

**UNITED STATES DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
ANIMAL CARE**

**CONTINGENCY PLANNING PROGRAM**

INSTRUCTIONS: This optional form or an equivalent format may be used to meet the requirement for a written Contingency Plan. This form may be used as a guideline for developing and writing a Contingency Plan. Pages or blocks which do not apply to the facility should be marked N/A. If the space provided is not adequate for a specific topic, additional sheets may be added. Ensure the additional sheets include Section and Item Numbers. For more information, see 7 U.S.C. 2131-2159; 7 CFR 2.22, 2.80, and 371.7.

SECTION I. ESTABLISHMENT OF CONTINGENCY PLANNING PROGRAM		SECTION II. MAINTENANCE OF PROGRAM
1. LICENSEE/REGISTRANT NAME	6. SITE NUMBER	<p>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.</p> <p>The process of contingency <i>planning</i> 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 are available to USDA upon request.</p> <p>For more tips on planning, visit <a href="https://www.aphis.usda.gov/aphis/ourfocus/emergencyresponse/sa_animal_welfare">https://www.aphis.usda.gov/aphis/ourfocus/emergencyresponse/sa_animal_welfare</a></p> <p>I have read and completed this Contingency Planning Program and understand my responsibilities.</p> <p>Licensee / Registrant _____ Date _____</p>
2. BUSINESS NAME		
3. USDA LICENSE/REGISTRATION NUMBER	7. HOME TELEPHONE	
4. STREET MAILING ADDRESS	8. BUSINESS TELEPHONE	
5. CITY, STATE, AND ZIP CODE	9. EMAIL ADDRESS	
SECTION III. IMPORTANT CONTACT INFORMATION		<p>IN THIS SPACE LIST THE DATES AND INITIAL WHEN YOU REVIEWED AND CONDUCTED DRILLS ON THIS PLAN. ADD MORE PAGES AS NEEDED.</p>
1. ATTENDING VETERINARIAN	10. POWER COMPANY	
2. USDA INSPECTOR	11. GAS COMPANY	
3. EMERGENCY MANAGEMENT AGENCY	12. WATER COMPANY	
4. ANIMAL POISON CONTROL CENTER	13.	
5. ANIMAL EVACUATION SITE	14.	
6. FIRE DEPARTMENT	15.	
7. POLICE DEPARTMENT	16.	
8. HOSPITAL	17.	
9. POISON CONTROL CENTER	18.	

**SECTION IV. SITUATIONS THAT WOULD TRIGGER YOUR CONTINGENCY PLAN**

*(Add more pages as needed.)*

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

Here are some examples.

- Electrical outages
- Faulty HVAC systems
- Fires
- Animal escapes
- Feed and water supply disruptions
- Road closures
- Natural disasters such as

Other situations:

List other hazards and provide details below.

**SECTION V.  
SPECIFIC TASKS TO PREVENT AND RESPOND TO  
POTENTIAL HAZARDS LISTED IN SECTION IV**

*(Examples of tasks required in emergency situations: Animal evacuation to temporary housing; shelter-in-place; provide backup sources of food and water; provide backup methods of sanitation, ventilation, bedding; provide backup veterinary care and medications; contact local emergency management, public safety and/or law enforcement; contact all employees; contact your USDA Inspector; contact your Attending Veterinarian; establish Safety Leader)*

*(Example only)  
Use back-up animal feed*

*(Example only)  
Contact all employees in emergency situation*

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

*Animal Husbandry Manager  
Cell 111-111-1111*

*Staff Manager  
Cell 222-222-2222*

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

*(Consider physical materials, other resources, and training)*

*Plan for 2 alternate feed sources at all times, keep 7 days' emergency feed on hand in Storeroom 1, use and replace emergency feed stock monthly to prevent spoilage; train staff on monthly stock rotation*

*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*