**SAMPLE Contingency Plan**

***This document contains the following approved procedures:***

1. An interim emergency plan to be activated in the case of incapacitation or death of both property owners
2. Description of the duties and responsibilities of interim officials
3. A plan for a more permanent restructuring or dissolution of ORGANIZATION NAME

***In the case of the death of either property owners, but not both, the survivor will assume full responsibility for ORGANIZATION NAME,*** with the assistance and advice of the Board of Directors and any current on-site volunteers and/or employees. If the survivor is incapacitated, the interim emergency plan below will be implemented until such time as the survivor is able to resume responsibilities or chooses to relinquish responsibility.

**Interim Emergency Plan**

Notification of the incapacitation or death of either, or both, property owners must be made to the following persons:

1. Interim Director

Name, Telephone

1. Key Volunteer(s)

Name, Telephone

The interim director is currently board member NAME. The interim director will arrive as soon as possible to coordinate with key volunteers to assist in the ongoing care of all animals residing on-site. The interim director will also review the calendar of upcoming events and make applicable rescheduling decisions. The interim director will also coordinate communications with any personal representatives/attorneys for the property owners concerning the continues maintenance of the property, and all vehicles or machinery.

**Plan for Restructuring OR Dissolution of ORGANIZATION NAME**

This will depend on each individual organization’s plans. Will any remaining animals be moved to another location(s) and offered for adoption until all have placement? Is there a local rescue(s)/sanctuary which you collaborate with, which would be willing to accept transfer of any remaining animals? In the case of owner surrendered/donated animals, would they be returned to their owners? Does the organization have any emergency savings which could be used for these purposes? For verification, this doesn’t have to be terribly formal, just an outline of whether emergency funds could be used to help transport/place, and where remaining animals could/should go.