duty officer Disaster Preparedness and Management Unit (24/7)	9328 0553
Dept. Biodiversity Conservation & Attractions	Blackwood District (Duty 24hr) Wellington District (Duty 24hr)	9752 5555 9735 1988

Annexure 2 – Animal Registration Form

RECEPTION INFORMATION				
DATE:	____ / ____ / ____	PEN/HOLDING NUMBER:		Photo Taken? ☐ Yes ☐ No
TIME:	____ : ____ HRS			
HOLDING LOCATION:				
PICK UP LOCATION:				
REASON:	☐ Roaming ☐ Evacuated ☐ Relinquished			
TRANSPORTED BY:	☐ Owner ☐ Carer ☐ Agency ☐ Member of Public			
INJURIES OBSERVED:	☐ Yes ☐ No	NOTIFIED:	☐ Shire ☐ DPIRD ☐ HMA	
ANIMAL DESCRIPTION				
LIVESTOCK:	☐ Sheep ☐ Cattle ☐ Goats ☐ Llama ☐ Pigs ☐ Chickens	DOMESTIC PET:	☐ Cat ☐ Dog ☐ Horse ☐ Other: _____	
ESTIMATED N°:		SEX:	☐ Male ☐ Female ☐ Unknown	
BREED:		STERILISED:	☐ Yes ☐ No ☐ Unknown	
COLOUR:		MICROCHIP:	☐ Yes ☐ No ☐ Unknown No. _____	
BRAND/MARKINGS:		VACCINATED:	☐ Yes ☐ No ☐ Unknown	
AGE:	☐ > 6 mths ☐ 6 mths - 3yrs ☐ 3 yrs ☐ Elderly	REGISTERED:	☐ Yes ☐ No ☐ Unknown Registration N°: _____	
OWNER / CARER / TRANSPORTER CONTACT DETAILS				
NAME:				
ADDRESS:				
CONTACT:	Home:		Mobile:	
EMAIL:				
STAYING ON GROUNDS:	☐ Yes ☐ No			
RELEASE DETAILS OF ANIMAL				
FEES:	\$	☐ Paid ☐ Unpaid ☐ Waivered		
OUTCOME:	☐ Collected	Name:		
	☐ Re-Homed	Where:		
	☐ Euthanasia	Reason:		
OWNER/ CARER SIGNATURE:				

Annexure 3 – Animal Welfare Coordinator & Assistant Roles

Animal Welfare Coordinator

When the Animal Welfare Support Plan is activated the Animal Welfare Coordinator will:

- Establish and maintain liaison with the CEO and/or Recovery Coordinator concerning all animal welfare issues and management decisions.
- Provide Situational Reports to the CEO and/or Recovery Coordinator for IMT or ISG meetings.
- Establish and maintain contact with the Animal Evacuation Centre before, during and after an emergency as support.
- Establish and maintain contact with the Evacuation Centre (for Humans only) and provide assistance with animal welfare issues if requested.
- Appoint Animal Welfare Assistant(s), if required, to assist with administrating logistics associated within this Plan.
- Ensure Animal Welfare support equipment and consumables are maintained and available at all times.
- Request Veterinarians' support and assistance for animals requiring assessment or treatment as approved by HMA/IC.
- Liaise with Shire Media Officer and the HMA/IC to prepare and release public information concerning animal welfare as required.
- Arrange debriefing sessions during and post incident with Animal Welfare Assistants, Volunteers, Shire Staff and associated agency representatives.
- Assist DPIRD and/or DBCA with animal welfare activities as requested or directed by the Controlling agency or HMA.
- Seek authorisation from the HMA/IC to patrol areas affected by the emergency (in consultation with DPIRD/DBCA) to assist impacted wildlife.

Animal Welfare Assistant

When the Animal Welfare Support Plan is activated the Animal Welfare Assistant(s) will:

- Provide support and assistance to the Animal Welfare Coordinator to manage animal welfare issues as requested.
- Maintain appropriate records for animals evacuated to the Animal Evacuation Centre or temporary animal welfare facility established.
- Manage the welfare and safety of animals received at the Animal Evacuation Centre or any temporary animal welfare facility established.
- Liaise with available Veterinarians for animals requiring assessment or treatment.
- Participate in patrols of the area affected by the emergency to assist affected wildlife once the area is deemed safe to do so by the HMA/IC.

Annexure 4 – Animal Welfare Situational Report

Incident Name:	
Agency/ Organisation:	
Information Current to:	(Date/ Time)

CURRENT SITUATION:

Total Number of Animals at Evacuation Centre:	Horses	Livestock	Other

Situation Summary

(Brief overview of the situation at the Animal Evacuation Centre)

Issues / Hazards Arising

(Brief description of issues known or expected to arise e.g. capacity reached, shortage of resources)

Actions Taken

(Brief report of actions completed for period covered by Sitrep, who was involved, activities undertaken)

Actions to be Completed

(Brief report of schedules/planned/proposed actions for the period covered by Sitrep)

Injured Animals
<i>(Are animals presenting injured, type of injuries, is vet present or required)</i>
Environment/Safety
<i>(Are there any significant environmental impacts or potential for impacts or safety issues)</i>
Emerging or Expected Issues
12-24 hours
24-48 hours

Next Animal Welfare SITREP due: _____ (Time / Date)

SITREP Prepared By:	
Time & Date:	

Notes for Completing SITREP:

- Information in a sitrep should be factual and largely without interpretation and conjecture
- Information in a sitrep should cover the period between the last sitrep and the next sitrep
- Sitreps should be brief and not a narrative (read in <3-5 mins). If more information is required, a report should be prepared
- Refer to personnel by their role – do not use their name
- Sitreps should be specific for a given function, and not present information that is outside the specific function
- It is acceptable for a sitrep to be issued that states – no change since last sitrep (see last sitrep issued on [insert date/time] for information)
- A map and other graphic can be part of a sitrep – ensure date/time of the graphic is shown on it, and there is a reference between the graphic and the sitrep.

Annexure 5 – Animal Evacuation Centre Checklist

The Animal Welfare Coordinator assigns this role

ON ACTIVATION		
TASK	NOTES	COMPLETE ✓
1. Ensure the facility is not at risk or likely to be affected by the hazard Refer to the Emergency WA website www.emergency.wa.gov.au and confirm location is not within a Watch & Act area. Consider the surroundings and remember multiple incidents can occur simultaneously. Continually monitor the situation.		☐
2. Ensure the facility has the capacity to support a large influx of animals and people. If an event is currently underway or scheduled in the next three days, consider redirecting the request to another facility.		☐
3. Ensure the facility is operational - Club rooms, kitchen and amenities to be in good working order - Perimeter fencing secure - Reliable source of power and water - Unrestricted road access and consider route to Department of Communities evacuation centre		☐
4. Contact facility members who are available to volunteer and assist with managing the Animal Welfare Centre. - Report availability of volunteers to the Animal Welfare Coordinator or Shire Rangers - Draft a basic roster		☐
5. Establish a registration point Note any directions and contact details on the gate sign. Most likely to be located in the club rooms to coordinate the following services: - Informing users of facility/centre arrangements - Logging the details of all incoming and outgoing animals - Collecting ground fees (if applicable) - Encouraging all persons to register at https://register.redcross.org.au/ - Maintaining a central point for all queries and the dissemination of information		☐

MANAGEMENT DURING EMERGENCY		
TASK	NOTES	COMPLETE ✓
6. Waiving of fees and rules In extenuating circumstances, the Animal Evacuation Centre may choose to waive the ground fee and any of the facility rules. This decision must be: • Made in good faith • Documented • Communicated to the Facility Manager as soon as practicable This is most likely to involve dogs and unattended animals at the grounds.		☐
7. Catering arrangements The facility is under no obligation to cater for the displaced people and they should be told this from the outset. Any donated food should be prepared in accordance with food safety standards. • The details of the closest shops should be circulated and kitchen facilities may be used by those wishing to prepare their own food • Any displaced person still requiring these basic needs should be redirected to the Department of Communities evacuation centre.		☐
8. Donations The centre is not to be used as a collection point for donated goods. The only donations that <u>may</u> be accepted are: • Animal feed • Animal medical supplies and services • Approved catering supplies and services • Facility consumables (i.e. toilet paper)		☐
9. Communication - SITREP The Facility Manager is to maintain communication with the following organisations: • Animal Welfare Coordinator • Shire Ranger Services (to LGLO) • Department of Communities • Other Public Equestrian Facilities Subsequent SITREPS are to be provided every 12hrs at a minimum, or as the situation changes.		☐
10. Animals with unknown owners It is likely that rescued animals with unknown owners will be brought to the centre. This is to be recorded on the registration form, the animal photographed and its details forwarded to the Ranger Services of the relevant Local Government. The Rangers		☐

may impound the animal at the facility and cover all costs of its welfare until the owner is identified. It is not permitted to leave the grounds without their permission.		
11. Administration and finance Keep accurate records, of all the centre's activities, key decisions and expenditure. This information may be required for the post incident review. Costs may be claimable, however, confirmation of this is often required prior to activation.		☐
12. Delegation of roles Depending on the size and nature of the incident consider appointing following positions: • Front gate attendant • Registration/admin officer • Safety officer.		☐
13. Relief arrangements and shift changes Depending on the size and nature of the incident consider relief arrangements for the Animal Welfare Coordinator and any delegated roles. Advise that the centre has an on-site Animal Welfare Coordinator at all times. When this is not possible the contact details of an off-site Animal Welfare Coordinator is to be made publicly available at the centre.		☐
STAND DOWN		
TASK	NOTES	COMPLETE✓
14. Closure of centre The centre is closed at the discretion of the Animal Welfare Coordinator in consultation with the Facility Manager and Shire. 24hrs notice must be provided to vacate the grounds.		☐
15. Those requiring long term accommodation Residents whose properties are destroyed, inaccessible or uninhabitable are to be redirected to Department of Communities or Shire for support services.		☐
16. Unclaimed animals Any animals who do not have an identified owner after the closure of the centre are to be reported to the Shire Ranger Services.		☐

17. Clean up The facility is to be left in a clean usable state so it can quickly return to general business. It is expected the centre users will assist with this task. Any major damage is to be reported to the Facility Manager.		
POST EMERGENCY		
TASK	NOTES	COMPLETED ✓
18. Debrief The Animal Welfare Coordinator is to ensure that hot and cold debriefs are undertaken with those who are involved with the centre, such as: • Facility Manager • Feedback from users as they leave • Hosting an official debrief session.		
19. Request for information It is likely the facility will be contacted for details of those involved to assist with recovery. If a major incident review is to be undertaken, they may also be approached for a submission. The Facility Manager will validate the information to be released.		
20. Amendments Any proposed changes to this document must be raised with and endorsed by the Facility Manager and Shire, in consultation with DFES and Department of Communities.		



Annexure 6 – Summary Sheet: Evacuated Animal Register

[illegible]

Annexure 8 – Animal Emergency Expenditure

Date	Officer	Good/Service	Paid/Unpaid	Cost

Annexure 8 - Animal Evacuation Centre Locations

To be listed – name, address, facilities - with maps as necessary

Facility	Address	Contact