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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. Pages or 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 Allison A. Sakara	6. SITE NUMBER	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 planning addresses the basics by completing this optional form. The process of contingency <i>planning</i> is more important than an actual plan, especially if the plan is never revisited. Review your plan once a year, at minimum. Practice your plan 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 to USDA upon request. For more tips on planning, visit https://www.aphis.usda.gov/aphis/ourfocus/emergencyresponse/sa_animal_welfare I have read and completed this Contingency Planning Program and understand my responsibilities. Licensee / Registrant <u>Allison A. Sakara</u> Date <u>30May2022</u>												
2. BUSINESS NAME High Alert Institute, Inc.														
3. USDA LICENSE/REGISTRATION NUMBER	7. HOME TELEPHONE 407-301-3458													
4. STREET MAILING ADDRESS 4800 Ben Hill Trail	8. BUSINESS TELEPHONE 863-696-8090													
5. CITY, STATE, AND ZIP CODE Lake Wales, FL 33898	9. EMAIL ADDRESS asakara@HighAlertInstitute.org													
SECTION III. IMPORTANT CONTACT INFORMATION		IN THIS SPACE LIST THE DATES AND INITIAL WHEN YOU REVIEWED AND CONDUCTED DRILLS ON THIS PLAN. ADD MORE PAGES AS NEEDED. Exercising (Testing) the BCP At least 1 exercise shall be conducted every year. <table border="1"> <thead> <tr> <th>Exercise Type</th> <th>Purpose</th> <th>Participants</th> <th>Date(s)</th> </tr> </thead> <tbody> <tr> <td>Table top Exercise</td> <td>Training/updating BCP</td> <td>All BCP Team Leads</td> <td></td> </tr> <tr> <td>Walk-Thru</td> <td>Alternate site familiarization</td> <td>Alternate Site Users</td> <td></td> </tr> </tbody> </table>	Exercise Type	Purpose	Participants	Date(s)	Table top Exercise	Training/updating BCP	All BCP Team Leads		Walk-Thru	Alternate site familiarization	Alternate Site Users	
Exercise Type	Purpose		Participants	Date(s)										
Table top Exercise	Training/updating BCP		All BCP Team Leads											
Walk-Thru	Alternate site familiarization		Alternate Site Users											
1. ATTENDING VETERINARIAN 863-655-3155	10. POWER COMPANY 800-700-8744													
2. USDA INSPECTOR	11. GAS COMPANY 800-776-7263													
3. EMERGENCY MANAGEMENT AGENCY 863-534-5600	12. WATER COMPANY													
4. ANIMAL POISON CONTROL CENTER 888-426-4435	13. ANIMAL HOSPITAL 863-324-3340													
5. ANIMAL EVACUATION SITE	14.													
6. FIRE DEPARTMENT 863-534-5600	15.													
7. POLICE DEPARTMENT 863-298-6200	16.													
8. HOSPITAL 863-676-1433	17.													
9. POISON CONTROL CENTER 800-222-1222	18.													

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

☐ Other situations:

Risk Assessments

Key

<i>Probability Scale</i>	<i>Business Impact Scale</i>	<i>Control Scale</i>
1 – 2 – 3 – 4 – 5	1 – 2 – 3 – 4 – 5	1 – 2 – 3 – 4 – 5
Low.....High	No Impact.....High Impact	Good.....Poor

Probability Scale: The likelihood that an event will occur.

Business Impact Scale: The degree to which the event will affect your business.

Control Scale: How much control you have in preventing the event

Assessment Table

<i>Threat</i>	<i>Probability Scale</i>	<i>Business Impact Scale</i>	<i>Control Scale</i>	<i>Ideas for Mitigation</i>
Scenario 1: Nuclear Detonation – Improvised Nuclear Device	1	5	5	Founders and Executive Director are REACT/s and NMRT trained. PAPRs and PPE on site. The facility has whole building battery back-up and a generator with on-site fuel for 5 weeks plus solar panels and a wind turbine for near indefinite power and a negative carbon footprint.
Scenario 2: Biological Attack – Aerosol Anthrax	1	2	1	Founders and Executive Director HAZMAT trained and CBRNE trained with access to antibiotics and other treatments/prophylaxis. Arrange for online bill pay solution, telework, invite public health and/or anthrax experts to speak on topic with/for the Institute, participate in the distribution of evidence-based information on social media, health conscious training, masks, sanitization gel dispensers. Masks, PAPRs and PPE on site
Scenario 3: Biological Disease Outbreak – Pandemic Influenza	5	3	5	Founders and Executive Director have experience and success with the treatment of pandemic as well as operational success a COVID bubble from 2020 through 2022. Arrange for online bill pay solution, telework, invite public health and/or pandemic experts to speak on topic with/for the Institute, participate in the distribution of evidence-based information on social media, health conscious training, masks, sanitization gel dispensers. Masks, PAPRs and PPE on site
Scenario 4: Biological Attack – Plague	1	2	1	Founders and Executive Director HAZMAT trained and CBRNE trained with access to antibiotics and other treatments/prophylaxis. Arrange for online bill pay solution, telework, invite public health and/or plague experts to speak on topic with/for the Institute, participate in the distribution of evidence-based information on social media, health conscious training, masks, sanitization gel dispensers. Masks, PAPRs and PPE on site
Scenario 5: Chemical Attack – Blister Agent	1	1	1	Founders and Executive Director HAZMAT trained and CBRNE trained with access to treatments. Copious water on site for decon. PAPRs and PPE on site,
Scenario 6: Chemical Attack – Toxic Industrial Chemicals	1	1	1	Founders and Executive Director HAZMAT trained and CBRNE trained with access to treatments. Copious water on site for decon. PAPRs and PPE on site,

Scenario 7: Chemical Attack – Nerve Agent	1	5	1	Founders and Executive Director HAZMAT trained and CBRNE trained with access to treatments. Copious water on site for decon. PAPRs and PPE on site,
Scenario 8: Chemical Attack – Chlorine Tank Explosion	1	5	1	Founders and Executive Director HAZMAT trained and CBRNE trained with access to treatments. Copious water on site for decon. PAPRs and PPE on site,
Scenario 9: Natural Disaster – Major Earthquake	1	1	5	No significant history of earthquake in Lake Wales, FL. The facility has whole building battery back-up and a generator with on-site fuel for 5 weeks plus solar panels and a wind turbine for near indefinite power and a negative carbon footprint.
Scenario 10: Natural Disaster – Major Hurricane	5	5	3	Physical facility hardened to 135 mph winds and is 60 miles inland away from storm surge. The facility has whole building battery back-up and a generator with on-site fuel for 5 weeks plus solar panels and a wind turbine for near indefinite power and a negative carbon footprint. The facility has been undamaged even after 100 mph winds. Secure heavy equipment and any outdoor objects that can be wind borne projectiles. Check generator and while facility battery system readiness, subscribe to automated notification system, check cell phone charge and function, emergency food and water on site, first aid supplies, AED and medical supplies on site, staff trained for sheltering in place, arrange for online bill pay solution, activate telework policy. The expansion includes the installation of lightning mitigation as needed, installation of storm water diversion walls and French drains to divert water from ponds, bog filters and buildings. The expansion also includes the installation of rain water collection systems to capture the 5000 sq. ft of rooftop rain yielding 180,000+ gallons of recovered water annually.
Scenario 11: Radiological Attack – Radiological Dispersal Device	1	5	5	Founders and Executive Director are REACT/s and NMRT trained. PAPRs and PPE on site. The facility has whole building battery back-up and a generator with on-site fuel for 5 weeks plus solar panels and a wind turbine for near indefinite power and a negative carbon footprint.
Scenario 12: Explosives Attack – Bombing Using	1	5	5	Founders and Executive Director HAZMAT trained and CBRNE trained with access to treatments. Copious water on site for decon. PAPRs and PPE on site. The facility has whole building battery back-up and a generator with on-

Improvised Explosive Device				site fuel for 5 weeks plus solar panels and a wind turbine for near indefinite power and a negative carbon footprint.
Scenario 13a: Biological Attack – Human Food Chain Contamination	1	1	5	The facility does not feed the public. Human food chain disruption would impact staff and potentially alter event planning but has no business impact of significance. The facility grows vegetables as part of its aquaponic filtration system and as part of its technology development program. These vegetables are available to staff for personal use.
Scenario 13b: Biological Attack – Animal Food Chain Contamination	2	5	5	The facility obtains fish food from several retailers, for a single primary supplier. The Institute keeps a minimum 30-day reserve of food on site at all times and has never suffered a supply chain interruption. A list of alternative fish food suppliers is maintained and accounts with alternate vendors have been established.
Scenario 14a: Biological Attack – Foreign Animal Disease	2	3	5	Whether naturally occurring or man-made, foreign animal disease is a potential in any animal care environment. The facility shelter tanks are outdoors and subject to over flying birds that can spread disease. The species maintained by the Institute are not susceptible to the majority of diseases that occur naturally or by man-made events. Sick animals are isolated for a 6-week quarantine. The facility has agreements with veterinary services to care for ill animals and perform diagnostic necropsy as indicated. The Institute maintains a supply of broad-spectrum fish anti-infective agent for use if needed along with maintaining a pond salinity sufficient to suppress or destroy Koi Herpes Virus.
Scenario 14b: Biological Attack – Rescue/Shelter Animal Disease	3	5	4	Whether naturally occurring or man-made, foreign animal disease is a potential in any animal care environment. The facility shelter tanks are outdoors and subject to over flying birds that can spread disease. The species maintained by the Institute are not susceptible to the majority of diseases that occur naturally or in rescues/shelters. Sick animals are isolated for a 6-week quarantine. The facility has agreements with veterinary services to care for ill animals and perform diagnostic necropsy as indicated. The Institute maintains a supply of broad-spectrum fish anti-infective agent for use if needed along with maintaining a pond salinity sufficient to suppress or destroy Koi Herpes Virus.
Scenario 15a: Infrastructure Attack - Cyber	3	2	3	That a backup of critical computer systems occurs daily (usually synchronized hourly) and these backups (usually cloud based and across laptops) are sent to offsite storage daily. The facility has whole building

Attack - Ransomware/Virus				battery back-up and a generator with onsite fuel for 5 weeks plus solar panels and a wind turbine for near indefinite power and a negative carbon footprint.
Scenario 15b: Infrastructure Attack - Power Outage	2	5	3	The facility has whole building battery back-up and a generator with on-site fuel for 5 weeks plus solar panels and a wind turbine for near indefinite power and a negative carbon footprint.
Scenario 15c: Infrastructure Attack - Water Outage	1	1	1	The facility has independent well source of water. The expansion includes the installation of storm water diversion walls and French drains to divert water from ponds, bog filters and buildings. The expansion also includes the installation of rain water collection systems to capture the 5000 sq. ft of rooftop rain yielding 180,000+ gallons of recovered water annually.
Scenario 15d: Infrastructure Attack - Transportation / Road Outage	2	3	4	The facility is located in a remote area of the Tiger Creek Nature Preserve inside the Tiger Creek State Forest and accessible via a single unpaved one lane forest road. The access road is subject to blockage by fallen trees but has never flooded or washed out. The facility and its neighbors have the equipment clear road blockages by fallen trees and to repair the road structure as needed. Man-made road blockages within the forest are unlikely, but would require law enforcement and county/state DOT intervention. The Tiger Creek Nature Preserve and the Tiger Creek State Forest are accessed by any one of three paved public two-lane roads, separated by several miles. There is no history of a local or regional event blocking all three paved roads contemporaneously. Blockages of the paved public forest access roads are unlikely, but would require law enforcement and county/state DOT intervention.
Natural Disaster – Tornado	3	2	5	Physical facility hardened to 135 mph winds and is 60 miles inland away from storm surge. The facility has whole building battery back-up and a generator with on-site fuel for 5 weeks plus solar panels and a wind turbine for near indefinite power and a negative carbon footprint. The facility has been undamaged even after 100 mph winds. Secure heavy equipment and any outdoor objects that can be wind borne projectiles. Check generator and while facility battery system readiness, subscribe to automated notification system, check cell phone charge and function, emergency food and water on site, first aid supplies, AED and medical supplies on site, staff

				trained for sheltering in place, arrange for online bill pay solution, activate telework policy.
Natural Disaster - Severe Thunderstorm / Lightening	5	3	3	Physical facility hardened to 135 mph winds and is 60 miles inland away from storm surge. The facility has whole building battery back-up and a generator with on-site fuel for 5 weeks plus solar panels and a wind turbine for near indefinite power and a negative carbon footprint. The facility has been undamaged even after 100 mph winds. Secure heavy equipment and any outdoor objects that can be wind borne projectiles. Check generator and while facility battery system readiness, subscribe to automated notification system, check cell phone charge and function, emergency food and water on site, first aid supplies, AED and medical supplies on site, staff trained for sheltering in place, arrange for online bill pay solution, activate telework policy. The expansion includes the installation of lightning mitigation as needed, installation of storm water diversion walls and French drains to divert water from ponds, bog filters and buildings. The expansion also includes the installation of rain water collection systems to capture the 5000 sq. ft of rooftop rain yielding 180,000+ gallons of recovered water annually.
Natural Disaster – Flooding	3	4	3	Physical facility hardened to 135 mph winds and is 60 miles inland away from storm surge and on one of the highest points in the peninsula of the state of Florida. The facility has whole building battery back-up and a generator with on-site fuel for 5 weeks plus solar panels and a wind turbine for near indefinite power and a negative carbon footprint. The facility has been undamaged even after 100 mph winds. Check generator and while facility battery system readiness, subscribe to automated notification system, check cell phone charge and function, emergency food and water on site, first aid supplies, AED and medical supplies on site, staff trained for sheltering in place, arrange for online bill pay solution, activate telework policy. The expansion includes the installation of lightning mitigation as needed, installation of storm water diversion walls and French drains to divert water from ponds, bog filters and buildings. The expansion also includes the installation of rain water collection systems to capture the 5000 sq. ft of rooftop rain yielding 180,000+ gallons of recovered water annually.

Natural Disaster - Extreme Heat / Climate Change	5	3	3	The physical facility has a single HVAC system providing both air conditioning and heating. The HVAC system was new in 2015 and is maintained semiannually and as needed. The system includes a whole building ventilation system capable of cooling the building with natural air. The covered outdoor space is larger than the indoor space and suitable for operations 24, 7, 365 as a primary or secondary business space. Implement quarterly inspection of HVAC system, ensure filters on A/C are changed regularly, ensure water lines are checked for reliability, emergency drinking water supply. Rhinoshield reflective coating has already been applied to the building to reduce heat and the building is the most energy efficient building with an aquaculture operation in North America and the fourth most energy efficient building recorded in RESNET with a HERS rating of -63. The expansion includes installation of pergola on all sides to the facility building with shade screens and polycarbonate roof to shade the building and windows, installation of landscaping, bog filters and aquaponic garden options to provide shade and to keep pond temperatures in the range of 60°F to 85°F. outdoor furniture is wood and/or ventilated material.
Natural Disaster – Drought	5	5	3	Climate change has already resulted in a relative drought in the Central Florida area with annual rainfall less than half of that three to four decades ago. Institute has independent well source of water. The expansion includes enclosing shelter tanks and water lines to reduce water loss, install screen enclosures, ensure emergency water supply is sufficient, consult with water conservation experts to engineer maximum water efficiency and to conduct water conservation training for staff, installation of storm water diversion walls and French drains to divert water from ponds, bog filters and buildings. The expansion also includes the installation of rain water collection systems to capture the 5000 sq. ft of rooftop rain yielding 180,000+ gallons of recovered water annually.
Man-Made Disaster - Fire / Wildfire / Forest Fire	5	5	3	Climate change has already resulted in a relative drought in the Central Florida area with annual rainfall less than half of that three to four decades ago. As a result, the Tiger Creek Forest has suffered two wildfires in the past decade. While the facility is located inside the Tiger Creek Nature Preserve which is inside the Tiger Creek State Forest, only one of the two fire came close to the Institute facility. Forest fire has been successfully mitigated for the past five years through the use of controlled burns to remove fire fuel. This controlled burn program has been managed by local

				fire service, state forestry service, US Forestry Service, The Nature Conservancy and the Tiger Creek Owners Association. The Institute has an independent well as a source of water and over 50,000 gallons of on-site water (over 100,000 gallons after expansion).
Facility Failure - HVAC system outage	2	5	5	The physical facility has a single HVAC system providing both air conditioning and heating. The HVAC system was new in 2015 and is maintained semiannually and as needed. The system includes a whole building ventilation system capable of cooling the building with natural air. The covered outdoor space is larger than the indoor space and suitable for operations 24, 7, 365 as a primary or secondary business space. Implement quarterly inspection of HVAC system, ensure filters on A/C are changed regularly, ensure water lines are checked for reliability, maintain an emergency drinking water supply. Rhinoshield reflective coating has already been applied to the building to reduce heat and the building is the most energy efficient building with an aquaculture operation in North America and the fourth most energy efficient building recorded in RESNET with a HERS rating of -63. The expansion includes installation of pergola on all sides to the facility building with shade screens and polycarbonate roof to shade the building and windows, installation of landscaping, bog filters and aquaponic garden options to provide shade and to keep pond temperatures in the range of 60°F to 85°F. outdoor furniture is wood and/or ventilated material.
Facility Failure - Filtration system outage	2	5	4	The physical facility has a single sand and bioreactor-based filtration system powered by a single 3 hp circulation pump. The filtration system was new in 2015 the pump updated for energy efficiency in 2018. A back-up pump is on site in the event of a pump failure. Implement daily inspection of the filtration system, ensure the sand filter is backwashed often. Ensure the water lines are flowing and water circulating. The expansion will convert the filtration system to a bog/wetland filtration system with a 90% improvement in efficiency. The new system will use dual pumps, one fully solar and the second grid powered (240vac sp). The Institute has also partnered with a solar equipment manufacturer to create self-contained solar pond circulator, aerators filters as emergency shelter in place systems for ponds on site and in the community.

Facility Failure - Pond Aeration System Failure	2	5	4	The physical facility has a redundant aeration system powered by dual 100 cfm diaphragm pumps. The aeration system was new in 2015 and the dual pump system upgraded in 2018. A back-up pump is on site in the event of a primary pump failure. The back-up pump activated automatically when air pressure falls. Implement daily inspection of the aeration system, ensure the intake air filter is cleaned often. Ensure the air lines are flowing and water bubbling. The expansion will convert the air system to a high output system with an ozone cone to improvement sanitation and oxygenation. The new system will use blower pumps. The Institute has also partnered with a solar equipment manufacturer to create self-contained solar pond circulator, aerators filters as emergency shelter in place systems for ponds on site and in the community.
Facility Failure - Pond Breach	1	5	4	The current ponds are concrete wall or rigid rolled plastic. A tank rupture would require significant force and is highly unlikely. In the event of a plumbing rupture or other event compromising water containment, each tank can be isolated by valves and fish moved to un effected tanks.
Facility Failure - Animal Escape	1	1	5	The facility is land locked making an animal escape impossible. Tanks are equipped with nets and other measures to prevent breaching fish from landing outside the tank. Any fish escaping a tank, if not recovered immediately, would die.

Business Impact Analysis Summary

The Institute has a number of programs that provide services to animal welfare organizations, animal owners or animals themselves while other programs provide financial support for the Institute, its programs and the animals in its care.

DISASTER EDUCATION & READINESS

Bridging Preparedness Education for Humans and Animals

Our goal is to share our two decades of disaster readiness experience with animal welfare organizations, caretakers, and pet owners, as they implement contingency plans for natural and manmade disasters.

Resources

- website hosting curated list of online classes and other resources for disaster readiness.

Vulnerabilities:

- Employees unable to report to work
- Customers unable to communicate with staff
- Company in violation of contractual agreements
- Imposition of fines and penalties or legal costs

MUTUAL AID & COOPERATION

Partnering for the Benefits of Humans and The Animals in Their Care

We partner with public and private organizations, sharing resources and fostering partnerships to improve disaster preparedness, response, and recovery.

Resources

- website hosting a partnership page for organizations to partner with the Institute and a directory page for these partners.

Vulnerabilities:

- Employees unable to report to work
- Customers unable to communicate with staff
- Company in violation of contractual agreements
- Imposition of fines and penalties or legal costs

AQUATIC PET RESCUE & SHELTER

Caring for Our Finned Friends

When disaster strikes, most aquatic pet owners have limited options to secure the safety of their pets. Sheltering in place may not be possible if there is no power to provide aeration and “pet-friendly” shelters do not include ponds or aquariums. Our goal is to provide an option for aquatic pet owners in need of rescue and shelter for their finned friends.

Resources

- electricity, filtration, aeration, animal feed, staff, the website for animal sponsorship and adoption

Vulnerabilities:

- Employees unable to report to work
- Customers unable to communicate with staff
- Company in violation of contractual agreements
- Imposition of fines and penalties or legal costs
- Interruption of critical supplies
- Interruption of product distribution

SCIENTIFIC RESEARCH SUPPORT

Sharing the Scientific Truth and Experience

The High Alert Institute team has over a century of combined research experience in medical, nursing, behavioral health, and disaster sciences. Our team provides support to researchers and technology developers through comprehensive literature searches and reviews, as well as failure mode database searches and adjudicated reviews.

Resources

- staff and computers for literature searches/reviews and failure mode database searches/adjudications/reviews.

Vulnerabilities:

- Employees unable to report to work
- Customers unable to communicate with staff
- Company in violation of contractual agreements
- Imposition of fines and penalties or legal costs
- Interruption of critical database access

ENVIRONMENTAL STEWARDSHIP & GREEN TECHNOLOGY

Protecting Nature Through Innovation

Our efforts in shelter and rescue are the main focus of our environmental stewardship, reducing the environmental impact of non-native aquatic animals being dumped into public waterways. The High Alert Institute also assists innovators with the design, development, and evaluation of green and renewable energy technologies. Reducing the carbon footprint associated with disaster preparedness, response, and recovery furthers our continued mission to mitigate risk and improve resilience.

Resources

- website hosting a technology partnership page for organizations to partner with the Institute and a directory page for these partners.

Vulnerabilities:

- Employees unable to report to work
- Customers unable to communicate with staff
- Company in violation of contractual agreements
- Imposition of fines and penalties or legal costs
- Interruption of critical supplies
- Interruption of product distribution

SOCIAL DETERMINANTS of HEALTH (SDoH) Raising Awareness of Environmental Health Factors for Humans and Animals Non-medical factors that impact overall health are termed Social Determinants of Health or SDoH. Noise pollution, poor air quality, and poor water quality are three environmental factors known to have a strong link to overall health. And the same environmental factors that impact humans impact their pets and other animals in their care. We continue to assist in advocacy, education, and technology development to mitigate the impact of SDoH on humans and animals alike.

Resources

- website hosting curated list of SDoH-related and other resources.

Vulnerabilities:

- Employees unable to report to work
- Customers unable to communicate with staff
- Company in violation of contractual agreements
- Imposition of fines and penalties or legal costs

DISASTER BEHAVIORAL HEALTH

Promoting Mental and Emotional Resilience

Disasters disrupt life and impact our sense of personal, family, and community safety. Survivors and responders alike often are not aware of the emotional, psychological or spiritual challenges that they may face from disaster onset through recovery. With two decades of experience training responders and communities to prepare for the behavioral health aspects of disasters, we will continue to provide education and a curated list of resources to groups or individuals.

Resources

- website hosting curated list of Behavioral Health-related and other resources.

Vulnerabilities:

- Employees unable to report to work
- Customers unable to communicate with staff
- Company in violation of contractual agreements
- Imposition of fines and penalties or legal costs

THE JOY OF KOI

Healing Through Koi Therapy

Disasters are defined as situations in which needs exceed or overwhelm available resources. Some disasters affect an entire community, while other disasters impact individuals and families. Crises of physical or psychological health can be very personal disasters. The therapeutic value of pets during illness, trauma, and recovery is well established. And Koi fish may be well suited for people who are not able to provide verbal pet commands or physically care for pets like dogs and cats. Koi ponds are also a source of beauty and peace, providing an ideal setting for quiet reflection or meditation. We are working to partner with pond installers and aquatic pet rescues/shelters to offer free or reduced-cost ponds with rehomed Koi fish to people seeking this type of pet therapy.

Resources

- electricity, filtration, aeration, animal feed, staff, the website for animal sponsorship and adoption

Vulnerabilities:

- Employees unable to report to work
- Customers unable to communicate with staff
- Company in violation of contractual agreements
- Imposition of fines and penalties or legal costs
- Interruption of critical supplies

- Interruption of product distribution

DIRECT DONATION

Community Cash Support of the Institute

The Institute relies on cash donations to support its many programs and services. The Institute uses a combination of website fundraising, email solicitation, estate giving, and direct mail to enroll donors and obtain funds.

Resources

- website hosting various donation pages and other resources, bulk email account(s), direct mail printer.

Vulnerabilities:

- Employees unable to report to work
- Customers unable to communicate with staff
- Company in violation of contractual agreements
- Imposition of fines and penalties or legal costs

PATENTS & INNOVATIONS FOR GOOD

Never Let a Good Idea Go to Waste

The High Alert Institute IP Donation Program seeks to rescue stranded, technology-related IP with the potential for development into marketable products. Once accepted by the program, the owner/inventor is eligible for a tax deduction equivalent to the fair market value of the IP. The Institute receives the patent licensing fees or revenue from the sale of the IP to businesses, helping us to fund our mission. In turn, businesses are able to advance their markets and create jobs for less money than starting a project from scratch.

Resources

- website hosting various IP donation pages and other resources, IP transfer partner.

Vulnerabilities:

- Employees unable to report to work
- Customers unable to communicate with staff
- Company in violation of contractual agreements
- Imposition of fines and penalties or legal costs

PHOTOGRAPHY FOR GOOD

Make a Difference with Your Eye for Nature

Professional photographers, amateurs, and legal copywrite holders are all welcome to participate in the High Alert Institute Nature Photo Donation Program. Sales of the images benefit the Institute and donors are eligible for tax deductions equivalent to the fair market value of their photos.

Resources

- website hosting various photo donation pages and other resources, bulk email account(s), stock photo sales partner(s).

Vulnerabilities:

- Stock photo site closure/failure
- Employees unable to report to work
- Customers unable to communicate with staff
- Company in violation of contractual agreements
- Imposition of fines and penalties or legal costs

VOLUNTEER

Apply Your Talents to One or More Institute Program

From the staffing pool to the shelter ponds, from the boardroom to the classroom, and from reading the science to writing the analyses, High Alert Institute programs and services benefit from the experience, expertise, and generosity of our volunteers.

Resources

- website hosting various volunteer pages and other resources, bulk email account(s).

Vulnerabilities:

- Employees unable to report to work
- Customers unable to communicate with staff
- Company in violation of contractual agreements
- Imposition of fines and penalties or legal costs

SHOPPING FOR GOOD

Do Good While Shopping Online

For eligible purchases through AmazonSmile, the AmazonSmile Foundation will donate 0.5% of the purchase price to the High Alert Institute. There is no cost to charitable organizations or to AmazonSmile customers. All you need to do is push the SMILE NOW button and select to support THE HIGH ALERT INSTITUTE on AmazonSmile.

Resources

- AmazonSmile account.

Vulnerabilities:

- Amazon site closure/failure
- Company in violation of contractual agreements
- Imposition of fines and penalties or legal costs

SECTION V. SPECIFIC TASKS TO PREVENT AND RESPOND TO POTENTIAL HAZARDS LISTED IN SECTION IV <i>(Examples of tasks required in emergency situations: Animal evacuation to temporary housing; shelter-in-place; provide backup sources of food and water; provide backup methods of sanitation, ventilation, bedding; provide backup veterinary care and medications; contact local emergency management, public safety and/or law enforcement; contact all employees; contact your USDA Inspector; contact your Attending Veterinarian; establish Safety Leader)</i>	SECTION VI. RESPONSIBLE PERSON FOR THE TASK	SECTION VII. DETAILS NEEDED TO PERFORM THE TASK <i>(Consider physical materials, other resources, and training)</i>
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<i>Business Unit</i>	<i>Manager</i>	<i>Process</i>	<i>RTO</i>	<i>Daily Loss</i>	<i>Function</i>	<i>Risks</i>	<i>Comment</i>
Finance	Zach	A/P	>48	\$18	Pay Bills	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27	Discuss telework policy & VPN solution, online banking, autopay of bills
Fundraising	Robert	A/R	>48	\$2,750	Collect Funds	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27	Discuss telework policy & VPN solution, online banking, recurring gift, direct deposit
Finance	Allison	Payroll	>48	\$198	Payroll	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27	Discuss potential manual work-around procedures, paper checks supplies and timesheets, autopay of benefits, direct deposit
HR	Allison	Volunteers	>48	\$848	Volunteer Services	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27	Discuss telework policy & VPN solution
Shelter/Rescue	Allison	Animal Care	< 6	\$3000	Animal Care	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31	Discuss alternate suppliers for food, activate back-up power, filtration and/or aeration as needed, Transfer animals to alternate tanks as needed
Shelter/Rescue	Allison	Veterinary Care	>24	\$100	Veterinary Care	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27	Discuss telework policy & VPN solution
Education	Maurice	Disaster Readiness Education	>48	\$50	Online Education	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27	Discuss telework policy & VPN solution, Alternate server for website
Technology Development and IP transfer	Maurice	Development and Transfer	>72	\$3000	Development and Transfer	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27	Discuss telework policy & VPN solution,

Functional Teams and Responsibilities

The following subsections describe each functional team's role as well as its responsibilities in preparing for and responding to a disaster.

<i>Executive Management Team Responsibilities</i>	
	Pre-disaster:
1	Develop Evacuation & Emergency Response Training materials
2	Ensure routine maintenance schedule is in place
3	Develop alternate site specifications; including power requirement, machinery installation specifications, personnel workspace, etc.
4	Negotiate and Implement Mutual Aid Agreements (MAAs), Memorandums of Understanding (MOUs) and Cooperative Agreements (CAs) with rescue, response and recovery partners
5	Develop procedures for securing premises
6	Direct animal owners to shelter in place equipment and/or transport tanks
7	Authorization of expenditures and obligation of funds
	Post disaster:
1	Ensure organizational personnel safety
2	Leadership in the face of adversity
3	Teleconference with Board
4	Organizational decision-making – authorize move to alternate site
5	Outreach to community leaders & community emergency response
6	Reopen Shelter to Receive recused animals
7	Receive rescued animals

<i>Damage Assessment/Salvage Team Responsibilities</i>	
	Pre-disaster:
1	Develop Evacuation & Emergency Response Training materials
2	Ensure routine maintenance schedule is in place
	Post disaster:
1	Inspect facility upon notification of facility habitability
2	Evaluate damages to facilities and assets

3	Asses safety and wellbeing of animals in Institute care
4	Secure animals in Institute care
5	Develop Damage Report
6	Present report to Management
7	Work with Facilities and Security to secure primary site.
8	Assist with transition to alt. facility as needed

	<i>Logistics/Transportation Team Responsibilities</i>
	Pre-disaster:
1	Maintain road access and pass ability
2	Maintain redundant supply chain for business supplies and animal feed/supplies
	Post disaster:
1	Ensure delivery of animal feed and supplies to primary site
2	Deliver usable hardware or excess inventory to alternate site
3	Arrange for transport of animals to mutual aid shelter site as needed
4	Arrange for transport staff to alternate site
5	Arrange deliveries to alternate site as needed

	<i>Business Continuity Coordinator Responsibilities</i>
	Pre-disaster:
1	Develop Evacuation & Emergency Response Training materials
2	Develop Business Continuity Plan & Continuity Training materials
3	Develop Disaster Plan & Disaster Readiness Training materials
	Post disaster:
1	Ensure organizational personnel safety
2	Organizational decision-making
3	Leadership in the face of adversity
4	EOC Operations
5	Coordination with community emergency response teams

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	<i>PR/Communications/Marketing Team Responsibilities</i>
	Pre-disaster:
1	Media training for PIO, Executive Director and Chairperson
2	Article writing and distribution
	Post disaster:
1	Work with local news media to release statement post disaster
2	Provide media with status updates as authorized by management
3	Ensure corporate website is updated to reflect any operational changes
4	Reassure community and partners of the Institute's commitment to them
5	Develop marketing strategy to keep existing customers and donors engaged – personal contact / rewards / special classes
6	Develop marketing strategy to win new customers and donors - personal contact / discounts / coupons / vouchers / rewards / special classes

	<i>Facilities/Security Team Responsibilities</i>
	Pre-disaster:
1	Develop Evacuation & Emergency Response Training materials
2	Develop Disaster Plan & Disaster Readiness Training materials
3	Conduct Disaster Readiness classes – ensure all staff are trained
4	Conduct Continuity Plan classes – ensure all staff are trained
5	Conduct evacuation drills
6	Conduct disaster drills
7	Ensure routine maintenance schedule is in place
8	Develop alternate site specifications; including power requirement, machinery installation specifications, personnel workspace, etc.
9	Identify alternate facility business site
10	Identify mutual aid alternate shelter site
11	Develop procedures for securing premises

	Post disaster:
1	Perform Facility Damage Assessment & Salvage Inspections
2	Deliver DA & S Report to Management
3	Teleconference with Board
4	Contract with waste disposal vendor for dumpster
5	Contract for clean-up of debris
6	Secure primary facility and assets
7	Secure alternate facility and assets
8	Work with investigators/local responders to determine cause of incident if necessary.
9	Verify ID of staff and volunteers at primary and/or alternate site
10	Work with Management to develop Project Plan for new or repaired site
11	Ensure maintenance of biosecurity

	<i>IT/Telecommunications Team Responsibilities</i>
	Pre-disaster:
1	Maintain daily back-ups and several time daily data synchronizations
2	Validate back-up integrity
	Post disaster:
1	Recall backups & validate all data
2	Notify and activate teams
3	Recover network and applications/systems
4	Return IT environment to operational state
5	Maintain Information Security Operations to prevent compromise or loss of data

	<i>Finance/Accounting Team Responsibilities</i>
	Pre-disaster:
1	Enroll in auto-payment for bills
2	Fundraise
3	Prepare applications for disaster response grants and disaster aid before disaster occurs

	Post disaster:
1	Assist ordering new materials and supplies
2	Ensure payroll continues
3	Work with Insurance Claims Representative
4	Assist in submission of grant and disaster funding applications
5	Fundraising

	<i>Human Resources Team Responsibilities</i>
	Pre-disaster:
1	Keep benefits up to date
2	Recruit, train and coordinate volunteers
3	Ensure staff training completed and recorded
	Post disaster:
1	Assist employees with Worker Compensation claims
2	Assist employees with insurance benefits
3	Reach out to injured and families of survivors
4	Reach out to families of victims
5	Work with Management to develop community outreach programs
6	Recruit and coordinate volunteers

	<i>Animal Rescue Team Responsibilities</i>
	Pre-disaster:
1	Coordinate with local emergency management to be part of local and regional disaster plans
	Post disaster:
1	Rescue local animals as possible
2	Intake arriving evacuated and rescued animals in tanks
3	Rehome evacuated animals as their home ponds become available
4	Record rescue and shelter data and upload to reporting agencies

Business Continuity Plan Administration

BCP Administrative Overview

At the organizational level, the Facilities and Security Team will develop training materials for the company. Each Team Lead will develop training and exercise materials for their teams based on the information contained in their plan. All training materials will be reviewed by the Chairperson and the Executive Director before distribution. Once the materials are approved, Facilities and Security will conduct training annually for the organization. Business Recovery Team Leads will conduct drills and exercises for each business recovery team.

BCP Awareness and Training

<i>Awareness Activity</i>	<i>Frequency</i>	<i>Responsible Office</i>	<i>Required Materials</i>	<i>Comments</i>
New Employee/Volunteer Orientation	Once	HR	PowerPoint, Handouts, Online Courses	IC-100, IC- 200, IC-700, IC-800
Annual Disaster Readiness and Continuity training	Annually	Safety	PowerPoint, Handouts, Online Courses	
Hurricane Preparedness Month	Annually in June	Safety	PowerPoint, Handouts, Online Courses	
National Readiness Month	Annually in September	Safety	PowerPoint, Handouts, Online Courses	