



## ***North Valley Animal Disaster Group Standard Operating Guidelines***

Title: FORMS

Objective: To have updated forms accessible to all volunteers

Description:

Standardized forms are important to any organization - and essential to a smooth efficient deployment. It is the policy of NVADG to follow best practices and always use the most common forms when possible.

ICS Forms are obtainable through the FIRESCOPE website. NVADG may have made very slight alterations to some forms. Either the original or slightly adapted forms are acceptable.

NVADG forms are available on the NVADG website. All forms will have the date of the revision in the footer.

Butte County Mileage forms, etc. shall be maintained.

Forms Manager: One person will be assigned as Forms Manager. Their duties include:

- The Forms Manager will report to the Executive Director.
- Keep a record of the most current forms in an accessible location (most likely the NVADG website) as well as personal backed-up copies of all documents
- Assure that all form caches are supplied with an adequate number of revised forms
  - Check contents quarterly and top off as needed

All completed forms must be given to the appropriate individual/entity after a deployment. See Documentation SOG for further details.

Related Documents Attached: n/a