


# 2021 Operations Application

## GENERAL STAFFING (S1-S3)

 Does the organization have any of the following positions? If yes, how many? (If none, indicate with 0)

Executive Director \_\_\_\_\_

Development Director (fundraising) \_\_\_\_\_

Animal Care Manager \_\_\_\_\_

Caregivers \_\_\_\_\_

Volunteer Manager \_\_\_\_\_

Trainer \_\_\_\_\_

Veterinarian \_\_\_\_\_


Veterinary Technician \_\_\_\_\_

Administrative \_\_\_\_\_


Other \_\_\_\_\_

Have job descriptions been written for any of the following positions (paid or unpaid)? Check all that apply.

- Executive Director
- Development Director (fundraising)
- Animal Care Manager
- Caregivers
- Volunteer Manager
- Trainer
- Veterinarian
- Veterinary Technician
- Administrative
- Other
- None

 Is the Executive Director available to the rescue/sanctuary on a full-time basis (40 hours weekly)?


- Yes
- No

 When the Executive Director is not available, who is the back-up person responsible for the organization?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

 Does anyone live on the property?


- Yes
- No

 If yes - Who lives on the property?

\_\_\_\_\_

\_\_\_\_\_

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 If no - how is the safety and security of the animals ensured?

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Are written Standard Operating Procedures (SOP) available to personnel at all times?

- Yes
- No

Is there a probationary period for new personnel?

- Yes
- No

If yes - how long?

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Describe how employees and/or volunteers are trained and supervised.

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Describe any continuing education that is provided to employees and/or volunteers.

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#### SAFETY POLICIES, PROTOCOLS AND TRAINING (S4-S9)

If you have dangerous animals, are personnel always accompanied by at least one other trained individual when working with or near animals?

- Yes
- No
- N/A

How are personnel trained to recognize and respond appropriately to threat displays and other animal behaviors that could signal an impending attack?

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Describe how personnel are trained in use of personal protective equipment (PPE).

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What form of communication devices does the facility use? Check all that apply.

- Two-way radios
- Cell phones
- Intercoms
- Other \_\_\_\_\_

Which types of natural disasters pose a risk for your facility? Check all that apply.

- Hurricane
- Tornado
- Blizzard
- Drought
- Flood
- Earthquake
- Tsunami
- Wildfire
- Fire
- Dust storm
- Excessive heat
- Other - please list: \_\_\_\_\_
- Volcano

 How often do you conduct drills to practice disaster procedures? When was the last drill conducted?

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
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What type of information do you record, regarding disaster drills? Check all that apply.


- Date
- Participants
- Timing
- Type of drill
- Feedback
- Other \_\_\_\_\_

 Have you coordinated your emergency plans with your local emergency services agencies?

- Yes
- No

 Do you have emergency numbers posted for staff, volunteers or visitors to easily see?

- Yes
- No

 If yes - where?


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
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 Have any animals escaped from their enclosures in the past two (2) years?

- Yes
- No

 Have any animals escaped from the rescue/sanctuary property in the past two (2) years?

- Yes
- No

 How often do you conduct drills to practice response to an animal escape? When was the last drill conducted?

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What type of information do you record, regarding escape drills? Check all that apply.

- Date
- Participants

- Timing
- Type of drill
- Feedback
- Other \_\_\_\_\_

 Does the organization have firearms on the premises?


- Yes
- No

 Which personnel are qualified to use the firearms?

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 Are all people licensed and qualified to use the firearm up to date on training?

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 How are personnel trained in human first aid?


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 Do you have human first aid station(s), or kits, available on site?

- Yes
- No

 If yes - where are they?

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#### PHYSICAL FACILITIES (PF1- PF8)

 Have you ever been found in violation of any workplace health and safety (OSHA in the U.S. or equivalent) requirements?


- Yes
- No

 If yes - please explain:

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 Have you ever been found in violation of any animal care or safety requirements (such as USDA citations in the U.S.)?

- Yes
- No

 If yes - please explain:


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What are your sources of electricity including back up? Check all that apply.

- Municipal electric company
- Alternative energy source (solar, wind, watermill, etc.)
- Generator
- Other \_\_\_\_\_

 If you have a generator as back up, what proportion of the facility does it power?


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What are your sources of water including back up? Check all that apply.


- Municipal water company
- Well-electric pump
- Well-manual pump (back-up)
- Pond/lake
- River/ stream/ creek
- Water truck
- Rain catchment
- Other \_\_\_\_\_
- Spring

 What hazardous or toxic materials (i.e. pesticides, herbicides, fuel, veterinary drugs, fly spray, other) do you use other than standard cleaning supplies?


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 Do you have Safety Data Sheets (SDS) (or equivalent, if available) readily available for personnel for all cleaning products or other chemicals that are in use?


- Yes
- No

 How do you remove or dispose of hazardous or toxic materials?

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 What precautions (training, specialized protective clothing, equipment, etc.) do you take when handling and disposing of hazardous materials?

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 What protective clothing and equipment is required for personnel who are in close contact with animals during activities such as feeding and cleaning (e.g., masks, gloves, face shields, closed-toe boots)?

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 Describe how your trash disposal methods are designed to minimize pest infestation.

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 What is your insect and rodent control program?

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 Describe how water is able to drain from animal enclosure areas, footpaths and driveways when inundated with water (rain, snow melt, hose overflow/pipe breakage)?


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 Have you ever had a fire on the premises?

- Yes
- No

 If yes - what was the cause?


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Which of the following security precautions do you utilize to protect the facility, property, equipment, people and animals? Check all that apply.

- Perimeter fence
- Property gate
- Property gate with electronic security
- 24 hour surveillance cameras
- Surveillance cameras monitored by security company or personnel
- Administration, staff or volunteers live on property
- Security guards patrol property
- Trespassing/Private property signs posted
- Dog or other animals that alert to intruders
- Wall
- Other \_\_\_\_\_

 Perimeter Fence details:

Fully fenced

Partially fenced

Height: \_\_\_\_\_

Which of the following signs do you have posted on your property (when appropriate)? Check all that apply.


- Dangerous animal
- Quarantine
- Equine Liability
- Staff only
- Visitors/Volunteers sign in
- Fire Extinguisher
- Emergency phone numbers (Executive Director, Vet, Fire, Police, Animal Poison Control, etc.)
- Electric fence
- Private Property
- No Trespassing
- Contact information for organization
- Other - please list: \_\_\_\_\_
- Exit

Do you have fire detection system(s) for indoor enclosures where animals are housed? Check all that apply.

- None
- Smoke alarm (self-installed kind)
- Smoke detection and alarm (professional installation)
- Heat detection and alarm (professional installation)
- Other, please specify \_\_\_\_\_

What type of fire suppression systems do you have/use? Check all that apply.

- Fire extinguishers
- Automatic sprinkler system
- Fire hydrant with accessible fire hose
- Pond pump system with accessible fire hose
- Fire truck-organization owned and kept on premises
- Other \_\_\_\_\_

 How do you prevent animal access to electrical and heating systems?

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Where do you store your hay or bedding (if applicable)? Check all that apply.

- Outside uncovered
- Outside tarped
- In hay barn or covered free-standing structure
- In loft of structure that does not house animals or people
- In loft of structure that houses animals or people
- In covered arena
- Other, please specify \_\_\_\_\_
- Not Applicable

What systems do you have in place for early warning of severe temperature extremes and hazardous weather patterns? Check all that apply.

- Weather radio/station
- Alarms
- Internet
- Local announcements
- Other \_\_\_\_\_

What is your primary record keeping method(s)?

- Paper records
- Electronic records
- Shelter Software
- Other, please specify \_\_\_\_\_

What method(s) of document back-up and protection do you use? Check all that apply.


- Paper records are scanned electronically and stored on computer
- Paper records are copied and the second copy is kept off the premises
- Essential paper records (nonprofit status determination letter, etc.) are kept in a fire proof box
- Electronic records are backed up using a "cloud" type service such as Carbonite
- Electronic records are backed up on an external hard drive
- Electronic records are backed up on a flash drive
- Other \_\_\_\_\_

What records do you keep? Check all that apply.


- Veterinary
- Husbandry

- Behavior/Training
- Permit/Licenses
- Acquisition/ intake
- Disposition/ adoption/ euthanasia/death/transfer
- Transport
- Financials
- Other administrative
- Other, please specify \_\_\_\_\_


 GOVERNING AUTHORITY (G1-G7)

 Is the property where the sanctuary/rescue is located owned in the name of the sanctuary or its governing organization?

- Yes
- No

 If the property is not owned in the name of the sanctuary/rescue or governing organization, is there a property lease or other comparable document in place?

- Yes
- No
- N/A

 Do the activities of the organization align with that permissible by law for your location (e.g. zoning)?

- Yes
- No

 What permits or licenses are required for the operation of the organization?


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 What is the organization's succession plan to ensure the sustainability of the organization beyond the tenure of the Founder, Executive Director, or Sanctuary Director or for the unexpected loss of the Founder/Executive Director/Sanctuary Director (short term, long term or permanent)?

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 Are the majority of your board members independent of sanctuary management and each other?

- Yes
- No

 If no, please describe


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 Are any board members related by family or marriage?

- Yes
- No


 If yes, please describe.



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 If applying for Verification, briefly describe your organization's primary goals and plans to achieve them; if applying for Accreditation, you will be asked to provide the written long-term strategic plan document in the Required Documents task.

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 FINANCIAL RECORDS AND STABILITY (F1-F4)

 Does your organization prepare an annual written budget reflecting estimated future expenses and revenue?

- Yes
- No

 What national tax forms or other required financial accounting do you file?


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 For which fiscal year did you last file?


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How can your financial filings be accessed? Check all that apply.


- Link on website
- Third-party website
- By request only
- Other \_\_\_\_\_

 Do you have a reserve fund set aside for operating expenses in the event of emergency or other unexpected event?

- Yes
- No

 If yes - how much do you have in reserve?

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 Is the organization being funded through any loans or mortgages?


- Yes
- No

 If yes - are loan documents signed and maintained?


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 Does your organization maintain a bank account in its name that is separate from personal accounts?


- Yes
- No

 What system do you have in place to ensure that all donations and other revenue received are documented and deposited?


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 Do you provide receipts to donors in accordance with applicable laws and regulations?


- Yes
- No

 How do you track restricted funds to ensure that they are expended in accordance with donors' intentions?


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 Do any of your fundraising activities involve the use of animals (other than tours or use of photos/videos)?

- Yes
- No

 If yes - how are they incorporated?

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How do you make volunteers and visitors aware of risks of being on the property? Check all that apply.


- Signage at entrances
- Language in sign-in book for visitors
- Signed waiver/release form
- Other (explain) \_\_\_\_\_

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 EDUCATION, PUBLIC ACCESS AND ADVOCACY (E1-E2)

 Do you have an education and outreach program?


- Yes
- No

 If yes, for Verification applicants, describe your program; for Accreditation applicants, you will be asked to submit your Education and Outreach policy in the Required Documents task.


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 How often is your education and outreach program evaluated for effectiveness?


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 Please describe how animals are chosen and incorporated in the education and outreach program.


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 Do you take animals off site for educational purposes?

- Yes
- No

 Do you have public tours of your facility?


Yes

No

 If yes - are visitors escorted?


Yes

No

 If you offer tours, do animals have a way to escape public view?


Yes

No

 Are animals that are easily stressed excluded from tours?

Yes


No

 Are animals being rehabilitated for release to the wild excluded from tours?

Yes


No

N/A

 Are members of the public (not including trained volunteers, interns) allowed to feed animals?

Yes

No

 If so, how do they feed them?


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### ACQUISITION, DISPOSITION, AND RESEARCH (ADR1-ADR3)

 If applying for Verification or do not have a written policy, please describe your animal acquisition policy. If applying for Accreditation, you will be asked to submit the policy in the Required Documents task.

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 Please list the types of documentation you have that demonstrates legal possession of animals in your care.

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 If applying for Verification or do not have a written policy, please describe your animal disposition/euthanasia policy. If applying for Accreditation, you will be asked to submit the policy in the Required Documents task.

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How are deceased animals disposed of? Check all that apply.


Burial

Cremation


- Third-party disposal service
- Other, please explain \_\_\_\_\_

 Do you have an adoption program?

- Yes
- No

 Do you have a foster program?

- Yes
- No

 Describe any policy you have regarding conducting research on animals.


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### HUMAN RESOURCES (HR 1)

 Do you have an employee manual that is accessible to staff at all times?


- Yes
- No

 If yes - where is it maintained?

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 When was your employee manual last reviewed and updated?


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 Do employees have to sign that they have received a copy of an employee manual and understand its contents?

- Yes
- No

 Do you have a volunteer and/or intern manual that is accessible to personnel at all times?

- Yes
- No

 If yes - where is it maintained?

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 When was your volunteer and/or intern manual last reviewed and updated?

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 Do volunteers and/or interns have to sign that they have received a copy of the manual and understand its contents?

Yes

No