

Preparedness Checklist for Animal Care Facilities

Many ways exist to assess whether a business is prepared for disasters or not. One good technique has been described by Judy Bell in her book *Disaster Survival Planning*. The author suggests that employees be asked the following list of questions. If they cannot answer them, the company should start to develop its disaster preparedness plan.

Location and Resource Information

- Who will be in charge of administering first aid? Where are the utilities?
- How are the utilities shut off? Who will shut the utilities off?
- Who will determine the extent of business damage? Who will decide when to evacuate?
- What equipment is critical to the practice/shelter/business? Where is the critical equipment located?
- What are the hazards in the company?
- How are employees protected from these hazards?
- How will employees be protected against these hazards after a disaster?
- What emergency first aid supplies are there in the company?
- Where are the emergency first aid supplies?
- How will additional supplies be provided after a disaster? Who will need to be contacted in a disaster?
- How will these people be reached?
- What communications are available in addition to regular telephone services?
- What is needed to be able to use these?

Disaster Survival

- Immediately after a disaster who needs to know what? How will you communicate the information?
- How often will you need to update that information? For what vital functions is your business responsible?
- Which functions play a critical role in restoring your business?
- In what order do you perform these functions?
- How will you determine who is injured and what their current condition is?
- How will you contact the family members of employees to let them know that employees are okay or injured?
- Who has special skills that can be used when a disaster strikes?
- Who has special needs?
- Who is trained in first aid, CPR, or other health support? Who should be trained in these areas?
- Who is responsible for keeping your information correct? How frequently should this information be reviewed?
- How will the business owner/manager know if the information is correct?
- If an employer or employees cannot answer all questions meaningfully, a plan is needed, and the following chapters will be helpful.