



## What a shelter should do after it has been directly impacted by a disaster:

- Identify actions you need to take in your organization's emergency plan. If a plan for your organization does not yet exist, follow the steps in the [Best Friends Emergency Preparedness Toolkit](#) to get started.
- Ensure that all staff and volunteers are safe and accounted for.
- Ensure that all animals are safe and injured animals receive immediate care.
- Assess overall damage to the shelter – not just structurally, but in other areas that may impact your daily operations (e.g. – staffing, equipment, volunteer support, etc.).
- Remember to turn off utilities (propane/gas, electric, internet) that will not be needed if shelter is damaged and unoccupied until repaired.
- Remember to cancel or reroute recurring services such as, deliveries or transports since the shelter is not going to be in use.
- Account for damage/destruction for insurance purposes and to help make requests from community about replacement items.
- Determine which essential services the shelter typically offers are essential to continue based on the emergency event and either continue, increase, reduce or suspend these services based on the level of damage and the community's needs. *(Note that following a disaster, a shelter should immediately move to emergency intake only and determine how other types of intake could be resources by neighboring partners.)*
- Craft a message immediately to update the public, your supporters and the community on how the event impacted your shelter and what your shelter's current operational status is and share with public information officers, as well as on your social media pages. Do not forget to update your shelter's voicemail system as well.
- For animals awaiting placement, make sure to provide extra enrichment activities and play yard time for the animals, as it is critical after experiencing the stress from the emergency event.
- Determine what types of donations (supplies/equipment) you might need and add that to your social media pages. If you have an Amazon Wishlist, update that with any disaster-related supply and equipment needs and share the link on your website and on social media pages.
  - If utilizing a staging area with an alternate address, be sure to update your Amazon Wishlist as needed and add this information to any media announcements.
- If your shelter is supporting emergency intake, assign staff or volunteers to assist with reunification of displaced pets with their families.

## ESSENTIAL FUNCTIONS

Essential functions are critical activities that are vital to an organization’s operational capacity and business function which cannot cease for any extended period of time, and/or are fundamental in keeping human and animal lives and livelihood intact. These activities include the responsibilities or tasks that must be maintained despite the disruption or dislocation and are considered to be operational. Business functions that are essential are primarily financial in nature and include aspects such as, revenue generation and acknowledgement, payroll and benefits administration, and financial transaction processing (cash receipt, payment, banking).

### Priorities & Functionality

*Customize the fields below to match your operational needs including departments and function.*

Department	Function	Function’s Emergency Status	Relocate or Operate Remotely?	Minimum Staff Needed	Modifications Made to Operations
Shelter Leadership		<input type="checkbox"/> Increased <input type="checkbox"/> Full <input type="checkbox"/> Reduced <input type="checkbox"/> Suspended	<input type="checkbox"/> Relocate <input type="checkbox"/> Remote		
Animal Care – Dogs	<input type="checkbox"/> Adoptions <input type="checkbox"/> Fostering <input type="checkbox"/> Intake <input type="checkbox"/> Behavior <input type="checkbox"/> Other	<input type="checkbox"/> Increased <input type="checkbox"/> Full <input type="checkbox"/> Reduced <input type="checkbox"/> Suspended	<input type="checkbox"/> Relocate <input type="checkbox"/> Remote		
Animal Care – Cats	<input type="checkbox"/> Adoptions <input type="checkbox"/> Fostering <input type="checkbox"/> Intake <input type="checkbox"/> Behavior <input type="checkbox"/> Other	<input type="checkbox"/> Increased <input type="checkbox"/> Full <input type="checkbox"/> Reduced <input type="checkbox"/> Suspended	<input type="checkbox"/> Relocate <input type="checkbox"/> Remote		
Animal Care – Other: (specify)	<input type="checkbox"/> Adoptions <input type="checkbox"/> Fostering <input type="checkbox"/> Intake <input type="checkbox"/> Behavior <input type="checkbox"/> Other	<input type="checkbox"/> Increased <input type="checkbox"/> Full <input type="checkbox"/> Reduced <input type="checkbox"/> Suspended	<input type="checkbox"/> Relocate <input type="checkbox"/> Remote		
Clinic		<input type="checkbox"/> Increased <input type="checkbox"/> Full <input type="checkbox"/> Reduced <input type="checkbox"/> Suspended	<input type="checkbox"/> Relocate <input type="checkbox"/> Remote		

Volunteer Engagement		<input type="checkbox"/> Increased <input type="checkbox"/> Full <input type="checkbox"/> Reduced <input type="checkbox"/> Suspended	<input type="checkbox"/> Relocate <input type="checkbox"/> Remote		
Human Resources (payroll)		<input type="checkbox"/> Increased <input type="checkbox"/> Full <input type="checkbox"/> Reduced <input type="checkbox"/> Suspended	<input type="checkbox"/> Relocate <input type="checkbox"/> Remote		
Communications		<input type="checkbox"/> Increased <input type="checkbox"/> Full <input type="checkbox"/> Reduced <input type="checkbox"/> Suspended	<input type="checkbox"/> Relocate <input type="checkbox"/> Remote		
IT services		<input type="checkbox"/> Increased <input type="checkbox"/> Full <input type="checkbox"/> Reduced <input type="checkbox"/> Suspended	<input type="checkbox"/> Relocate <input type="checkbox"/> Remote		
		<input type="checkbox"/> Increased <input type="checkbox"/> Full <input type="checkbox"/> Reduced <input type="checkbox"/> Suspended	<input type="checkbox"/> Relocate <input type="checkbox"/> Remote		
		<input type="checkbox"/> Increased <input type="checkbox"/> Full <input type="checkbox"/> Reduced <input type="checkbox"/> Suspended	<input type="checkbox"/> Relocate <input type="checkbox"/> Remote		
		<input type="checkbox"/> Increased <input type="checkbox"/> Full <input type="checkbox"/> Reduced <input type="checkbox"/> Suspended	<input type="checkbox"/> Relocate <input type="checkbox"/> Remote		
		<input type="checkbox"/> Increased <input type="checkbox"/> Full <input type="checkbox"/> Reduced <input type="checkbox"/> Suspended	<input type="checkbox"/> Relocate <input type="checkbox"/> Remote		