

ZAHP Fusion Center Contingency Planning Microgrant Application

The ZAHP Fusion Center is pleased to announce the third year of its microgrant program. This year we are offering up to fifteen \$1,000 microgrants to the exotic animal industry to increase preparedness and response activities across the sector.

Application

To apply, complete the following application questionnaire, including a short description of how you will use the award to better prepare for or respond to an incident and how your facility plans to measure the results of your project. You will also be asked to explain how you will match the \$1000.00 amount through expenses, training costs, staff time, travel, equipment expenses, etc. In order to be eligible, applicants must be located in the United States, a tribe, or territory. Applicants should clearly identify their needs, justify the budget, and explain how the results of their project will be measured. We are seeking requests that build and document real-world partnerships (such as meeting with local emergency management personnel, developing mutual aid agreements for sharing response equipment, or including other facilities in the region in planning efforts) or allow for purchase or partial purchase of equipment or materials to increase safety for employees, volunteers, and visitors.

NOTE: If the microgrant is requested for equipment, the need must be completely explained along with any other necessary conditions. (Example: The facility describes the need for a generator, and that they are fundraising toward this large purchase. A request will likely be denied unless you demonstrate additional planning such as identifying electrical requirements, needed rewiring work, plans for training staff on the use, etc.). If awarded a grant, a receipt clearly describing the equipment purchased must be included with the final report. An award for equipment that could be 'shared' across other facilities will receive greater consideration.

Applications must be submitted to azielinski@aza.org no later than May 1, 2019.

Selections, Reimbursement, and Reporting

Applicants will be notified on whether or not they were selected to receive a microgrant by June 1, 2019. Upon notification, winning facilities will be asked to schedule a preliminary call with Fusion Center staff to briefly discuss the project. Checks will be sent out to facilities once this phone call is completed. Meetings/planning initiatives/projects that receive an award must be completed *before* September 30, 2019. A final written report must be submitted back to ZAHP before October 31, 2019.

Please reach out to the ZAHP Fusion Center's Coordinator, Ashley Zielinski at azielinski@aza.org with any questions or concerns.

Facility Questionnaire

General Information:

1. Facility name:
2. State:
3. Point of Contact (POC):
4. POC Email:
5. POC Telephone:
6. What is your yearly operating budget?
7. How would you describe your business model?
8. How many visitors do you receive annually?
9. Which of the following are part of your operations (choose all that apply)?
 - Preservation
 - Visitation
 - Animal Movement
 - Assisted Reproductive Technologies
 - Other:
10. How many employees does your facility have (include numbers for full time and part time employees)?

11. How do your animals receive veterinary care?

- We employ a full time veterinarian
- We employ a part-time veterinarian
- We use a veterinarian only when needed
- Not applicable
- Other:

Contingency Planning

NOTE: Your current plan may not include all of these topics.

Risk Assessment

1. Did your facility do a risk assessment prior to contingency (emergency) planning?

- Yes
- No
- I'm not sure

2. Please list what stakeholders were involved in the risk assessment (e.g.: police, fire, EMS, city or county officials, etc. Describe the positions instead of listing names). *Skip this question if you answered no to question 1.*

3. Was it difficult to get these stakeholders to assist you with the risk assessment? *Skip this question if you answered no to question 1.*

4. Please list the top 5 hazards that you believe are most likely to impact your facility, based on collection, geographic location or other factors

- 1.
- 2.
- 3.
- 4.
- 5.

5. Based on these hazards, what are your planning concerns? (Example: what hazard worries you most, and are your current plans (if any) able to address it?)

Administration

1. Does your facility use the Incident Command System to organize a response to an incident?
 Yes
 No
 I'm not sure
2. Do facility security personnel, local jurisdictions and first responders know who is authorized to be on grounds after hours?
 Yes
 No
 I'm not sure
3. Have you formed an Emergency Response Team (or Ride out Team, Storm team, etc.) that stays on-grounds during predicted storm events or other incidents?
 Yes
 No
 I'm not sure
4. Has your facility developed/signed any Memorandum of Understanding or Mutual Aid Agreements relating to disaster/emergency incidents?
 Yes
 No
 I'm not sure
5. Does your plan designate a way to account for all employees following a facility evacuation?
 Yes
 No
 I'm not sure

6. Does the facility have a short-term shelter-in-place plan (for staff and guests) for instances when evacuating the facility would cause greater risk than remaining on the premises?
- Yes
 - No
 - I'm not sure

Data management

1. In your plan, is there more than 1 person who knows where vital hard copy records or documents are kept, and can access them?
- Yes
 - No
 - I'm not sure
2. Are electronic data backed up frequently and stored off site or in a cloud service?
- Yes
 - No
 - I'm not sure
3. Does the facility back up and store critical employee information off site?
- Yes
 - No
 - I'm not sure
4. Does the facility back up and store critical animal information off site?
- Yes
 - No
 - I'm not sure

Communications

1. Does your plan designate who will be responsible for external communication during an incident or disaster (e.g. the media, law enforcement, vendors, service providers, etc.)?
 Yes
 No
 I'm not sure
2. Does your plan designate who will be responsible for internal communication with staff (e.g. how will communication be maintained with any emergency response team/storm rider team? How will staff not on grounds be kept aware of what is happening at the facility)?
 Yes
 No
 I'm not sure

Criminal incidents

Fortunately, our industry has a low incidence of criminal activity. Do you have plans in place to which address any of the following?

1. Criminal animal activism
 Yes
 No
 I'm not sure
2. Acts of armed violence
 Yes
 No
 I'm not sure
3. Acts of terrorism
 Yes
 No
 I'm not sure

Animal incidents

1. Has your facility ever trained in a tabletop exercise or drill with first responders (police) for an animal escape?
 Yes
 No
 I'm not sure
2. If yes, what species?

Animal transportation/evacuation

1. Have you developed a facility evacuation plan for any species in your collection?
 Yes
 No
 I'm not sure
2. If yes, what species?

Emergency animal care

1. Does your facility have a baseline inventory for on-hand pharmaceuticals and other necessary veterinary supplies?
 Yes
 No
 I'm not sure
2. Do your plans include a shelter-in-place plan for your animals for a minimum of 72 hours?
 Yes
 No
 I'm not sure

3. Does your plan include how you will get water if your standard supply (via municipality, well, etc.) is contaminated or otherwise unavailable?
- Yes
 - No
 - I'm not sure

Facility operations

1. Do your plans include emergency shut down procedures for utilities?
- Yes
 - No
 - I'm not sure
2. Do your first responders have maps with locations of utilities, hazardous chemicals or ammunition is stored?
- Yes
 - No
 - I'm not sure
3. Does your facility have a generator?
- Yes
 - No
 - I'm not sure
4. Approximately how frequently are they tested under HEAVY load? *Answer only if you answered yes to question 3.*

Please indicate any other broad topics that are currently covered in your plan.

Project Proposal

If awarded a microgrant, how would your facility use it to prepare for or respond to an incident? Clearly identify your facility's needs, justify a budget, illustrate how it will be "matched" (through expenses, training costs, staff time, travel, or equipment expenses), and explain how your facility will measure the results of your project. If this request is for equipment the need must be completely described along with any other relevant information (this includes specific requirements, conditions, etc.), a receipt will be required with the final report.

Budget Justification

Please complete your budget justification in the blank table included below. You may also attach your justification as a separate document when submitting.

Budget Item	Method of Calculation (e.g. 1 leader x 8 hours of meeting & planning time; avg. 250.00/day)	Total Amount estimated
Total Estimated Budget		\$1,000.00