

Writing an emergency plan

Staff

Emergency planning is always important in any business to ensure that the safety of your staff is paramount.

In considering your emergency planning this advice from the Health & Safety Executive is useful. <http://www.hse.gov.uk/toolbox/managing/emergency.htm>

This document will also help about fire requirements.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf

Animals

The new licensing regime requires you to have a written emergency plan in relation to the animals under your care which outlines what you would do in the certain circumstances. It is good practice to do some thinking about this and to pull together in one document what you would do so that, in the case of an emergency, you can act straightway.

Before writing your emergency plan read the relevant information in the *Guidance notes for conditions to selling animals as pets (Annex A9 & 10)*. That way you can make sure you include everything that needs to be covered.

Your plan does not need to go into huge detail but should list in simple terms what you would do in the event of:

Fire

Things to think about (this list is not exhaustive and depends on your business):

- What animals (if applicable) would need evacuation and how you will do this? You do not need to include this if you only have aquaria and/or ponds but you should note this to show you have thought about it.
- See also out of hours below.

Electricity outage/system failure

Things to think about (this list is not exhaustive and depends on your business):

- Do you have replacement parts easily to hand to ensure tanks continue to work properly if they fail unexpectedly? Note who you would ring to arrange spare parts in not already in your business.
- Do you have a maintenance contract? Note contact details of suitable technicians to repair or replace equipment as appropriate.
- Could you arrange a generator at short notice to run your equipment in the event of a prolonged loss of power? Note the company you would ring to arrange this, along with contact details.

Out of hours emergency



Things to think about (this list is not exhaustive and depends on your business):

- Include information that the licensee or a designated key holder is at all times within reasonable distance of the premises (the guidance says within 30 minutes) and available to visit the premises in case of emergency.
- Include that a list of key holders with their addresses and telephone numbers is lodged with the local police and fire brigade or any agency determined locally (don't forget to actually do this!).
- Include that you display an emergency telephone number at the front of the premises. This may be 999. (Don't forget to do this.)
- If your retail outlet is sited within other premises note that the licensee or key holders has access at all times to the premises containing the aquatic animals (and ensure that they can).

Revocation of your licence

This would be highly unusual but the guidance does say you have to include information in your emergency plan if you had your license to sell animals taken away. As a shop/wholesaler you would continue to be able to sell dry goods but not animals so what would you do with your animals if you could no longer sell them? Note down ideas you could follow eg contact wholesaler to take back tropical fish (although you could not sell them back), euthanasia. (This list is not exhaustive and depends on your business).

