



Animal Welfare Response Unit Deployment Plan



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Elements of this document have been sourced from the *Tasmanian Emergency Management Arrangements Issue 1* - December 2019. Certain information has been quoted directly from this publication to maintain source-of-truth accuracy.

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Table of contents

1. Introduction.....	3
1.1 About the Animal Welfare Response Unit (AWRU) Deployment Plan	3
1.1.1 Background	3
1.1.2 Purpose and scope	3
1.1.3 Objective	3
1.1.4 How to read this document	4
1.1.5 Plan activation	4
2. The Vehicle.....	4
3. RSPCA Roles and Responsibilities	4
4. Emergency Management in Tasmania	6
4.1 Legislative Framework.....	7
4.2 Divisions of Emergency Management.....	7
4.3 Responsible Authority.....	8
4.3.1 Response Management Authorities	8
5. Application of PPRR to the RSPCA Emergency Response Vehicle	9
5.1 Planning.....	10
5.1.1 Warning System	10
5.2 Preparedness	10
5.2.1 Resource readiness	10
5.2.2 Volunteer Readiness	10
5.2.3 Monthly readiness arrangements.....	11
5.3 Response.....	11
5.3.1 Initial Response.....	11
5.3.2 Operational Safety.....	11
5.3.3 Occupational Safety and Health (OH&S) Incident Reporting.....	12
5.3.4 Animal Welfare and Assessment	12
5.3.5 Evacuation Centre Set-up Guidelines	12

5.4	Recovery.....	13
6.	Document information	14
6.1	Acronyms and Terms	14
7.	References	16
8.	Appendix 1 – Supplies in the AWRU	17
9.	Appendix 2 – RSPCA Animal Rescue Form.....	18
10.	Appendix 3 - RSPCA Emergency Deployment Checklist	19
11.	Appendix 4 - Incident Report Form	23

1. Introduction

1.1 About the Animal Welfare Response Unit (AWRU) Deployment Plan

1.1.1 Background

After the Dunalley fires in 2013, RSPCA Tasmania defined a role for a vehicle and crew in supporting good animal welfare outcomes in emergency planning. Made possible by a generous donation by the Matthews Foundation, this vehicle is a multi-purpose command centre. It will be utilized during declared emergencies and set-up at evacuation centres/grounds when required. It can also be used by RSPCA Animal Cruelty Inspectors for large seizures or surrenders.

This AWRU will provide more communities and their companion animals with immediate care on the ground when they need it the most.

1.1.2 Purpose and scope

This Plan is written in close accordance with the Tasmanian Emergency Management Arrangements (TEMA). Issue 1 of TEMA was first published in 2019 and “provides essential information for people who have a direct involvement in emergency management”.

“The [TEMA](#) outlines the authority (governance, administrative and legal frameworks) as well as the ‘who’, ‘what’ and ‘when’ in terms of the emergency management arrangements in Tasmania”

(<https://www.ses.tas.gov.au/emergency-management-2/tasemt/tema/>)

This Deployment Plan sets out current procedures that will be followed when the AWRU is deployed to an Evacuation Centre, or similar site, during a declared natural State emergency. The purpose of the AWRU is to provide a dedicated space to assess, triage and care for all companion animals that are injured or affected by a natural disaster. It also provides an area for people affected by the disaster, to spend some time with their animal in a secure and calm space.

1.1.3 Objective

This plan aims to;

- Provide support to the Tasmanian Emergency Management Arrangements;
- Provide guidance in relation to responsibilities and tasks;
- Enhance public safety and community resilience through effective planning and management of animals during an emergency event;
- Ensure better consideration of animals and protect them from suffering both during and immediately following an emergency event;
- Assist with reuniting owners and animals both during and after an emergency event;
- Ensure the safety of both animals, the community, road users and emergency services personnel, by impounding stray or wandering animals; and
- Assist to increase community confidence in, and awareness of, animal welfare arrangements and considerations during an emergency.

1.1.4 How to read this document

This Plan should be read in conjunction with the [Tasmanian Emergency Management Arrangements](#) (TEMA).

Acronyms

A list of acronyms used throughout this plan is included in Section 6.1 and is consistent with the acronyms used throughout the TEMA.

1.1.5 Plan activation

The arrangements in this Plan apply on a continuing basis and do not require activation.

2. The Vehicle

The AWRU is a state-of-the-art mobile command centre and forms the backbone of our emergency response infrastructure. The RSPCA Tasmania team will be better equipped to immediately respond to calls for help, with the acquisition of emergency communication apparatus including disaster PPE and other vital equipment.

The AWRU is fully equipped with High viz vests, animal supplies, chemicals, generator, crates, cages, temporary fencing, food, flea and worm treatments, microchips, radio battery or wind-up, spare batteries for radio and torch, first aid kit for humans, mobile phone and charger, face masks, hand sanitizer, disposable overalls and boot covers / gloves, enviro Shade or marquees (3x3), water filled weights and tent pegs. It can tow a box trailer for additional storage when required.

RSPCA also has an additional 4WD vehicle (Ranger) and an air-conditioned dog trailer that can be deployed in support of the AWRU.

RSPCA Tasmania is working closely with the State Emergency Services (SES) to ensure that plans and processes are appropriate and clear. A group of volunteer drivers has been established in each area of the state and we will draw on the expertise within our team to provide support on the ground.

Supplies contained in the AWRU appear in Appendix 1.

3. RSPCA Roles and Responsibilities

RSPCA Tasmania will work closely with the SES and other emergency authorities to ensure that all services are aware of the support that can be provided by the AWRU. A member of RSPCA Tasmania will attend regular SES meetings to keep the organisation updated with any policy or procedural changes and any planning or training exercise opportunities.

Animal Operations Centre Coordinator (AOCC)

The appointed AOCC for RSPCA Tasmania is the Organisational Logistics expert. During an emergency situation an Animal Operations Centre (AOC) will be set-up at the RSPCA Tasmania Corporate Office for the duration of the event.

The role of the AOCC includes (but is not limited to);

- Establishing a temporary AOC;
- Liaising directly with the Emergency Coordinator (EC);
- Providing communication conduits from SES/Regional Emergency Management Controller (REMC)/Municipal Coordinator (MC) and EC.
- Recording and registering all requests for assistance that are received;
- Logging all personnel and resources in the field;
- Assisting in the organisation of animal transport;
- Maintaining a register of rescued animals.

Emergency Coordinator (EC)

The appointed EC for the RSPCA Tasmania is the Community Liaison Officer. The EC is responsible for the implementation and management of this plan, as well as the management of the AWRU.

Depending on the overall size and nature of the event, the CEO may choose to delegate this position to another suitably qualified officer.

The role of the EC includes (but is not limited to):

- Ensuring the AWRU is fully fuelled and a monthly safety check has been done (oil, water, tyre pressure, lights etc)
- Driving the AWRU to the evacuation centre as directed by the Responsible Management Authority/SES;
- Operating the AWRU for the incident;

Emergency Volunteer Coordinator (EVC)

The appointed EVC for the RSPCA Tasmania is the Volunteer Coordinator. The EVC is responsible for the supervision and management of the Emergency Team (ET).

The role of the EVC includes (but is not limited to):

- Requesting assistance from volunteers and other individuals suitably qualified in animal care to form the ET;
- Organising transport for injured animals to local veterinarians;

Emergency Team (ET)

The role and responsibilities of the ET are as follows;

- Follow all directions given by the EVC and EC;
- Assist in setting up a temporary sheltering facility;
- Complete an Animal Rescue Form (Appendix 2) for all animals that come through the AWRU;
- Transport rescued animals to the veterinarian/shelter as required.

RSPCA Chief Veterinarian (CV)

The role and responsibilities of the CV are as follows;

- Providing appropriately trained and qualified personnel to rescue and triage any animals.
- Providing on-hand advice regarding triaged animals.
- Treating animals as required.

Temporary Sheltering Facility

With the exception of assistance/service dogs, animals may not be permitted in Evacuation Centres. During emergency situations both animals and their owners may be greatly distressed if separated. The establishment of a dedicated area near the Evacuation Centre where a Temporary Sheltering Facility may be established, will allow for animals and their owners to spend time together.

Animal Owners

Animal owners are ultimately responsible for the welfare of their pets at all times, including during emergency/disaster situations.

4. Emergency Management in Tasmania

Tasmania's temperate weather, low humidity and heavily forested areas mean that we are prone to bushfires – especially over the drier summer months. Even with the re-introduction of fuel-reduction burns, fire hazard remains the number one natural disaster hazard in Tasmania.

Other hazards that could and do affect Tasmania include flooding, severe thunderstorms and downpours, landslides, heatwaves, earthquakes, tsunamis and biological hazards affecting both humans and animals.

Often during natural disasters, especially when evacuation from an area is required, domestic pets and livestock may become spooked or run away from their homes and become lost. Others are evacuated with the families but are still highly anxious and stressed in the circumstances. The AWRU, once deployed and set-up at an evacuation centre or similar site, will provide support for any companion animals that need food and water, transporting to a veterinarian, fostering until its owner is found, or just require a calm and quiet space to regroup.

Section 5.4.4 of TEMA mentions the welfare of animals during an emergency:

The welfare of wildlife, livestock and companion animals in emergencies is a significant issue.

Ultimately the owner/s of livestock and companion animals (pets) have responsibility for the welfare of the animals in their charge. This requires the animal owner to plan and put suitable arrangements in place to minimise the risk to the health and welfare of animals posed by reasonably predictable emergency scenarios.

Where evacuation (including self-evacuation before the area is impacted) is the best option in the circumstances, the ability to also evacuate owned animals results in improved recovery outcomes.

*Municipal evacuation centres **may** provide facilities for the temporary accommodation of some animal species, either onsite or close-by.*

The decision by Municipal Councils to accept animals at evacuation centres or not, or identifying reasonable alternative arrangements, should be based on an assessment of the associated risks conducted as part of routine emergency preparedness. Municipal Councils should also clearly communicate their resulting policy about the management of evacuated animals to their residents as part of those preparedness activities to ensure there are realistic expectations in the community.

Collaborative arrangements between Municipal Councils specifically about evacuated animals should be encouraged to maximise efficient use of resources, provide contingencies for unpredictable situations and promote wider community resilience.

4.1 Legislative Framework

The Tasmanian Government has primary responsibility for emergency management legislation, policies and frameworks within Tasmania. The following legislation, while not exhaustive, is the principal legislation for emergency management in Tasmania:

- *Emergency Management Act 2006*
- *Tasmanian Disaster Resilience Strategy 2020-2025* – Underpins Tasmania’s approach to emergency management by focussing on reducing the risk as much as possible in order to reduce the response and recovery impacts.
- *Tasmanian Emergency Management Arrangements Issue 1 (TEMA)*
- *State Emergency Management Committee Strategic Directions Framework*
- *2016 Tasmanian State Natural Disaster Risk Assessment (TSNDRA)* – Examines the state level risks associated with bushfires, storms, severe weather events, earthquakes, landslips, coastal inundation, heatwaves and human influenza pandemic.
- *2016 Tasmanian Emergency Risk Assessment Guidelines (TERAG)* – Guidelines and instructions for executing an emergency risk assessment process.
- *SEMC Strategic Directions Framework 2020–2025*

4.2 Divisions of Emergency Management

As defined in the Emergency Management Act, there are four divisions of emergency management in Tasmania:

- Division 1 – State level
- Division 2 – Regional Level
- Division 3 – Municipal Level
- Division 3A – Recovery

Table 2: Emergency management roles defined by the Act

Emergency management activities, functions and powers	Defined in the Act by	Articulated through	Activities are coordinated / supported by
State level	Division 1	TEMA State Special Emergency Management Plans (SSEMP)	The State Emergency Management (EM) Controller oversees emergency management activities, supported by the three Regional Emergency Management (EM) Controllers who are the conduits between regional and state arrangements. The State EM Controller chairs the State Emergency Management Committee (SEMC).
Regional level	Division 2	Regional Emergency Management Plan (REMP)	Regional EM Controller supported by the Regional Emergency Management Committee (REMC). The Regional EM Controller's Executive Officer is the conduit between municipal and regional arrangements.
Municipal level	Division 3	Municipal Emergency Management Plans (MEMP)	Municipal Emergency Management Committees (MEMC). Municipal Emergency Management (EM) Coordinators .
Recovery	Division 3A	Tasmanian Relief and Recovery Arrangements	State Recovery Advisor.

Tasmania has identified 3 different Emergency Management Sector Roles:

1. **Hazard Advisory Agencies**: provide advice to State Government about emergency management arrangements or the adequacy of arrangements for identified hazards across the PPRR spectrum (this is not an operational role)
2. **Management Authorities**: provide direction so that capability is maintained for identified hazards across the PPRR spectrum
3. **Supporting Agencies**: maintain specific functional capabilities that are likely to be called on by Management Authorities – this is role where the RSPCA AWRU would be categorised.

(<https://www.ses.tas.gov.au/emergency-management-2/tasemt/tema/roles-and-responsibilities/>)

In Tasmania the State Emergency Management Committee (SEMC) is responsible for influencing and advocating for State policies and capabilities that:

- reduce disaster risk;
- minimise the potential for harm; and
- up-hold public trust and confidence in Tasmania's emergency management arrangements.

The TasALERT website (<http://www.alert.tas.gov.au/>) is the sole source of official emergency information for the State. It has information from across government, including Tasmania Police, Tasmania Fire Service, and SES.

4.3 Responsible Authority

4.3.1 Response Management Authorities

In Tasmania, various authorities have responsibility for managing emergency situations:

- **Department of State Growth**
 - Road & Bridge Failure
 - Energy Supply Disruption

- Department of Health
 - Pandemic
 - Unintentional Public Health Emergencies
 - Food / Water Contamination
- Department of Primary Industries Parks Water and Environment
 - Biosecurity Emergencies
 - Environmental Contamination
- Tasmania Police
 - Earthquake
 - Dam Failure
 - Structural Failure
 - Intentional Violence / Terrorism
 - Space Debris
 - Aviation Incidents*
 - Transport / Maritime Accident
 - Tsunami

** Denotes a shared responsibility with other authorities.*
- Tasmania Fire Service (TFS)
 - Bushfire *
 - Three tiers of Bushfire status:
 - Advice
 - Watch and Act
 - Emergency Warning
 - Urban Fires
 - Accidental Hazardous Material Incidents

** Denotes a shared responsibility with other authorities.*
- State Emergency Service (SES)
 - Floods
 - Four tiers of Flood Classifications:
 - Flood Watch
 - Minor Flood
 - Moderate Flooding
 - Major Flooding
 - Storm

5. Application of PPRR to the RSPCA Emergency Response Vehicle

The management approach that is followed by the emergency sector in Tasmania is the all-hazards approach which incorporates the spectrum of Prevention, Preparedness, Response and Recovery (PPRR). This approach promotes careful analysis of all phases of emergencies and allows for flexible management of the outcomes and practices.

5.1 Planning

This document contains all the planning processes and procedures required, in order for the AWRU to be deployed to any emergency where the RSPCA is needed.

5.1.1 Warning System

RSPCA Tasmania uses the same terminology as SES Tasmania regarding a state-wide emergency warning system.

Red – Business as Usual

Amber – High State of Alert - Volunteers and Fundraising Ambassador to be on 24 hour on call notice.

Green – Action Required - Unit to be dispatched to area, as directed by the Responsible Authority.

Volunteer drivers will be sent an email at the beginning of each month, displaying an up-to-date colour code of the current warning system.

To assist the RSPCA in its responsibilities in emergency management, a representative will regularly attend local SES meetings.

5.2 Preparedness

In order to ensure the readiness of the vehicle and support personnel, the following checks need to be performed:

5.2.1 Resource readiness

Vehicle fully fuelled

Vehicle fully stocked

Volunteers list updated

Stakeholder contact list updated

5.2.2 Volunteer Readiness

Volunteer training to be completed in North, North/West & South. The physical capabilities of all volunteers needs to be taken into consideration when recruiting: is the volunteer physically capable and have a moderate level of fitness to undertake the task?

The Volunteer driver list in SharePoint will be kept updated and is divided into three areas of the state.

Volunteer training may include:

- Practical driver training;

- Basic animal husbandry knowledge, (appropriate handling and restraint of domestic animals);
- Basic knowledge of animal equipment, (Dog leashes, Harnesses, cat carry crates, traps, etc); and
- Animal first aid.

5.2.3 Monthly readiness arrangements

EC to coordinate a monthly stocktake of all resources in AWRU.

EC to conduct vehicle safety check of AWRU.

EVC to send newsletters to volunteer drivers.

CV to maintain list of suitably qualified personnel.

5.3 Response

5.3.1 Initial Response

- **AMBER ALERT**

Once an **Amber** alert has been issued, the RSPCA Emergency Deployment Checklists will be completed (Appendix 3). This ensures that the AWRU is fully equipped and loaded with all necessary items.

It is the responsibility of the AOCC to contact the SES and register the readiness of the AWRU and to establish additional details about the likely deployment site.

It is the responsibility of the EC to have the vehicle ready to deploy.

It is the responsibility of the EVC to have volunteer drivers alerted to the possible deployment.

It is the responsibility of the CV to have appropriately trained volunteers alerted to the possible deployment.

- **GREEN ALERT**

If the situation escalates to a **Green** alert, the AWRU will be deployed to wherever the controlling authority directs. The most likely of these places would be at an evacuation centre or at the incident control centre.

The AOCC is responsible for managing communications from the AOC to assist with the organization of volunteers and logistics.

5.3.2 Operational Safety

Tasmania's approach to emergency management is guided by a set of nationally agreed upon principles in which the protection and safety of human life, takes priority over all other considerations.

RSPCA Tasmania staff and volunteers are to avoid putting themselves in situations where their lives or health could be at risk. This factor must be continuously monitored as circumstances can change very quickly during an emergency situation.

5.3.3 Occupational Safety and Health (OH&S) Incident Reporting

RSPCA Tasmania staff and volunteers are required to report all incidents to the staff member in charge of the AWRU. An Incident Report Form (Appendix 4) should be completed and remain on the personnel file of the staff. All incidents will be forwarded to the CEO for evaluation and actioning (where necessary).

Serious incidents should also be reported to the Incident Controller or Municipal Coordinator on site.

5.3.4 Animal Welfare and Assessment

Every possible effort should be made to minimise the level of pain and suffering of any affected animals with the resources available at the time. The timing of assessment, treatment application, and humane euthanasia are all critical to the success of this effort.

Assessment

Should a member of the public or emergency service personnel become aware of any animal in need of welfare assistance, the CV should be notified immediately so they may provide response accordingly.

Animals will be assessed based on their need for treatment or immediate humane euthanasia.

Wildlife animal welfare needs will be determined under the direction of Bonorong Wildlife Hospital and Rescue, who will determine whether affected wildlife will require any intervention or treatment methods to recover from the event.

Treatment

In the instances where veterinary treatment is required for an animal, every effort will be made to contact the animal owner/carer, and to then treat the animal on-site. It will then be recommended that the owner/carer seeks advice from a private veterinarian if preferred. If the owner cannot be located, the animal will be treated on-site where necessary and then transported to the nearest veterinarian if additional treatment is required.

5.3.5 Evacuation Centre Set-up Guidelines

Based on RSPCA learnings, the following guidelines should be followed:

- Animals are housed close to, but separate from, people.
- Wherever possible, cats, dogs and birds are housed separately.
- All animals are crated.
- Crates are covered by blankets/sheets to reduce line of sight with other animals/high traffic areas etc
- Visiting hours to the animal areas is limited (to reduce disruption and reduce stress on animals)
- An outdoor play/enrichment area for dogs to exercise safely should be provided

- A space in which owners can just hang/cuddle with their animal should be provided
- Owners maintain full responsibility for their animals and agree to the following rules:
 - Your pet remains your responsibility, this includes feeding, crating, exercising and vet treatment.
 - Access to the Animal Centre is between 7am – 11am & 3pm – 8pm. Access will not be allowed outside of these times.
 - No negative reinforcement.
 - All animals must be crated, unless being walked on lead to and from the animal room.
 - All dogs must be exercised for a total of at least 60 mins per day.
 - Animals should be fed at least once per day.
 - Water shall be provided so the animal can drink on demand.
 - Crates should be cleaned at least twice a day.
 - Crates will be covered and/or positioned so animals cannot see each other.
 - Any concerns are raised with the Evac Team Leader.
 - Vet treatment is the responsibility of the owner.

To enable set up like this we need certain resources and these should be gathered and ready to go:

- Crates
- Blankets
- Leads etc
- 3 spaces for dogs, cats, other– climate control if possible (fans etc)
- Enrichment toys etc

5.4 Recovery

After each deployment of the AWRU, a debrief of the event will occur, with each volunteer and team member involved. Relationships Australia support will be offered, if it is felt that people need expert mental health support. It is the responsibility of the EC, under direction from the CEO, to facilitate a debriefing session for all workers and volunteers who assisted during the event.

The EC is also responsible for preparing a full report on the event, inclusive of a debriefing report to be provided to both the SES and MC.

If animals are impacted during an emergency, all efforts will be made to locate the owners.

6. Document information

6.1 Acronyms and Terms

Acronyms	Description
AARC	Affected Area Recovery Committee
AIIMS	Australasian Inter-service Incident Management System
AOC	Animal Operations Centre
AOCC	Animal Operations Centre Coordinator
AUSVETPLAN	Australian Veterinary Emergency Plan
AWRU	RSPCA Tasmania Animal Welfare Response Unit
BoM	Bureau of Meteorology
CV	RSPCA Tasmania Chief Veterinarian
DMC	Deputy Municipal Coordinator
DVI	Disaster Victim Identification
DPAC	Department of Premier and Cabinet (Tasmania)
EC	Emergency Coordinator
ECC	Emergency Control Centre
EM	Emergency Management
EMA	Emergency Management Australia
EMP	Emergency Management Plan
EMSC	Emergency Management Steering Committee
EOC	Emergency Operation Centre
ET	Emergency Team
EVC	Emergency Volunteer Coordinator
IAP	Incident Action Plan
ICC	Incident Control Centre
ICC+	Incident Command Control System Plus
IMT	Incident Management Team
MC	Municipal Coordinator
MCEM	Ministerial Committee for Emergency Management
MCPEM	Ministerial Council for Police and Emergency Management
MECC	Municipal Emergency Coordination Centre
MEMC	Municipal Emergency Management Committee – mostly involved in the “Preparedness” phase

Acronyms	Description
MEMG	Municipal Emergency Management Guidelines
MRC	Municipal Recovery Centre
MRC	Municipal Recovery Coordinator
OSEM	Office of Security and Emergency Management (DPAC)
PIU	Public Information Unit
POC	Police Operations Centre
PPRR	Four phases of emergency management, abbreviated to: <ul style="list-style-type: none"> • Prevention and mitigation; • Preparedness; • Response; and • Recovery
RECC	Regional Emergency Coordination Centre
REMC	Regional Emergency Management Committee
REMT	Regional Emergency Management Team
RMA	Response Management Authority
RSRC	Regional Social Recovery Coordinator
SCC	State Control Centre
SDF	Strategic Directions Framework
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning System
SITREP	Situation Report
SMEACS	The acronym represents a briefing format and stands for: <ul style="list-style-type: none"> • Situation • Mission • Execution • Administration • Command and Communication • Safety
SOP	Standard Operating Procedure
SRC	State Recovery Coordinator
SSEMPS	State Special Emergency Management Plans
TASPOL	Tasmania Police
TEIS	Tasmanian Emergency Information Service

Acronyms	Description
TEMA	Tasmanian Emergency Management Arrangements
TERAG	Tasmanian Emergency Risk Assessment Guidelines
TSEMG	Tasmanian Security and Emergency Management Group
TFS	Tasmania Fire Service
TSNDRA	Tasmanian State Natural Disaster Risk Assessment

7. References

2016 Tasmanian State Natural Disaster Risk Assessment: All Hazard Summary, White CJ, Remenyi T, McEvoy D, Trundle A and Corney SP 2016, University of Tasmania, Hobart.

2019 Tasmanian Emergency Management Arrangements Issue 1, State Emergency Service, Department of Police, Fire and Emergency Management, Hobart.

2017/2018 Shire of Capel Animal Welfare Plan, Shire of Capel Council, Western Australia.

2019 Tasmanian Emergency Management Arrangements Issue 1, Department of Police, Fire and Emergency Management, Tasmania.

2021 State Emergency Management Plan Bushfire Sub-Plan, Department of Emergency Management, Victoria.

8. Appendix 1 – Supplies in the AWRU

ANIMAL WELFARE RESPONSE UNIT - STOCKTAKE LIST 2021				
Item Description	No. Supplied	No. Given Away	No. Damaged	Current Stock on Hand
Set-up items				
Ipad	1			
Iphone	1			
White Board and Markers	1			
Portable Generator	1			1
Welding Gloves (cat handling)	2			2
3x3 Marquee	3			3
Tent Pegs	20			20
Water Weights	8			8
Hazard Cones	8			8
Hammer	1			1
Core Flute	10			10
Microchip Reader	1			
Power Operated Portable Ice Box	1			1
Disposable Overalls	3			3
Disposable Gloves	2			2
Face Masks	20			20
Hand Sanitizer	2			2
Hi-Viz Vests	10			
First Aid Kit for humans	1			
Washing Up Tub	1			
Washing up detergent	1			
Roll of Chux	1			
Water Container of fresh water	1			
Animal Rescue Forms	50			
Incident Report Forms	50			
Pens	20			
Plastic Disposable containers (Takeaway containers)	50			
Miscellaneous Face Towels				0
Miscellaneous Towels & Blankets				0
Misc First Aid Equipment				0
Pet items				
First Aid Kit for Animals	1			
Feliway/Phermergan				
Dog Leads and collars	7			7
Cat Leads and harness/collars	10			
Cat/Dog Shampoo				
Med-Large Dog Enclosures / Crates	4			4
Carry Crates	2			2
Pigs Ears (bag)	2			2
Your Droopy Pet Snacks (110g bag)	2			2
Green Bird Bags	11			11
Glamour Puss / Glamour Brush	3			3
Bliss Catnip Wands	19			19
Kong Comfort Bears	3			3
Purple Kong Active Balls	3			3
Fuzzy Plush Monkey	2			2
Plush Lizard	1			1
Let's Play Furrries PlushToy	1			1
Water Bowls	5			5

9. Appendix 2 – RSPCA Animal Rescue Form

Animal Rescue Form



Use during emergencies to record all animals being triaged and transported

Location				Located by
Located date				Located time
Species				Breed
Microchip #				Contact Details on Collar
Sex	Male	Female	Reproductive status	Colour/Identifying marks
Triage attendant name				Comments on condition of animal when found
Transported by				Vehicle registration no.
Shelter Buddy data entry				
Special comments/instructions				
Shelter/Vet name and location				Date and time received at shelter/vet
Comments on arrival				
Volunteer name and signature				Shelter/Vet admissions name and signature

FOR ALL CREATURES GREAT and SMALL

10. Appendix 3 - RSPCA Emergency Deployment Checklist

RSPCA Emergency Deployment Checklist (4 pages)

Animal Operations Centre Coordinator (AOCC) Checklist

Alert	Task	Done
Amber	Contact the relevant Response Management Authority (RMA) to confirm attendance and confirm locality of evacuation centre	
Amber	Contact EC, EVC and CV to: <ul style="list-style-type: none"> • provide details of evacuation centre locality • organise volunteers and vehicle 	
Amber	Monitor Emergency Status	
Green	Establish a temporary Animal Operations Centre	
Green	Instruct EC to deploy vehicle	
Green	Instruct EVC to organise volunteers	
Green	Instruct CV to arrange suitably qualified volunteers	
Green	Contact RMA to confirm vehicle deployment and approximate arrival time and to obtain contact details of onsite RMA personnel at evacuation centre	
Green	Provide onsite RMA personnel details to EC, EVC and CV	
Green	Liaise with EC to assist wherever necessary	
Green	Monitor Emergency Status	
Green	Register all requests for assistance that are received	
Green	Log all personnel and resources in the field	
Amber	Alert EC, EVC and CV of status downgrade	

Emergency Coordinator (EC) Checklist

Item	Task	Done
Amber	Ensure AWRU is fully fuelled	
Amber	Check to see when last vehicle safety check was performed and if needed check oil, water, windscreen washer fluid, tyre pressure, all head/taillights working, horn working,	
Amber	Map out route to evacuation centre and alert AOCC as to approximate drive times	
Amber	Check to see when last stocktake was performed and if needed perform stocktake on items in AWRU	
Amber	Ensure Iphone and Ipad batteries are fully charged	
Amber	Retrieve pet food from Invermay ARC	
Amber	Pack food/water for personal use	
Green	Travel to evacuation centre	
Green	Contact onsite Response Management Authority (RMA) personnel immediately upon arrival at evacuation centre, for direction on where to set up	
Green	Set up AWRU, marquee and associated infrastructure	
Green	Report to AOCC that AWRU is in-situ and ready to assist	
Green	Follow all directions given by the onsite RMA personnel	
Green	Provide relevant assistance to all animals presented to the AWRU, and their owners	
Green	Assist in arranging the transporting of animals to veterinarians if needed	
Green	Register all requests for assistance that are received	
Green	Log all personnel and resources in the field	
Amber	Alert any owners of status downgrade and assist where necessary in arranging alternative accommodation	

Emergency Volunteer (EV) Coordinator

Item	Task	Done
Amber	Contact volunteers to put them on alert and to ready themselves with food and water supplies	
Amber	Provide AOCC with names and details of volunteers who are ready for deployment	
Amber	Map out route to evacuation centre and alert AOCC as to approximate drive times	
Amber	Pack food/water for personal use	
Green	Contact volunteers and provide evacuation centre details	
Green	Travel to evacuation centre	
Green	Contact onsite Response Management Authority (RMA) personnel immediately upon arrival at evacuation centre, for direction on where to set up	
Green	Follow all directions given by the onsite RMA personnel	
Green	Supervise and provide direction to volunteers	
Green	Manage volunteer staff and ensure their health and well-being are being monitored	
Amber	Alert any owners of status downgrade and assist where necessary in arranging alternative accommodation	

Chief Veterinarian (CV) Checklist

Item	Task	Done
Amber	Contact suitably qualified volunteers to put them on alert and to ready themselves with food and water supplies	
Amber	Provide AOCC with names and details of volunteers who are ready for deployment	
Amber	Pack food/water for personal use	
Green	Contact volunteers and provide evacuation centre details	
Green	Travel to evacuation centre	
Green	Follow all directions given by the onsite RMA personnel	
Green	Provide relevant assistance to all animals presented to the AWRU, and their owners	
Green	Arrange for transporting of animals to veterinarians if needed	
Green	Supervise and provide direction to volunteers	
Green	Register all requests for assistance that are received	
Green	Manage volunteer staff and ensure their health and well-being are being monitored	
Amber	Alert any owners of status downgrade and assist where necessary in arranging alternative accommodation	

11. Appendix 4 - Incident Report Form



ACCIDENT/INCIDENT REPORTING FORM

Under s47 of the Workplace Health and Safety Act 1995, a Workplace Standards Inspector must be notified, by the quickest available means possible if:-

- A person is killed
- A person suffers bodily injury or illness
- A dangerous incident occurs which could have resulted in someone being killed or suffering serious bodily injury or illness (a "near miss")

The person with control or management of the workplace must do this by calling the Workplace Standards Help Line on 1300 366 322 (or 03 6233 7567 if outside Tasmania), and by following up within 48 hours by filling out and faxing this form to 6223 8338. For other accidents or near misses, keep this form for your own records.

WHAT	Happened	<i>Give a brief description of the event – include a description of the work being done at the time</i>
	Injury	<i>Give a brief description of the nature and extent of any injury</i>
		Admitted to Hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Damage	<i>Give a brief description of the nature of any damage to plant or property</i>
WHEN	Time of Incident
	Date	

Accident/Incident/Near Miss reporting form 001
08.12.2009

WHERE	Location of Incident
	Address of Workplace
WHO	Injured person	Name: Position:.....
	Witness/es	Name/es
	Workplace	RSPCA Tasmania Inc PO Box 66 MOWBRAY TAS 7248
	Reported by	Name: Position: Date:
WHY	Probable causes of the incident

.....
(Injured worker)

.....
Supervisor/OIC

.....
Date