

### Contingency Plan

Career Hounds have identified the possible contingencies, the conditions for acting, the contingency action to be taken, and the intended result.

Contingencies			
Contingency	Conditions for Action	Contingency Action	Intended Result
<b>Primary tutor is ill</b>	Primary instructor is unable to conduct a scheduled course	All classes/dogs will be cancelled and rescheduled for a date suitable to all parties	Quality of the course and H&S isn't compromised
<b>Salon stylist is ill</b>	Salon stylist is unable to assist Director during a scheduled course	A replacement is obtained if a qualified person is available, otherwise, the course is conducted without the Salon stylist	Course is conducted without interruption of the schedule
<b>Failure of a workstation</b>	2 other workstations are available in main salon	Two students can use additional tables	Students are able to continue the course without interruption
<b>Failure of equipment</b>	Equipment to groom dog has broken / not working correctly	Set of replacement equipment available	Students are able to continue the course without interruption
<b>Model dog not arrived</b>	Dog model has not kept to appointment resulting in a no dog for students	Contact owner to ask arrival time, bring Tutor's dog as a reserve or do theory work on subjects not yet covered. If not suitable course day is to be rescheduled	Students are able to continue the course without interruption