Trip & backup plan

Complete once per trip. Share only with the people responsible for care.

Trip dates / return time

Plan updated (date / time)

Plan received by / date

Owner / phone

Primary caregiver / phone

Owner unavailable windows / preferred contact method

Coverage and backup

Visit / overnight schedule: responsible person and agreed arrival windows

Authorized decision backup / phone

Reserve caregiver / phone

Unconfirmed visit: agreed trigger, who calls whom, and who confirms coverage

Delayed return: who arranges and accepts the next care period

Veterinary help and transport

Regular clinic / phone

Emergency hospital / phone

Emergency hospital address

Transport person / phone; carrier or leash location

Clinic authorization / payment arrangements confirmed with / date

For an urgent problem, contact the emergency veterinary team immediately. Notify the owner and backup without making their reply a condition for seeking care.

Fill digitally or print. Use a continuation sheet if space runs out.

Individual pet care sheet

Copy this page for each pet. Attach a recent photo and current veterinary directions.

Pet name | **Species / age** | **Updated (date / time)**

Distinguishing features; relevant health, diet, allergy, or handling needs

Everyday care

Food, amount, times, measuring tool, location / separation

Water locations; checking, refreshing, and cleaning instructions

Toilet / litter routine and supplies

Activity / rest routine and restrictions

Resting / hiding places; familiar approach and handling instructions

Veterinary directions and observations

Current veterinary instructions: location / date / attachments

Medication storage; named person responsible for each scheduled administration

Veterinary advice for a missed, refused, spat-out, or vomited dose (attach if needed)

Individual changes to report; who to call; relevant veterinary instructions

Other supplies, records, and care notes (use an extra sheet if needed)

Follow the current veterinary directions. Do not improvise or repeat an uncertain dose. Contact the veterinary team for advice; report a possible overdose immediately.

Fill digitally or print. Use a continuation sheet if space runs out.

Visit record & handoff

Copy this page for each visit. Write what happened; mark anything not observed.

Date

Caregiver

Pet(s) checked

Actual arrival

Actual departure

Update sent to / time

Care completed and observations

Care actually completed, with the pet named: food, water, toilet / litter, other tasks

What was observed for each pet: intake, toileting, movement, behavior, or other changes

What could not be checked / confirmed, and the agreed follow-up

Medication record and next action

Pet / medicine / actual time / result: given, attempted, uncertain, or not due; details

Who was contacted / when; veterinary advice received if applicable

Unfinished task / next action; person who accepted responsibility / confirmation time

Next caregiver / agreed arrival

If owner returned: takeover confirmed at

Practical planning tool, not a veterinary protocol. Keep completed copies private. Share access codes separately; use additional pages when an entry needs more space.

Fill digitally or print. Use a continuation sheet if space runs out.