

**DISASTER PLAN AND PROTOCOL QUESTIONNAIRE**

*The following is a questionnaire that covers the components of a disaster plan and protocol which can be used or adapted freely in order to put a protocol in place at your facility that meets the requirements of GFAS Accreditation or Verification.*

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**Questionnaire for Creating a Disaster Plan and Protocol**

*Answer each question below to begin the process of developing a disaster plan and protocol for your facility.*

1. **RISKS**

***Which types of natural disasters pose a risk for your facility?***

[ ]  Hurricane/severe weather

[ ]  Fire

[ ]  Flood

[ ]  Tsunami

[ ]  Tornado

[ ]  Earthquake

[ ]  Blizzard

[ ]  Drought

***What other types of disasters may pose a risk for your facility?***

[ ]  Civil unrest/ other attack

[ ]  Disease

1. **EQUIPMENT AND SUPPLIES**

***Identify the locations of any equipment and stored supplies to be used in the event of a natural disaster or other emergency, the policies for maintaining them, and information provided to personnel.***

Do you have fire extinguishers on site that are accessible in all areas in which animals are enclosed and humans work or sleep?

[ ]  Yes [ ]  No

Where are they located (identify each location)?

Have personnel been trained on how to use fire extinguishers?

[ ]  Yes [ ]  No

When is the last time that fire extinguishers were inspected to make sure they are in working order?

Do you have transport enclosures for all animals in your facility (e.g., crates, cages, trailers)?

[ ]  Yes [ ]  No

Do you have a list of all transport enclosures, which animals are to be placed in which enclosures, and the location of all transport equipment and vehicles?

[ ]  Yes [ ]  No

Who is responsible for maintaining all transport equipment (including chemical immobilization equipment if needed) and vehicles so that it is in good condition in the event an emergency transport is required?

Do you have a back-up communication system in place in the event that your facility loses phone and internet service?

[ ]  Yes [ ]  No

1. **EVACUATION OR SHELTERING IN PLACE**

***In the event of a disaster, would your plan be to evacuate the premises or to “shelter in place” (having personnel stay on site to care for animals until the event passes)? Would your plan be different depending on the nature of the disaster?***

For sheltering in place:

Do you keep a list of items that should be maintained in the event of a natural disaster or other event that requires personnel to shelter in place to care for animals (including water, human and animal food and medications, flashlights, first aid supplies, etc.)?

[ ]  Yes [ ]  No

Who is responsible for maintaining the inventory of these items and ensuring they are stocked?

How often are these items checked to see if they need restocking?

Have you designated which personnel would stay on site to care for the animals? Where is this list maintained?

[ ]  Yes [ ]  No

Who is designated to oversee a sheltering in place?

For evacuations:

Do you keep a list of items that personnel should take with them, if possible, in the event of a natural disaster or other event that requires personnel to evacuate (including paperwork, water, human and animal food and medications, flashlights, first aid supplies, etc.)?

[ ]  Yes [ ]  No

* Where is the list located?

* Does the list include:

[ ]  Water

[ ]  Human and animal food and medications

[ ]  Flashlights

[ ]  First aid supplies

[ ]  Paperwork containing information on your animals, including animal IDs

[ ]  Other:

Who is responsible for maintaining the inventory of these items and ensuring they are stocked?

How often are these items checked to see if they need restocking?

Who is designated to oversee an evacuation?

Who is responsible for transferring animals into transport enclosures (including those responsible for chemical immobilization)?

Do you have an agreement with the designated location (e.g., sanctuary, zoo, other facility) to which you would plan on transporting your animals in the event that you needed to evacuate?

[ ]  Yes [ ]  No

* Is that agreement in writing?

 [ ]  Yes [ ]  No

1. **EMERGENCY CONTACT INFORMATION/ SIGNAGE/OTHER CONSIDERATIONS**

Indicate what signs and maps are posted at your facility (and for each checked, where it is located):

[ ]  Maps showing evacuation routes/exits

[ ]  Maps showing “safe” locations where humans should go in the event of an emergency

[ ]  Contact information for emergency services (e.g., fire department, wildlife authorities, ambulance, nearest hospital)

[ ]  Signage for fire extinguishers or other fire suppression equipment

[ ]  Contact information for sanctuary director and other senior management

[ ]  Location of first aid equipment and supplies

[ ]  List of needed items for evacuation

[ ]  Contact information for any facility that would receive your animals in the event of an evacuation

[ ]  Other:

Have you invited any emergency services on site to review your disaster preparedness plan and make them aware of the animals on premises (e.g., have the fire marshal walk through to advise of fire risks)?

[ ]  Yes [ ]  No

Have you given a copy of your disaster preparedness plan to your local emergency services department(s)?

[ ]  Yes [ ]  No

Which of your personnel must be notified in the event of an emergency?

How should that person be reached when an emergency occurs?

How have you communicated the above instructions/procedures to your personnel (*e.g.*, in a staff manual, posted sign, staff meeting, etc.)?

Do you have designated locations where members of the public (visitors, other humans on site such as contractors) should go in the event of an emergency? If so, where are they?

Who is designated in the event of an emergency to ensure that members of the public are moved to safe locations?

1. **DISASTER PREPAREDNESS TRAINING**

***Describe the training that personnel receive****.*

How often are fire drills conducted at your facility?

When was the last time that a fire drill was conducted?

What other drills are conducted at your facility (e.g., hurricane, flood, civil unrest)?

Do you maintain records of drills?

[ ]  Yes [ ]  No

* If so, where are these maintained?

How do you assess the success of a drill and any feedback?

Do drill records include a list of all personnel in attendance?

[ ]  Yes [ ]  No

## **ZOONOTIC DISEASE CONSIDERATIONS**

Do you maintain appropriate personal protective equipment (PPE) in the event of a disease outbreak?

[ ]  Yes [ ]  No

Your PPE includes:

[ ]  Gloves

[ ]  Masks

[ ]  Boots

[ ]  Other:

Are all on-site personnel trained in quarantine procedures?

[ ]  Yes [ ]  No

Does your facility have a designated quarantine area?

[ ]  Yes [ ]  No