SHIRE OF GINGIN

HISTORY | BEAUTY | PROSPERITY

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

ANIMAL WELFARE PLAN

2022

☐ Public Version
☐ Restricted Version

Contents

Distribution List....4
Amendment Record....5
Acronyms & Definitions....6
1. Introduction....7
1.1 Authority....7
1.2 Purpose....7
1.3 Objectives....7
1.4 Scope....7
1.5 Related Documents....7
2. Overview of Animal Welfare....8
3. Key Roles, Responsibilities and Tasks....8
3.1 Animal Welfare Coordinator (AWC)....8
3.2 Animal Welfare Team (AWT)....9
3.3 Animal Owner/Carer....9
3.4 Plan Activation....9
3.5 Withdrawal....9
4. Facilities and Resources....9
4.1 Animal Welfare Operations Centre....9
4.2 Animal Sheltering Facilities....10
4.2.1 Pets....10
4.2.2 Livestock....10
4.2.3 Horses....11
4.3 Wildlife & Wildlife Parks....12
4.4 Transportation and Evacuation Route Options....13
4.5 Equipment....13
4.4 Food....13
4.5 Fees & Charges....14
4.6 Exotic animal diseases & biosecurity....14
4.7 Euthanasia....14
5. Administration & Public Information....15
5.1 Request for Assistance....15
5.2 Offers of Assistance - Donated Goods....15
5.3 Impounded Animals....15
5.4 Lost & Found Animals....15
5.5 Reunite....15
5.6 Pet and Animal Plans....16
Appendix 1: Equipment List for Evacuation Centre (Guide)....18
Appendix 2: Request for Assistance Form....19
Appendix 3: Offers of Assistance Form....20
Appendix 4: Impound Form....21

Appendix 5: Found Animal Register (Public Version) 22
Appendix 6: Lost & Found Register 23
Appendix 7: Equipment & Resource Register 24
Appendix 8: Contact Details 25

Distribution List

Organisation	Officer/ Department	Copies	
		Hardcopy	Electronic
Shire of Gingin	Shire President	1	
	CEO	1	
	Emergency Management	1	
	Records	1	
	Administration Centre	1 Public version	
	Gingin Library	1 Public version	
	Lancelin Office / Library	1 Public version	
	All Staff		Intranet Public version
	Website		Public version
Shire of Gingin LEMC	All members (Refer to General Plan Appendix 1)	1	1

Contact & Document Availability

For copies of this plan, or to provide comment, contact:

LEMC Executive Officer

Shire of Gingin

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Ph: (08) 9575 5100

E: mail@gingin.wa.gov.au

This plan is available on the Shire of Gingin website www.gingin.wa.gov.au and is available for viewing at the Shire facilities outlined above.

Amendment Record

Amendment		Details	Amended By
No.	Date		
1	May 2022	Draft – First Edition	Cher Groves
2	December 2022	Wording amendments	Sharon Smith/Rachael Williams
3	October 2023	Inclusion of updated and new contact details for suppliers, kennels, pony clubs, and social media links.	Cher Groves
4			
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Acronyms & Definitions

Refer to the General Plan and current Australian Emergency Management Glossary for full list of terms and definitions.

Animal	Companion animals, pets, livestock including horses and poultry, wildlife, birds and fish
AWC	Animal Welfare Controller
AWOC	Animal Welfare Operations Centre
AWP	Animal Welfare Plan
AWT	Animal Welfare Team
CEO	Chief Executive Officer
DBCA	Department of Biodiversity, Conservation and Attractions
DC	Department of Communities
DFES	Department of Fire & Emergency Services
Domestic Animals	Both pets and livestock (see individual definitions below)
DPIRD	Department of Primary Industries & Regional Development
DPaW	Department of Parks and Wildlife
HMA	Hazard Management Agency
IC	Incident Controller
ISG	Incident Support Group
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
Livestock	Animals not normally contained or permitted inside a family residence and would normally stay outside on the property, often for human consumption or use other than companionship i.e. cattle, sheep, goats, pigs, camels, deer, alpacas, llamas, poultry and horses
Pets	Companion animals primarily kept for companionship, hobbies, sport or work (other than horses) and would usually accompany the family when they leave the property i.e. dogs, cats, rabbits, rodents, fish, birds.
SoG	Shire of Gingin
SoGAWP	Shire of Gingin Animal Welfare Plan
Wildlife	All native and introduced animals that live without regular human intervention or support. Does not include stray domestic animals.

1. Introduction

1.1 Authority

The Shire of Gingin Animal Welfare Plan (SoGAWP) has been prepared in accordance with *Section 41 (4) of the Emergency Management Act 2005* and forms a part of the Local Emergency Management Arrangements (LEMA) for the Shire of Gingin (SoG). This plan has been endorsed by the Shire of Gingin Local Emergency Management Committee (LEMC) and approved by the Shire of Gingin.

1.2 Purpose

The purpose of the Animal Welfare Plan (AWP) is to provide clear guidance to Shire Staff, Hazard Management Agencies and Supporting Agencies to assist the community with the care and management of domestic animals and livestock during an emergency event within the Shire of Gingin district.

Ultimately, responsibility for the care of domestic animals and livestock rests with the animal owners/carers at all times, including planning for and welfare during emergencies.

1.3 Objectives

To ensure animals are better considered and protected from suffering during and immediately following emergencies. The Shires main objectives are:

- Coordinate the function and outline the management structure of animal welfare arrangements.
- Assist with reuniting owners and animals both during and after emergency events.
- Ensure the safety of both animals, the community, road users and emergency services
  personnel, by impounding stray and wandering animals
- Assist to increase community confidence in, and awareness of, animal welfare arrangements and considerations during an emergency

1.4 Scope

The scope of this animal welfare plan is limited to the care of domestic animals residing within the Shire of Gingin geographical boundaries, during an emergency or disaster. It does not include the routine management of animal welfare during non-emergencies. It does not include emergency arrangements for wildlife, DPaW is responsible for these types of animals.

1.5 Related Documents

This animal welfare plan forms a part of the Shire of Gingin Local Emergency Management Arrangements and should be read in conjunction with these plans and its related documents. They also interface with other hazard specific, emergency management and animal plans at District and State levels.

Consideration should also be given to the **Traffic Management During Emergencies Guidelines** regarding the management and closure of roads during an emergency and/or evacuation.

2. Overview of Animal Welfare

The Shire of Gingin acknowledges that disasters are complex events, often limiting the ability of people to fulfil these obligations. Furthermore, their inability to care for their animals can lead to significant distress in already trying situations.

The aim of this Animal Welfare Plan (AWP) is for animal owners to reference in the event of a disaster occurring within the Shire of Gingin local government (LG) boundaries, where animals must be relocated to a holding area during or after a disaster and pet owners have been relocated to an emergency welfare centre.

In the first instance owners and carers are responsible for the welfare of their pets and livestock at all times, including disaster situations. Whereby if safe to do so, should seek to evacuate their animals to the properties of friends and family outside of the impacted area. LEMA's may identify if animals can be accommodated in the vicinity of welfare centres and if not, what alternate options may be available.

The following list is indicative of what a pet owner should have for their pets in the event of an emergency:

- Animal's identification clearly labelled with animal's name; the owners contact details; collar.
- Animal's food and drink requirements for at least 7 days.
- Animal's medication requirements for at least 14 days.
- Animal cage for transport.
- Containment (leads, cage, pen) for relocation area.
- Shelter (large umbrella, portable gazebo/marquee).
- Animals bedding.
- Cleaning items (kitty litter, dog poo bags, etc).

It is important to note that whilst every effort should be made to protect and care for animals, human life and safety should always take precedence over animal welfare.

According to the *National Planning Principles for Animals in Disaster*, published by the Australian Animal Advisory Committee animals should be integrated into emergency planning because:

- They have intrinsic value.
- They contribute to human's health and wellbeing.
- They have economic value; and
- failure to account for animals puts human life as risk

Findings from the 2009 Bushfire Royal Commission noted that some residents refused to evacuate without their animals, their evacuation plans were delayed because of their animals, or they attempted to re-enter the fire ground to rescue their animals. The death of several civilians has been accounted to these situations.

3. Key Roles, Responsibilities and Tasks

3.1 Animal Welfare Coordinator (AWC)

The appointed Animal Welfare Coordinator (AWC) is the Coordinator of Ranger Services.

Depending on the size and nature of the emergency event, the Coordinator of Ranger Services may choose to delegate this position to another suitably qualified officer.

3.2 Animal Welfare Team (AWT)

Depending on the nature and size of the event, the AWC may require further assistance. This shall be granted by the appointment of an Animal Welfare Team (AWT).

The membership of this team is to be decided by the AWC, but may include officers and/or representatives from:

- Local Recovery Coordinator, or delegate
- Rangers
- RSPCA and other animal welfare agencies
- Department of Primary Industries and Regional Development (DPIRD)
- Department of Parks & Wildlife (DPAW)
- Veterinarians
- Local animal groups

3.3 Animal Owner/Carer

Animal owners/carers are ultimately responsible for the welfare of their animals and should consider preparedness for, response to and recovery from an emergency. Any person in charge of an animal has a primary duty of care to ensure it is protected from unreasonable pain and suffering.

Personal safety plans and emergency household/property plans should include contingencies for animals regardless of whether they will remain at the property or be relocated during an emergency.

3.4 Plan Activation

The activation of the SoGAWP will be determined by the IC of the relevant HMA. This will be in consultation with the:

- Incident Support Group (ISG)
- Welfare Agencies
- Shire of Gingin (primarily Ranger Services)

3.5 Withdrawal

The AWT structure shall be gradually stood down as assistance is no longer required and the capability of local resources improves. The decision to conclude the SoGAWP and withdraw additional resources shall be determined by the Animal Welfare Controller (AWC) in consultation with the Local Recovery Coordinator/Committee.

4. Facilities and Resources

4.1 Animal Welfare Operations Centre

The Shire of Gingin pound is appointed as the Animal Welfare Operations Centre (AWOC). Where this facility is not suitable, the AWC is to nominate an alternate location.

The AWOC is to be a central location for the management of all animal welfare efforts and its functions include:

- Record, register and prioritise all requests for assistance
- Task the AWT
- Record and register all lost, found, rescued and impounded animals
- Assist with the logistics of caring for all impounded animals (when possible)
- Maintain all financial and administrative records

For health and safety reasons animals, including pets, are not permitted inside Welfare Centres with the exception only of Assistance dogs or Assistance animals. There are 3 main types of assistance dogs:

- ***Service dogs*** are trained to assist people who have various disabilities to manage personal and other tasks. The popular term for these dogs in Australia is assistance dogs.
- ***Guide dogs*** or **Seeing eye dogs** are trained to help blind or visually impaired people get around safely and independently.
- ***Hearing dogs*** are trained to assist people who are deaf or have hearing problems by alerting them to sounds.

Assistance animals are specially trained to alleviate the effects of a person's disability, are recognised under the *Disability Discrimination Act 1992* and must be given full access to public facilities.

Therapy Animals or Emotional Support Animals (ESA) are not recognised under Australian law. Unlike Assistance Animals there is no minimal training or standard certification for an ESA. These animals may also be called companion animals. There are many benefits of having an animal for psychological health and many experience increased mental wellness from owning a pet. ESA's are valuable in their own right, but they are different to Assistance Animals.

4.2 Animal Sheltering Facilities

Animal sheltering facilities are to provide temporary housing and welfare for rescued, roaming and impounded animals. Whilst animals may be kept outside evacuation centres, the nature of the disaster may not allow this. Residents are to be urged to seek shelter for their animals with friends or families that have not been affected by the emergency event prior to utilising the services of an animal sheltering facility.

4.2.1 Pets

The Shire of Gingin pound has been appointed as the primary housing facility for pets.

Dogs and Cats accommodated within the Shire of Gingin must be registered and microchipped. The Shire's database may be used in the identification.

Where this facility is not suitable, the AWC is to nominate an alternate or additional location. Other locations may include (but are not limited to):

- Local Boarding Kennels and Catteries
- Veterinary facilities

See ***Appendix 8*** for contact details for boarding kennels, catteries, and vets within the Shire of Gingin area and bordering Local Governments.

4.2.2 Livestock

As per the National Livestock Identification System (NLIS), livestock includes cattle, sheep, goats, pigs, camels, deer, alpacas, llamas, poultry and horses. For the purpose of emergency animal welfare planning, horses have been addressed separately *see 4.2.3 below.*

Livestock are to be contained within the closest safe paddock. All attempts should be made to restrict their access to roadways, ensure they have access to feed and water, and have room to exercise. When resources become available all attempts should be made to identify

and contact the owners. Where livestock are not claimed, arrangements may have to be made to relocate the animals to a more permanent holding facility.

The Shire's Coordinator of Ranger Services will assist by approaching land holders of suitable properties and arranging for appropriate management of the animals that are housed within the facility.

4.2.3 Horses

In addition to 4.2.2, there are a range of avenues available for the short-term relocation and welfare of horses. Recommended in the following priority order:

1. Encourage community members to seek private arrangements with family and friends.
2. Encourage community members to seek private arrangements with other community members (the databases and social media pages listed below may be of assistance).
3. The Shire requests the use of a public equestrian facility (approval required).
4. The Shire requests the use of public open space (approval required).

Online Databases and Social Media

Name & Type	Web Link	Other details
WA Horse Emergency	https://www.wahorsecouncil.com.au Email horsecouncilwa@gmail.com	Website page - registration required
Emergency Animal Support Evacuation (EASE) WA	https://www.facebook.com/EASEWA Email easewa1@gmail.com	Facebook Public Page
Shire of Gingin Horse Community	WA Cutting Horse https://www.facebook.com/profile.php?id=100057177141167 Email wacuttinghorse@gmail.com Gingin Campdraft https://www.facebook.com/GinginCampdraftClubInc Email gingincampdraftwa@outlook.com Denim & Lace Barrel Racing https://www.facebook.com/dandlbarrelracinginc Email dnlbarrelracing@gmail.com Woodridge Equestrian Centre https://www.facebook.com/WoodridgeEquestrian Email woodridge.equestrian@yahoo.com	Facebook Public Pages/Groups
Surrounding Horse Community	South Midlands Polocrosse Club https://www.facebook.com/southmidlandspolox Email: southmidlandspolox@gmail.com South Midlands Pony Club https://www.facebook.com/southmidlandspc Email: smpcsecretary@outlook.com	Facebook Public Pages/Groups

Public Equestrian Facilities

There are two public equestrian facilities (Gingin Equestrian Grounds and Woodridge Equestrian Centre) with loose yards located in Shire of Gingin.

The following should be considered prior to making this option available:

- Approval and management processes of the respective LG and the facility
- Distance and travel arrangements
- Staffing or volunteer arrangements for the management of the facility
- Limitations of human welfare services able to be provided at the facility
- Clear route of access to DC Evacuation Centre (to provide the above)
- Potential threat or risk to the facility from the incident or another hazard

Please note: Woodridge Equestrian Centre (leased from SoG) has offered to accommodate housing horses before and during an emergency evacuation as they have access to yards and water.

Other:
South Midlands Pony Club, Sandown Park, Brand Highway, Muchea and the State Equestrian Centre, 303 Cathedral Avenue, Brigadoon would be closer than Coolup and Baldivis.

There are also several racing/equestrian facilities and veterinary complexes in the Wheatbelt and Peel regions (not listed) that may be used in some capacity:

- Racing facilities are only suitable to shelter displaced animals for short periods of times (-8hrs) or as transfer points, due to the restrictive yarding type (cross ties)
- Veterinary complexes have limited space and should be reserved for injured, rather than displaced animals

Public Open Space:
If none of the above are available or suitable, the Shire may consider using public open space (i.e., ovals and parks). The following should be considered prior to making this option available:

- Secure gated perimeter fencing
- Access to water and amenities
- Damage likely to be caused to the ground surface by animals and vehicles
- Waste management
- Lack of established yarding at these types of facilities (Note: not all horse owners have float yards and some have more animals than they can transport in one trip)

4.3 Wildlife & Wildlife Parks

Fires and other wildlife species in emergencies can have a significant impact on native animals particularly on vulnerable or threatened populations.

The Shire of Gingin is home to many different wildlife species including the Western grey kangaroo, emus, echidna, brushtail possums, bush wallabies, quenda, honey possums, ash-grey mouse and snakes.

Department of Biodiversity Conservation and Attractions (DBCA) is responsible for coordinating the provision of emergency animal welfare services and advising the owner or carer of wildlife during emergencies

Prior to being taken into care or under control or supervision, there is no owner or carer for wildlife living in their natural habitat. Where an emergency is likely to impact wildlife in a wildlife park, DBCA

are responsible for providing assistance and should be contacted for advice about suitable temporary containment and other welfare needs of wildlife.

For advice on sick, injured, orphaned or displaced native animals, DBCA runs the Wildcare Helpline Phone: (08) 9474 9055.

This is a 24 hour a day, seven days a week telephone referral service operated by volunteers.

National/Conservation Parks and Reserves	Areas
Nilgen Nature Reserve	22km North of Lancelin
Timaru Nature Reserve	Bambun
Moore River National Park	Guilderton
Breera Road Nature Reserve	Breera
Wilbinga Nature Reserve	Wilbinga
Yeal Nature Reserve	Yeal

4.4 Transportation and Evacuation Route Options

Transporting animals between their home and an evacuation centre is primarily the responsibility of the owner/carer. In the first instance, the owner/carer will be required to use private or professional means for transport.

Where the owner/carer has insufficient arrangements to transport their animal(s), the Shire may be able to assist. The Shire has limited access to Ranger vehicles that may be used to transport animals where needed.

4.5 Equipment

Where possible animal owners/carers are to be encouraged to supply equipment when impounding their animal.

The SoG Ranger Services has a limited established supply of animal equipment: cages, crates, blankets, water & food bowls.

Any purchase of additional equipment or food supplies, it is essential that throughout the response effort, all costs associated with emergency animal welfare are recorded and collected for possible reimbursement from the Disaster Relief Funding Arrangements in Western Australia (DRFAWA). See Equipment & Resources Register ***Appendix 7***

4.4 Food

The Shires preferred supplier for animal food is Gingin Stockfeeders, however, depending on the nature and extent of the disaster, other suppliers may be required. Contact details of suppliers for animal food, equipment and other supplies within the Shire of Gingin and bordering areas can be found on *Equipment & Resources Register* (Appendix 7)

4.5 Fees & Charges

An owner/carer of an animal has the primary duty of care and is therefore responsible for any costs incurred for the provision of transport, board and care.

Where possible the Shire will endeavor to assist the community in caring for their animals, by the waiving (authorised by SoG CEO on request) of selected fees and charges. Only the Shire CEO has the delegated authority to waive, amend or impose Shire fees and charges as deemed appropriate.

To ensure there is a consistent approach to the waiver of fees, the following points for consideration are to be clarified by the AWC and AWT as early as practicable:

- Length of impoundment fee waiving period for animals cared for during an emergency, provided the animal(s) is/are collected within 7 days after the danger has passed.
- Fees for the use of alternate animal sheltering facilities (i.e. boarding kennels)
- Fees for the extended impoundment of existing impounded animals due to emergency controls (i.e. roadblocks)
- Veterinary costs related to impoundment period
- Fees for surrendering animals for destruction or rehoming

During an emergency, the Shire may incur substantial costs associated with animal welfare. These may include engaging contractors, shelter fees, veterinary expenses, food and other welfare needs.

It is essential that throughout the response effort, all costs associated with emergency animal welfare are recorded and collected for possible reimbursement from the Disaster Relief Funding Arrangements in Western Australia (DRFAWA)

4.6 Exotic animal diseases & biosecurity

The Shire of Gingin has a limited agricultural industry within its boundaries, however any significant outbreak of disease is still likely to have an impact on the community.

The Department of Primary Industries and Regional Development - Agriculture and Food Western Australia (DPIRD) is the HMA for Animal and Plant Pests and Diseases.

The SoG may be requested to provide community level resources and assistance to comply with their incident management and is responsible for recovery efforts. Refer to WESTPLAN Animal & Plant Biosecurity for further information.

4.7 Euthanasia

It is the responsibility of the person in charge of the animal to arrange for the humane destruction of affected animals where the animals will continue to suffer if they remain alive, or where the animals have little or no chance of survival.

For animals in the care of the SoG or where alternative accommodation has been arranged, wherever possible, destruction activities will take place in consultation with the owner.

However, where reasonable attempts have been made to locate the owner and the owner cannot be found, authorisation for destruction in the owner's absence is provided if it is humane to do so.

Whilst it is prohibited to destroy native wildlife under the Wildlife Act, registered veterinary practitioners and appropriately accredited officers, Rangers and volunteers who destroy wildlife in accordance with the *Animal Welfare Act 2002* are exempt

5. Administration & Public Information

5.1 Request for Assistance

All incoming requests for assistance from the public regarding animal welfare (i.e rescues, roaming, lost and found) shall be recorded using the Request for Assistance form (***Appendix 2***). These forms are available in each of the Welfare Centre activation kits.

5.2 Offers of Assistance - Donated Goods

In many emergency situations, members of the public/businesses will donate bedding, food and other items for the upkeep of animals. Accepting donations of goods will only be supported in circumstances where a particular need has been identified.

All offers of donations should be directed to the AWOC. The AWT will accept donations, when a particular need has been identified and authorised by the AWC, to assist in the care of animals until the end of the emergency.

All public offers of assistance, such as donations of services and accommodation are to be recorded on the DC Offers of Assistance form ***(Appendix 3***) and be made available for public viewing (i.e public notice board).

Whilst DC and the Shire of Gingin may facilitate this process they will not endorse any service providers or be held accountable for the quality of assistance provided.

5.3 Impounded Animals

All impounded animals are to be registered with the Shire of Gingin Ranger, these animals are to be registered on the Impound Form (***Appendix 4***).

Where there is more than one animal sheltering facility, it is to be clearly noted on the *Impound Form* where the animal is located.

5.4 Lost & Found Animals

All found animals are to be listed in the Found Animal Register (***Appendix 5***) and listed on the SoG website for public viewing.

All records of lost and found animals are documented on the Lost & Found Register (***Appendix 6***).

Where this online service is not available a physical list of animals is to be displayed at an appropriate venue (i.e evacuation center or recovery coordination centre) using the Found Animal Register public display (***Appendix 5)***

5.5 Reunite

The National Livestock Identification System (NLIS) is a livestock identification and tracking system.

This system can be used in an emergency to assist in the identification of relocated or stray livestock.

Dogs and Cats accommodated within the Shire of Gingin must be registered and microchipped. The Shire's database may be used in the identification.

Any stray or unclaimed animals residing in the Shire of Gingin pound will follow business as usual Local Government policy.

All impounded animals registered with the Shire of Gingin Ranger should update/sign for the animal's release by completing the Impound Form ***(Appendix 4).***

5.6 Pet and Animal Plans

In preparation for emergencies, animal owners/carer should prepare their own Animal Emergency Plan and Animal Emergency kit. Items to consider and include are listed below:

When developing your Animal emergency, it is important to consider the following:
Animals will require a constant source of water and food, shade and a safe place to shelter.
If you need to move your animals to a safer place, think about when and how you will relocate them. This may be a boarding facility, or a family member or friend located in a safe area. Keep in mind that the premise may have specific requirements – for example, boarding facilities require pets to be up to date with vaccinations.
Animals are not allowed inside Welfare Centres, **except** assistance dogs/ assistance animals.
Is your animal trained to be settled in a cage / carrier / crate / horse float.
Prepare an Animal Emergency Kit for each animal in advance.
Remember to act safely and not to risk human life.

Preparation Checklist - Prepare an Animal Emergency kit
Pack animal supplies i.e.: food, bowls, leash, bedding, transportation etc.
Ensure your Animal's Registration is current with the Shire of Gingin (have the Tag on the collar)
Update your Animals microchip details (have a record of this)
Ensure your Animals have ID Tags – Animal Name & Contact Number
Ensure vaccinations are all up to date (a record may be required)
Have a current photo of your Animal to assist in easy identification.
Include any medication for the animal
Include the following phone numbers/information in your emergency plan: ○ Your veterinarian ○ Clear instructions for treatment of your animals i.e Allergies/Medical issues ○ Emergency numbers –Family members or Friends / Ranger/ Animal Rescue Services

All forms listed above can be found in the Welfare Centre Activation Kits

Additional information for emergency animal plans can be found online at:

https://dfes.wa.gov.au
https://kb.rspca.org.au/knowledge-base/
https://nema.gov.au/stories/emergency-planning-pets-livestock
https://www.redcross.org/get-help/how-to-prepare-for-emergencies/pet-disaster-preparedness.html
https://animalsaustralia.org/our-work/compassionate-living/emergency-planning-animals/
https://www.ready.gov/pets
https://animalemergencyservice.com.au/blog/pet-emergency-plan/

The abovementioned websites listed is not an exhaustive list.

Appendix 1: Equipment List for Evacuation Centre (Guide)

ITEM	NUMBER/DESCRIPTION
Contact Lists	3 x Contact Lists
Forms	• Request for Assistance Form • Offers of Assistance Form • Impound Form • Found Animal Register (Public Version) • Lost & Found Register • Alternative Contact Details
Stationery	2 x Whiteboard 4 x White board Marker Pens (different color)
Miscellaneous	• Dog Leads • Water Bowls • Collapsible Animal Cages

Equipment Required to Purchase:

Cat Boxes – Foldable
Dog and Cat Bowls
Dog Leads
Horse Lead/Rope

Appendix 2: Request for Assistance Form

Customer Service Request Form (manual/no IT or power)

Officer Name _____ Time: _____ Date: ___/___/___
Customer Name _____
Address _____ Email _____
Mobile Number _____ Home☎ _____

Location of Issue: _____
Nearest cross street / road / Reserve / Shire facility / other _____
☐ Council Property ☐ Private Property

Nature of Request: please ✓

☐	Dog / cat / horse	☐	Pigs	☐	
☐	Cat	☐	Cattle	☐	
☐	Horse	☐	Chickens	☐	
☐	Sheep	☐		☐	

Description: _____
_____
_____
_____
_____
_____

Priority Rating:
☐ Low (weeks / months)
☐ Medium (days)
☐ High (hours)

Other Agencies involved/required
☐ Police ☐ SES
☐ DFES ☐ Other _____

Action Taken:
(circle) Emailed / Phoned / SMS / Handed to: _____

Officer Name: _____ Time: _____ Date: ___/___/___

Officer Notes: Job duration: _____
_____
_____
_____
_____
_____
_____Signed _____

☐ CSR issued: _____ ☐ CSR closed: _____/_____/_____

Appendix 3: Offers of Assistance Form

Government of Western Australia
Department for Child Protection
and Family Support

Offers of Assistance

THIS FORM IS FOR THE COLLECTION OF INFORMATION ONLY
The Department for Child Protection and Family Support has not screened this information, and is not responsible for the delivery of services, donated goods or accommodation offered on this form.
All agreements on the delivery of services, donated goods and accommodation offered will be agreed upon between the private parties without the assistance of the Department, ADRA Australia or Volunteering WA.
By filling out this form I (You) agree to the information being forwarded on to impacted persons and/or relevant services/organisations.

Type of Assistance

☐ Accommodation ☐ Service ☐ Donation ☐ Other

*Please fill out a separate form for each type of assistance offered.

Name: _____

Address: _____

Phone Number (Best number to reach you on): _____

Email: _____

Accommodation

☐ House ☐ Granny Flat ☐ Caravan ☐ Other

Accommodation Address: _____

_____

Availability:

☐ Immediate ☐ Short term ☐ Long term

Information on Accommodation, Service, Donation and Other

Eg:
Accommodation – Availability dates, Size, Exclusions, Children, Pets, etc.
Service – Availability dates, Skills, Health and medical issues. Are you currently with a volunteering agency, etc.
Donations of goods and services – What you wish to donate, etc.
Other – please describe.

Signature _____ Date: _____ Time: _____

Thank you

Appendix 4: Impound Form

ANIMAL POUND REGISTER

Impounding Details **Date** **Time**

Investigation Number **Impounding Officer**

Road/Locality Where Animal was round

Reason for impoundment

Wondering at large ☐ Request for Destruction ☐ Attack ☐ Other ☐

Description of Animal Colour Breed

SIZE Small ☐ Medium ☐ Large ☐ **SEX** Male ☐ Female ☐ Sterilised ☐

Identification (if any)

Collar ☐ **Chain** ☐ **Leather** ☐ **Webbed** ☐ **Colour**

Registration Tag No. **Chip No.**

Owner's Details

Destiny **Collected Date** **Time**

Vet ☐ Relocated ☐ Rescue Group ☐ K9 Rescue ☐

If Claimed Name

or
New Owner Date of Birth Phone No

Address

Agent Name

Date of birth Phone No.

Address

Explanation

Storm ☐ Fireworks ☐ Gate Open ☐ Fence Damaged ☐ Ran Away ☐

Explanation Summary

Infringement No **Issued for**

Pound Keepers Fees

Poundage $ **Sustenance $** **Total $** **Receipt No**

Register on Release ☐ Amount $ Receipt No

Req. to Reg Issued Req. to Reg # To be Registered by /___/___

The above information Is true and correct to the best of my knowledge

Owner/Agent Signature Date

Pound Attendant Signature Date

Appendix 5: Found Animal Register (Public Version)

FOR PUBLIC DISPLAY
OFFICER INPUT ONLY

FOUND ANIMAL REGISTER

The animals listed below have been found and reported to Rangers Services.

For further information contact: _____

Rescue Date / Time	Rescue **Location**	ID #	Quantity (refers to livestock)	**Type / Breed**	Description / Comments

Appendix 6: Lost & Found Register

LOST & FOUND ANIMALS

Officer: Date: Time:	Contact:
Animals Name: Breed:	Address:
Colour:	
Male Female	
Collar:	Home:
ID Yes / No	Mobile:
Age: Sterilised: Yes No	Work:
Last Seen / Distinguishing Marks	
	Date Found: By Owner / Deceased / Still Missing / Office Other:

Appendix 7: Equipment & Resource Register

Company Name	Product	Qty	Authorised By:

<u>Suppler Details</u>

Gingin Stockfeed
Address: Units 3&4, 27 Gingin Brook Road, Gingin WA 6503
Contact: (08) 9575 1640

Mon-Fri: 8:30am – 5:00pm
Sat: 9:00am – 1:00pm
Sun: Closed

Greenwells Gingin
Address: 5 Brockman Street, Gingin WA 6503
Contact: (08) 9575 2220

Mon-Fri: 8:30am – 5:30pm
Sat: 8:00am – 12 noon
Sun: 8:30am – 10:30am

Lancelin Trade & Rural Supplies
Address: 29 Walker Avenue, Lancelin WA 6044
Contact: (08) 9655 1537

Mon-Fri: 7:30am – 5:00pm
Sat: 7:30am – 1:00pm
Sun: Closed

Elders Muchea
Address: 11 Mercury Rise, Muchea WA 6501
Contact: (08) 9570 7999

Mon-Fri: 8:00am – 5:00pm
Sat: 8:00am – 12 noon
Sun: Closed