



Zoo and Aquarium
All Hazards
Partnership

A program of the American Association of Zoo Veterinarians

Basics and Overview of Contingency Planning Rule

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Disclaimer

This virtual event is advisory in nature, informational in content, and intended to assist facilities in providing a safe and healthful environment. Considerations therein do not replace or override any applicable federal, state, or local laws, regulations or ordinances. Content may not address all of the safety and husbandry concerns for a specific facility. It is the responsibility of each facility through the application of technical judgment and experience to determine the appropriate procedures for that facility. Views expressed in the webinar are solely those of the speakers and not AAZV.

What is ZAHP?

- A collaborative effort to advance preparedness and resilience to all hazards impacting zoos, aquariums, and managed wildlife facilities
- Leverages the expertise of the Exotic Animal Industry (EAI) and emergency management sector
- Cooperative agreement between the United States Department of Agriculture (USDA) and the American Association of Zoos Veterinarians (AAZV)



What is Contingency Planning?

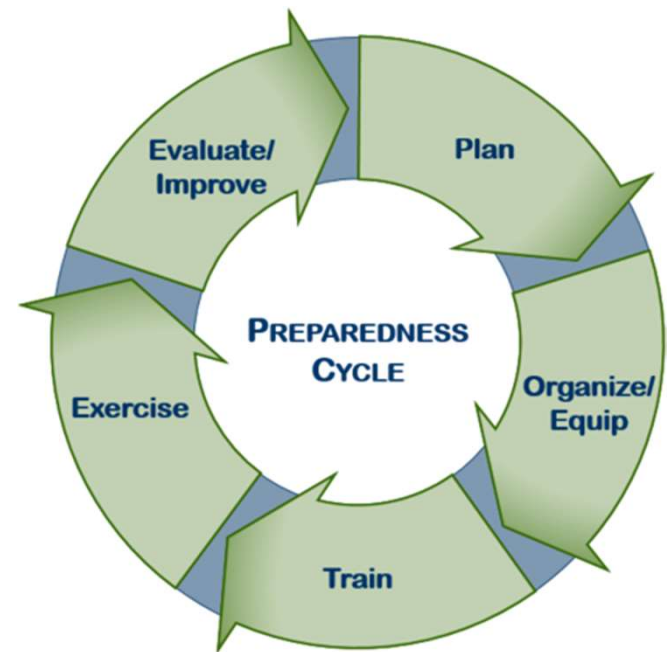
A management process that analyses disaster risks and establishes arrangements in advance to enable timely, effective and appropriate responses

Annotation: Contingency planning results in organized and coordinated courses of action with clearly identified institutional roles and resources, information processes and operational arrangements for specific actors at times of need. Based on scenarios of possible emergency conditions or hazardous events, it allows key actors to envision, anticipate and solve problems that can arise during disasters. Contingency planning is an important part of overall preparedness. Contingency plans need to be regularly updated and exercised.

Definition from the Sendai Framework Terminology on Disaster Risk Reduction; United Nations Office for Disaster Risk Reduction (UNDRR) <https://www.undrr.org/drr-glossary/terminology>

There is no 'One-Size Fits All' Contingency Plan

Needs, risks, and capabilities vary greatly between facilities. Plans must address each facility's unique needs during emergencies and are living documents that need to be regularly exercised and updated. Drafting a plan is just one part of a larger preparedness cycle and the ongoing process of writing, training, exercising, and improving your plan is more important than the plan itself.



FEMA Preparedness Toolkit
<https://preptoolkit.fema.gov/web/identify-assess-risk>

Steps in the Planning Process



Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101 – FEMA 2021
https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf

Planning Considerations

- Who needs to be involved in creating / evaluating your plan?
- What adverse events are most likely to occur at your facility? Which would have the greatest impacts?
 - Has your risk profile changed since your plan was last reviewed?
- How will you respond to these events?
 - What specific actions need to be taken?
 - Who will be responsible for carrying out these actions ?
 - Do any changes need to be made to roles or procedures?
- What resources are needed during response? What do you have on hand and what gaps need to be filled?
 - Consider personnel, equipment, materials, facilities, etc.
- Have you identified all relevant partners, and do you have their up-to-date contact information?
- How will the plan be communicated to personnel and partners? What training is needed to ensure personnel understand their current roles and responsibilities?
- How will the plan be exercised and evaluated?



Animal Welfare Act §2.134(A) - Plan Requirements

§2.134 (A) Dealers, exhibitors, intermediate handlers, and carriers must develop, document, and follow an appropriate plan to 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 of the animals in their possession). Such contingency plans must:

- (1) 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.
- (2) 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.
- (3) Identify a chain of command and who (by name or by position title) will be responsible for fulfilling these tasks;
and
- (4) Address how response and recovery will be handled in terms of materials, resources, and training needed.

Animal Welfare Act §2.134(B) – Review and Availability

For current licensees and registrants, the contingency plan must be in place by July 5, 2022. For new dealers, exhibitors, intermediate handlers, and carriers licensed or registered after this date, the contingency plan must be in place prior to conducting regulated activities.

The plan must be reviewed by the dealer, exhibitor, intermediate handler, or carrier on at least an annual basis to ensure that it adequately addresses the criteria listed in paragraph (a) of this section. Each licensee and registrant must maintain documentation of their annual reviews, including documenting any amendments or changes made to their plan since the previous year's review, such as changes made as a result of recently predicted, but historically unforeseen, circumstances (e.g., weather extremes). Contingency plans, as well as all annual review documentation, must be made available to APHIS upon request. Traveling entities must carry a copy of their contingency plan with them at all times and make it available for APHIS inspection while in travel status. The APHIS Contingency Plan form may be used to keep and maintain the information required by § 2.38(l)(1) and (2).

Read full text at <https://www.ecfr.gov/current/title-9/chapter-I/subchapter-A/part-2/subpart-I/section-2.134>

Animal Welfare Act §2.134(C) – Training Personnel

Dealers, exhibitors, intermediate handlers, and carriers must provide training for their personnel regarding their roles and responsibilities as outlined in the plan. For current licensees and registrants, training of dealer, exhibitor, intermediate handler, and carrier personnel must be completed within 60 days of the licensee and registrant putting their contingency plan in place; for new dealers, exhibitors, intermediate handlers, or carriers licensed or registered after July 5, 2022, training of personnel must be completed within 60 days of the dealer, exhibitor, intermediate handler, or carrier putting their contingency plan in place. This deadline applies to employees hired before and up to 30 days after the date the licensee or registrant puts its contingency plan in place. For employees hired more than 30 days after the date the licensee or registrant puts its contingency plan in place, training must be conducted within 30 days of their start date. Any substantive changes to the plan as a result of the annual review must be communicated to employees through training which must be conducted within 30 days of making the changes.

Read full text at <https://www.ecfr.gov/current/title-9/chapter-I/subchapter-A/part-2/subpart-I/section-2.134>

Summary Requirements

- Develop contingency plans describing how animals will be safeguarded during emergencies or disasters. Answer:
 - **When** the plans would need to be put into action.
 - **What** tasks would need to be carried out in response to trigger events.
 - **Who** would be responsible for carrying out tasks.
 - **How** plans would be implemented and maintained, including resource needs and training.
- Review plans annually and document the review, including any amendments.
- Have plans and review documentation readily available for inspection upon request at site and while in travel status.
 - *Note: this does not require that plans be submitted to USDA.*
- Train personnel within 60 days of the plan being put in place, or within 30 days of start date for new employees hired more than 30 days after the plan is into effect.
 - *Note: Facilities should be able to provide dates of training to inspectors*
- Communicate any substantive changes to the plan to personnel through training within 30 days.



Optional Form APHIS 7093

This optional form or an equivalent format may be used to meet the requirement for a written contingency plan.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection will be 0579-0479. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. OMB Control No. 0579-0479 (pending)

**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. 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 plan covers the basics by completing this optional form.</p> <p>The process of contingency planning is more important than an actual emergency. The plan is never revisited. Review your plan once a year, at minimum, and update it 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 and up-to-date upon request.</p> <p>For more tips on planning, visit https://www.aphis.usda.gov/aphis/ourfocus/emergencyresponse/sa</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 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.	

Optional Form APHIS 7093

This optional form or an equivalent format may be used to meet the requirement for a written contingency plan.

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

Light blue shaded area for providing details for the listed examples.

- Other situations:

Light blue shaded area for providing details for other situations.

List other hazards and provide details below.

Large light blue shaded area for listing other hazards and providing details.



Resources

- **USDA Rule Overview and Resources**
<https://www.aphis.usda.gov/awa/contingency-planning-rule>
- **APHIS Form 7093**
<https://www.aphis.usda.gov/sites/default/files/aphis7093.pdf>
- **FEMA Planning Guides**
<https://www.fema.gov/emergency-managers/national-preparedness/plan>
 - **NEW: Climate Adaptation Planning released April 2024**
- **CISA Security Planning Workbook**
<https://www.cisa.gov/resources-tools/resources/security-planning-workbook>
- **ZAHP Contingency Planning Modules**
<https://zahp.org/all-hazards/>
- **AZA Safety Committee Zoo and Aquarium Safety Example Practices** <https://www.aza.org/zoo-and-aquarium-safety-example-practices>
- **National Alliance of State Animal and Agricultural Emergency Programs Working Group Documents**
<https://www.thenasaaep.com/nasaaep-best-practice-working-groups>
- **Emergency Management Agencies by State**
<https://www.dhs.gov/state-homeland-security-and-emergency-services>

Transportation Planning

- **USDA Animal Transportation Welfare Symposium Recordings** <https://zahp.org/usda-emergency-transportation-symposium-recordings/>
- **Animal Transportation Association**
<https://www.animaltransportationassociation.org/>
- **International Air Transport Association**
<https://www.iata.org/en/programs/cargo/live-animals/>

Disease Preparedness

- **Secure Zoo** <https://zahp.org/secure-zoo/>
- **AAZV Infectious Disease Manual**
<https://www.aazv.org/page/754>
- **EAZWV Transmissible Diseases Handbook**
https://www.eazwv.org/page/inf_handbook
- **USAHA Disease Information**
<https://www.usaha.org/disease-information>
- **State Animal Health Officials Contact List (April 2024)**
https://www.usaha.org/upload/Federal%20and%20State%20Health/STATE_ANIMAL_HEALTH_OFFICIALS_CU.pdf
- **CDC Influenza in Animals resource page**
<https://www.cdc.gov/flu/other/index.html>

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