New Rule Rollout: Contingency Planning
April 6, 2022

Objectives

Background

Requirements

Resources
What is Contingency Planning?

Planning to account for adverse, emergencies, and unexpected events
What is Contingency Planning?

Backup Planning
Emergency Planning
Adverse Event Planning
Disaster Planning
Disaster Management
Resiliency Planning

Example: School building fire safety planning
Hurricane Katrina (2005)
Background
Better planning for emergencies, adverse events, or disasters safeguards the health and welfare of the animals.
Milestones

12/31/2012: Rule approved

7/13/2013: Stay imposed to further study the rule impact

6/1/2018: APHIS issued *de minimis* exemptions to address stay concerns

7/25 to 8/24/2021: Proposal to lift the stay (60-day public comment)

01/03/2022: Final rule in effect

07/05/2022: Facilities are to have plan
Objectives

Background

Requirements

Resources
§ 2.134 and § 2.38(l) Contingency planning

Provide for the humane care of their animals in the event of an emergency or disaster (one which could reasonably be anticipated and expected to be detrimental to good health and well-being)
§ 2.102 Holding facility

The other person or premises must either be directly included in the dealer’s or exhibitor’s contingency plan required under § 2.134 or must develop its own contingency plan in accordance with § 2.134
Rule Summary, Part 1

Contingency Plans to be in place on 7/5/2022 (within 180 days of the final rule going into effect)

Plan must:

• Identify when the plan is put into action (when),
• Outline the specific tasks to be carried out (what),
• Identify a chain of command and responsibility for the tasks (who),
• Address materials, resources, and training needed (how).
Rule Summary, Part 2

- Plan is available for inspection (plans go with traveling entities),
- Entities review plan annually, and document review and interim modifications,
- Optional form APHIS 7093,
- Training must be provided to personnel within 60 days of the plan being put in place.
Planning Must Answer the 4 Questions

When  What  Who  How

Identify situations the licensee or registrant might experience that would trigger the need for the measures identified in a contingency plan to be put into action including, but not limited to, emergencies such as electrical outages, faulty HVAC systems, fires, mechanical breakdowns, and animal escapes, as well as natural disasters most likely to be experienced;

Outline specific tasks required to be carried out in response to the identified emergencies or disasters including, but not limited to, detailed animal evacuation instructions or shelter-in-place instructions and provisions for providing backup sources of food and water as well as sanitation, ventilation, bedding, veterinary care, etc.;

Identify a chain of command and who (by name or by position title) will be responsible for fulfilling these tasks; and

Address how response and recovery will be handled in terms of materials, resources, and training needed. (from § 2.134)
When?

§ 2.134(a)(1) and § 2.38(l)(1)(i) Identify situations the licensee or registrant might experience that would trigger the need for the measures identified in a contingency plan to be put into action including, but not limited to, emergencies such as electrical outages, faulty HVAC systems, fires, mechanical breakdowns, and animal escapes, as well as natural disasters most likely to be experienced;
What?

§ 2.134 (a)(2) and § 2.38(l)(1)(ii) Outline specific tasks required to be carried out in response to the identified emergencies or disasters including, but not limited to, detailed animal evacuation instructions or shelter in-place instructions and provisions for providing backup sources of food and water as well as sanitation, ventilation, bedding, veterinary care, etc.;
§ 2.134 (a)(3) and § 2.38(l)(1)(iii) Identify a chain of command and who (by name or by position title) will be responsible for fulfilling these tasks; and
How?

How will you do it successfully?

§ 2.134 (a)(4) and § 2.38(l)(1)(iv) Address how response and recovery will be handled in terms of materials, resources, and training needed.
Planning

A plan is a living document

It changes as your animals, staff, and vendors change
Training on roles and responsibilities

7/05/22
Plan in place
(Day Zero)

Personnel hired after 30 days (8/4/22) of plan being in place must be trained within 30 days of hiring

All personnel on board up to 30 days (8/4/22) of plan being in place must be trained within 60 days (9/3/22) of plan being in place

§ 2.134(c) & § 2.38(l)(3)
Optional Form APHIS 7093

<table>
<thead>
<tr>
<th>SECTION I. ESTABLISHMENT OF CONTINGENCY PLANNING PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. LICENSEE/REGISTRANT NAME</td>
</tr>
<tr>
<td>2. BUSINESS NAME</td>
</tr>
<tr>
<td>3. USDA LICENSE/REGISTRATION NUMBER</td>
</tr>
<tr>
<td>4. STREET MAILING ADDRESS</td>
</tr>
<tr>
<td>5. CITY, STATE, AND ZIP CODE</td>
</tr>
<tr>
<td>6. SITE NUMBER</td>
</tr>
<tr>
<td>7. HOME TELEPHONE</td>
</tr>
<tr>
<td>8. BUSINESS TELEPHONE</td>
</tr>
<tr>
<td>9. EMAIL ADDRESS</td>
</tr>
</tbody>
</table>
SECTION II. MAINTENANCE OF PROGRAM

Facilities must develop, document, and follow a contingency plan to provide for the humane handling, treatment, transportation, housing, and care of their animals in the event of an emergency or disaster. Make sure your contingency planning addresses the basics by completing this optional form.

The process of contingency planning is more important than an actual plan, especially if the plan is never revisited. Review your plan once a year, at minimum. Practice your plan through drills with employees. Use the reviews as an opportunity to improve your plan (e.g., add new triggers you had not thought of before, update contact information for all employees, add backup sources for feed, assess your training). Make sure your contingency plans, as well as all annual review documentation and training records are available to USDA upon request.

For more tips on planning, visit https://www.aphis.usda.gov/aphis/ourfocus/emergencyresponse/sa_animal_welfare

I have read and completed this Contingency Planning Program and understand my responsibilities.

Licensee / Registrant ___________________________ Date ___________________________

IN THIS SPACE LIST THE DATES AND INITIAL WHEN YOU REVIEWED AND CONDUCTED DRILLS ON THIS PLAN. ADD MORE PAGES AS NEEDED.
## Optional Form

### SECTION III. IMPORTANT CONTACT INFORMATION

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ATTENDING VETERINARIAN</td>
<td>10. POWER COMPANY</td>
</tr>
<tr>
<td>2. SDA INSPECTOR</td>
<td>11. GAS COMPANY</td>
</tr>
<tr>
<td>3. EMERGENCY MANAGEMENT AGENCY</td>
<td>12. WATER COMPANY</td>
</tr>
<tr>
<td>4. ANIMAL POISON CONTROL CENTER</td>
<td>13.</td>
</tr>
<tr>
<td>5. ANIMAL EVACUATION SITE</td>
<td>14.</td>
</tr>
<tr>
<td>6. FIRE DEPARTMENT</td>
<td>15.</td>
</tr>
<tr>
<td>7. POLICE DEPARTMENT</td>
<td>16.</td>
</tr>
<tr>
<td>8. HOSPITAL</td>
<td>17.</td>
</tr>
<tr>
<td>9. POISON CONTROL CENTER</td>
<td>18.</td>
</tr>
</tbody>
</table>
Optional Form

SECTION IV. SITUATIONS THAT WOULD TRIGGER YOUR CONTINGENCY PLAN

(Add more pages as needed.)

What are common risks to your animals? What types of things have you experienced in the past at your facility?

Here are some examples.

- Electrical outages
- Faulty HVAC systems
- Fires
- Animal escapes
- Natural disasters such as [blank]
- Feed and water supply disruptions
- Road closures
- Other situation: [blank]

List other issues and details below.
### Optional Form

#### SECTION V. SPECIFIC TASKS REQUIRED (see note below)

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use back-up animal feed</td>
<td>Animal Husbandry Manager Cell 111-111-1111</td>
</tr>
<tr>
<td>Contact all employees in emergency situation</td>
<td>Staff Manager Cell 222-222-2222</td>
</tr>
</tbody>
</table>

#### SECTION VI. RESPONSIBLE PERSON FOR THE TASK

<table>
<thead>
<tr>
<th>Animal Husbandry Manager</th>
<th>Cell 111-111-1111</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Manager</td>
<td>Cell 222-222-2222</td>
</tr>
</tbody>
</table>

#### SECTION VII. DETAILS NEEDED TO PERFORM THE TASK

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan for 2 alternate feed sources at all times, keep 7 days’ emergency feed on hand in Store room 1, use and replace emergency feed stock monthly to prevent spoilage, train staff on monthly stock rotation</td>
<td></td>
</tr>
<tr>
<td>Maintain a way to contact employees when they are both on-site and off-site, keep contact list updated; perform drills to ensure all employees are trained</td>
<td></td>
</tr>
</tbody>
</table>
Resources

https://www.thenasaaep.com/
https://zahp.org/
https://avma.org/
https://www.nacanet.org/disaster-portal/
https://thenarsc.org/
https://www.ready.gov/
https://www.ready.gov/business
https://www.ncbi.nlm.nih.gov/books/NBK464307
Resources

Resources

Resources  https://www.ready.gov/business
Resources  https://zahp.org/

Is Your Facility Prepared?

We are here to help zoos, aquariums, and facilities managing exotic wildlife become more prepared for and resilient to
Resources
Highly Pathogenic Avian Influenza
Report Sick Birds: 866-536-7593
www.aphis.usda.gov/animalhealth/defendtheflock
Questions?

Animal Care

animalcare@usda.gov

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Randall Wagner