



City of Perth

## Emergency Management Plans

# (5) ANIMAL WELFARE PLAN

2017

### Associated Set of Plans

1. Emergency Management Strategic Plan 2017 – 2021
2. General Plan 2017
3. Local Recovery Plan 2017
4. Local Welfare Plan 2017 (Restricted)
5. **Animal Welfare Plan 2017**

### To be read in conjunction with

- City of Perth Strategic Community Plan
- Business Continuity Plan

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**Distribution List**

Organisation	Department/Officer	Copies	
		Electronic	Hardcopy

**Contact and Document Availability**

For a free copy of this plan or other plans please contact the City of Perth library

This plan is also available on the City of Perth website [www.cityofperth.wa.gov.au](http://www.cityofperth.wa.gov.au)

**Amendment Record**

Amendment			
No.	Date	Amendment Summary	Amended by
1	January 2018	First issue	V Browne
2			
3			
4			
5			
6			
7			
8			
9			
10			

## Acronyms & Definitions

This is not a full glossary of terms for emergency management. Only those terms used for the General Plan will be listed. For a full list of terms please refer to the **State Emergency Management Glossary** located at: [www.oem.wa.gov.au](http://www.oem.wa.gov.au)

Terms	Meaning
<b>AWC</b>	Animal Welfare Coordinator
<b>AWOC</b>	Animal Welfare Operations Centre
<b>AWT</b>	Animal Welfare Team
<b>CEO</b>	Chief Executive Officer
<b>COP</b>	City of Perth
<b>DC</b>	Department of Communities
<b>DFES</b>	Department of Fire & Emergency Services
<b>DPIRD</b>	Department of Primary Industries & Regional Development
<b>DPaW</b>	Parks and Wildlife Service
<b>HMA</b>	Hazard Management Agency
<b>IC</b>	Incident Controller
<b>ISG</b>	Incident Support Group
<b>LEMC</b>	Local Emergency Management Committee
<b>LEMP</b>	Local Emergency Management Plans
<b>AWP</b>	Animal Welfare Plan
<b>Pets</b>	Domestic animals, primarily kept for companionship and which usually accompany the family when they leave the property i.e. dogs, cats, rabbits, rodents, fish, birds.
<b>Wildlife</b>	All native and introduced animals that live without regular human intervention or support. Does not include stray domestic animals.

## Part 1. Introduction

### 1.1 Authority

The set of City of Perth Emergency Management Plans have been prepared in accordance with section 41(1) of the *Emergency Management Act 2005*. They have been endorsed by the City of Perth and the City of Perth Local Emergency Management Committee.

### 1.2 Aim

The Aim of this plan is to assist the community with the care and management of domestic animals during an emergency.

### 1.3 Purpose

The purpose of these plans are to:

- Coordinate the function and outline the management structure of animal welfare arrangements.
- Assist the community in providing immediate care and shelter to distressed animals.
- Reunite owners with lost animals during and after an emergency.
- Ensure straying animals are impounded for their safety and the safety of the community, road users and emergency services.
- Assure the community that animals will be considered during an emergency.

### 1.4 Scope

The scope of this animal welfare plan is limited to the care of domestic animals residing within the City of Perth municipal boundaries, during an emergency or disaster. It does not include the routine management of animal welfare during non-emergencies. It does not include emergency arrangements for wildlife, Department of Biodiversity, Conservation and Attractions (DBCA) are responsible for these types of animals.

### 1.5 Related Documents and Plans

The City of Perth Emergency Management Plans is a set of documents that can be used separately but it must be acknowledged they form part of a set of documents. These include:

1. Emergency Management Strategic Plan 2017 – 2021.
2. General Plan.
3. Local Recovery Plan.
4. Local Welfare Plan (developed by Department of Communities)
5. **Animal Welfare Plan**
6. Perth CBD Major Emergency Management Arrangements – Management of People Plan (to be reviewed).
7. Emergency Risk Management Plan (to be developed).

Appendices identified in the Emergency Management Plans are included as part of the above documents. A number of appendices which have restricted access are available to authorised people on the City of Perth eMERGE portal. This central collaboration tool has been developed for emergency management information sharing and records.

## Part 2. Animal Welfare

### 2.1 Overview

Animals are a valued part of the Perth lifestyle, providing companionship and recreation to community members. These animals will have varying needs during an emergency.

Animal owners are responsible for the welfare of their pets at all times, including disaster situations. However, the City of Perth acknowledges that disasters are complex events, often limiting the ability of people to fulfil these obligations. Furthermore, their inability to care for their animals can lead to significant distress in already trying situations.

The aim of this Animal Welfare Plan is for animal owners to reference in the event of a disaster occurring within the City of Perth boundaries, where animals must be relocated to a holding area during or after a disaster and pet owners have been relocated to an emergency welfare centre.

The recovery phase of any natural or man-made disaster is a very stressful time for people who have been relocated to emergency accommodation and particularly those people who have animals.

Pet owners should have made their own preparations for their animals in the event of a major emergency.

The following list is indicative of what a pet owner should have for their pets in the event of a major emergency.

- Animals clearly identified with the animal's name, the animal's owner contact details.
- Animal food and drink requirements for 7 days.
- Animal medication requirements for 14 days.
- Animal cage for transport.
- Animal bedding.

According to the *National Planning Principles for Animals in Disaster*, published by the Australian Animal Advisory Committee, animals should be integrated into emergency planning because:

- they have intrinsic value;
- they contribute to human's health and wellbeing;
- they have economic value; and
- failure to account for animals puts human life at risk.

Findings from the 2009 Bushfire Royal Commission noted that some residents refused to evacuate without their animals, their evacuation plans were delayed because of their animals, or they attempted to re-enter the fire ground to rescue their animals. The death of several civilians has been accounted to these situations.

Priority shall be given to assistance animals (i.e. guide dogs), services animals (i.e. police dogs) or companion animals of vulnerable community groups (i.e. disabled, elderly). It is important to note that whilst every effort should be made to protect and care for animals, human life and safety should always take precedence over animal welfare.

## 2.2 Key Roles, Responsibilities and Tasks

### 2.2.1 Animal Welfare Coordinator

The appointed Animal Welfare Coordinator (AWC) is the Coordinator Ranger & Security Services.

Depending on the size and nature of the emergency event, the Coordinator Ranger & Security Services may choose to delegate this position to another suitably qualified officer.

### 2.2.2 Animal Welfare Team

Depending on the nature and size of the event, the AWC may require further assistance. This shall be granted by the appointment of an Animal Welfare Team (AWT).

The membership of this team is to be decided by the AWC, but may include officers and/or representatives from:

- Rangers
- RSPCA and other animal welfare agencies
- Department of Primary Industries & Regional Development
- Parks & Wildlife Services
- Veterinarians
- Local animal groups

## 2.3 Plan Activation

The activation of the Animal Welfare Plan (AWP) will be determined by the Incident Controller (IC) of the relevant HMA. This will be in consultation with the:

- Incident Support Group (ISG)
- Welfare Agencies
- City of Perth (Community Amenity and Safety)

## 2.4 Withdrawal

The AWP structure shall be gradually stood down as assistance is no longer required and the capability of local resources improves. The decision to conclude the AWP and withdraw additional resources shall be determined by the AWC in consultation with the Recovery Coordinator.

## Part 3. Facilities and Resources

### 3.1 Animal Welfare Operations Centre

The Animal Welfare Operations Centre (AWOC) is to be confirmed.

Where this facility is not suitable, the AWC is to nominate an alternate location.

The AWOC is to be a central location for the management of all animal welfare efforts and its functions include:

- Record, register and prioritise all requests for assistance.
- Task the AWT.
- Record and register all lost, found, rescued and impounded animals.
- Assist with the logistics of caring for all impounded animals.
- Maintain all financial and administrative records.

### 3.2 Domestic Animal Shelter

When the need arises, an emergency shelter shall be set up to temporarily house domestic animals brought in or the animals will be transported to other facilities. The City of Perth will utilise the services of the Dogs Refuge Centre, Shenton Park and the Cat Haven, Shenton Park for short term housing of animals.

Animals are not allowed inside an evacuation centre, except for assistance animals (i.e. guide dogs). Whilst animals may be kept outside evacuation centres, the nature of the disaster may not allow this. Residents are to be urged to seek shelter for their animals with friends or families that have not been affected by the emergency event, prior to utilising the services of an animal sheltering facility.

The appointed Animal Welfare Centre Coordinator shall:

- (a) Keep a register of animals that need to be relocated to a Domestic Animal Shelter and/or animals brought in (type of animal, breed, colour, sex, animal registration number, where and when found and physical condition of animal).  
Details of the Animal Registration Log can be found at **Appendix 1 – Animal Registration Log**
- (b) Secure/confine animal to such an area where it is not likely to injure itself or be injured by other animals.
- (c) Ensure arrangements are made for animals to be fed, watered and their facilities regularly cleaned.



- (d) Report any apparent injury or illness to a veterinarian, if necessary, for treatment or euthanasing as soon as practical. Animals suffering from contagious illness shall be segregated to prevent infection of other animals.
- (e) Upon release of the animal, record the date and time and obtain the details of the owner (name, address and telephone number).

### 3.3 Pets

Owners requiring long term housing (greater than 10 days) for their animals after the Recovery Period should negotiate directly with providers.

#### Online Databases and Social Media

Organisation	Web Link	Other contact details
Dogs' Refuge Home	<a href="http://www.dogshome.org.au">www.dogshome.org.au</a>	9381 8166
Cat Haven	<a href="http://www.cathaven.com.au">www.cathaven.com.au</a>	9442 3600

### 3.4 Equipment

City of Perth Rangers Services has a limited supply of animal equipment in the event of an emergency. Three Ranger vehicles have animal cages for the transport of dogs and cats, also available are pet boxes for transport of other small domestic animals. Ranger vehicles also carry a limited supply of dog leads and water/food bowls. **Appendix 1**

### 3.5 Food

City of Perth Ranger Services will have a limited supply of food for animals which will be sourced on an 'as needs' basis.

Owners are to provide a minimum of 5 days food for their animals.

### 3.6 Fees & Charges

Where possible the City will endeavour to assist the community in caring for their animals, by the waiving of selected fees and charges. Waiving of fees and charges may occur as per the Council's Delegated Authority Procedure.

To ensure there is a consistent approach to the waiver of fees, the following points for consideration are to be clarified by the AWC and AWT as early as practicable:

- Fees for surrendering animals for destruction or rehoming.
- Extension period for micro chipping or registration fees.

However, registration and micro chipping of dogs and cats must be completed within 1 calendar month of the animal returning to the animal's normal place of residence.

### 3.7 Exotic animal diseases & biosecurity

The City of Perth does not have an agricultural industry within its boundaries. However, the University of Western Australia may have exotic animals.

The Department of Primary Industries & Regional Development (DPIRD) is the HMA for Animal and Plant Pests and Diseases.

Refer to WESTPLAN- Animal & Plant Biosecurity for further information.

## Part 4. Administration & Public Information

### 4.1 Request for Assistance

All incoming requests for assistance from the public regarding animal welfare (i.e. rescues, roaming, lost and found) shall be recorded using Pathways system. Where these online services are not available the *Request for Assistance* form seen in **Appendix 2 – Request for assistance form** shall be used. These forms are available in each of the welfare centre activation kits

### 4.2 Impounded Animals

All impounded animals are to be registered on the *Pathway* system. When this online service is not available, these animals are to be registered on the *Impound Form* found in **Appendix 3 - Impound Form**.

Where there is more than one animal sheltering facility, it is to be clearly noted on the **Impound Form** where the animal is located.

### 4.3 Lost & Found Animals

All records of lost and found animals are documented via the electronic Pathways system. When this online service is not available, these records are to be listed on the *Lost & Found Register* in **Appendix 5**.

All found/impounded animals are to be listed in the *Impound Register* on the Rangers website for public viewing. (Set up online website for public to view) Where this online service is not available a physical list of animals is to be displayed at an appropriate venue (i.e. evacuation centre or recovery coordination centre) using the *Found Animal Register (public display)* as in **Appendix 5 – Lost & Found Animal Register**

All forms listed above can be found in the Welfare Centre Activation Kits, located at the HHRC, COPARC and City of Perth Customer Service Centre at Council House (if available) or City of Perth Library.

#### 4.4 Pet and Animal Plans

In preparation for emergencies, pet owners should prepare their own Pet Emergency Plan and Pet Emergency kit. Items to consider and include are listed below.

##### When developing your pet emergency plan it is important to consider the following:

Animals will require a constant source of water and food, shade and safe place to shelter.

If you need to move your pets to a safer place, think about when and how you will relocate them.

Animals are not allowed in welfare centres, except guide dogs or assistance animals.

Remember to act safely and not risk human life.

##### Preparation checklist

Prepare a pet emergency kit

Update your animals' microchip details

Ensure vaccinations are all up to date

Ensure your pets City of Perth registrations are current

Ensure your pets have adequate identification

Have current photos of your domestic animals to assist in easily identifying you as the legal owner.

Include the following phone numbers in your emergency plan:

- Your veterinarian.
- Local animal welfare agency (for example the RSPCA).
- Help number for injured and trapped wildlife, ranger and animal rescue services.

Additional information for pet and animal plans can be found online at:

[www.dfes.wa.gov.au/](http://www.dfes.wa.gov.au/)

[www.rspcasa.org.au/the-issues/animals-in-emergencies/](http://www.rspcasa.org.au/the-issues/animals-in-emergencies/)

[www.youtube.com/watch?v=ORnKLnNrA8](http://www.youtube.com/watch?v=ORnKLnNrA8)

## APPENDIX 1 - EQUIPMENT LIST FOR EVACUATION CENTRE (GUIDE)

ITEM	NUMBER/DESCRIPTION
Contact Lists/Map of Animal Facilities	3 x Lists of contacts/Maps
Forms	Animal Registration Log Customer Service Request Form Impound Form Lost & Found Animal Register
Electrical	Extension Cords, 4 outlet power board
Miscellaneous	Dog chains Identification Tags Food (limited supply from City Rangers) Water Bowls Collapsible Small Animal Cages Cages may also be useful to construct temporary shelters

## APPENDIX 2 - ANIMAL REGISTRATION LOG

ENTRY #	REGISTRATION NUMBER	ANIMAL	DESCRIPTION	OWNER	ADDRESS	PHONE #	COMMENT

APPENDIX 3 – CUSTOMER SERVICE REQUEST FORM



City of Perth

Customer Service Request Form

00001

Pathway Request: .....

Officer Name ..... Time ..... Date .....

Customer Name .....

Address ..... Email .....

Mobile # ..... Home/Work # .....

**LOCATION OF ISSUE**.....

Nearest cross road/City asset .....

Council Property  OR  Private Property

**Nature of Request (tick)**

- |                     |                          |                              |                          |       |                          |
|---------------------|--------------------------|------------------------------|--------------------------|-------|--------------------------|
| Dog/Cat etc         | <input type="checkbox"/> | Roads/Paths/Drainage         | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Trees Verges Mowing | <input type="checkbox"/> | Reserves/Gardens/Access Ways | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Street Sweeper      | <input type="checkbox"/> | Waste/Bins                   | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Street Lighting     | <input type="checkbox"/> | Fencing                      | <input type="checkbox"/> | Other | <input type="checkbox"/> |

**Description**

.....  
 .....

**Priority rating:**

- LOW (weeks/months)  
 MEDIUM (days)  
 HIGH (hours)

**Other agencies involved/required:**

- Police  SES  
 SES  Other .....

**ACTION TAKEN**

Emailed/Phone/SMS/Handed to (circle): .....

Officer Name ..... Time ..... Date .....

Officer Notes ..... Job duration .....

.....  
 ..... Sign .....

CRM issued #.....  CRM Closed (date) .....

This form is intended to assist officers in recording service requests in the event of a power outage or lack of IT mobility access.





APPENDIX 5 – LOST & FOUND ANIMAL REGISTER

<i>RECORD #</i>	<i>LOST AREA/LOCATION</i>	<i>FOUND AREA/LOCATION</i>	<i>ANIMAL</i>	<i>ID # IF ANY</i>	<i>CONTACT DETAILS</i>