

Emergency Response Coordinator Job Description

AKC requires that for its events, the club have an AKC DISASTER AND EMERGENCY PLAN, which is mailed to AKC with the application for each event. Adequate provisions for individual emergency situations and for sudden mass disasters for both dogs and people must be a part of planning every American Kennel Club event. NO AKC event will be approved unless such plans are in place. The event Secretary or Chairman submits this plan, which includes the exact location of the event, the date and type of event..

The club must certify which written procedures are in place: Emergency Plan for Dogs, Emergency Plan for People, Mass Disaster Plan, and identification of Security Personnel

The plan lists the names, addresses (when required) and telephone numbers for the Event Chairman, the Emergency Response Coordinator, Ambulance Service, Emergency Veterinarian, Local Veterinarian, Fire Department, Police Department, Hospital, and Mass Disaster contact.

Note, the following information applies to events held at Cheltenham, Maryland:

Ambulance Service: Prince Georges County Fire and Rescue, Phone 911, on call

Emergency Veterinarian: Veterinary Emergency Treatment Service,
Phone 301-638-0988, on call

Local Veterinarian: Waldorf Animal Clinic, Phone 301-843-2666, on call

Fire Department: Prince Georges County Fire Department, Phone 301-883-5200

Police Department: Police Emergency: Call 911
Prince Georges County Police Non-Emergency Phone 301-336-8800
Prince Georges County, District 5, Clinton, Maryland Phone 301-856-3130

Hospital: Southern Maryland Hospital, 7503 Surrats Road, Phone 301-899-4500

Mass Disaster: Prince Georges County Office Of Emergency Preparedness 301-449-8050

The Emergency Response Coordinator should have access to a cellular telephone, and should provide the emergency information to any participant or event observer in the event it is needed.

The Emergency Response Coordinator should contact the appropriate local authority and/or emergency service in the event they are needed.

The Emergency Response Coordinator should have maps available to show event participant or observer the routes to the veterinarian or hospital if requested.

The Emergency Response Coordinator should know the location of the club first aid kit, and should know who in attendance is competent to render first aid in the event it is needed.

The Emergency Response Coordinator should be alert to any conditions which would result in a danger to people or dogs, and should advise the committee if mitigating action is required.