



NVADG Dispatch

Check List

Time Done	Action
	<p>Initiate 214 Vest: Dispatch Radios: King / Family Briefing on Assignment(s):</p> <p style="text-align: right;">Check List: White Board:</p>
	<p>Coordinate with:</p> <ul style="list-style-type: none"> • Animal Group Supervisor to establishing the shelter / operational period • Communications Leader • Radio Operator • Evacuation Leader • Butte County Animal Control (BCAC), Butte County Sheriff, etc. • Hotline – Review protocol for collecting Request For Animal Services Form (RAS) information • Shelter Leaders • Intake <p>Staffing Needs Helper(s) _____ # of individuals and time period</p> <ul style="list-style-type: none"> • Keeps availability and contact information on all Evacuation Personnel
	<p>Set Up</p> <ul style="list-style-type: none"> • Standing File • Dispatch Board • Supplies, etc. in the (Hotline, Dispatch, Evacuation tub) • Computer / Monitor • Copier
	<p>Dispatch</p> <ul style="list-style-type: none"> • Hotline gives dispatch the completed RAS Form or place in the To Be Assigned section of standing file, if dispatch is busy. • Dispatch looks at RAS Form, enters the information in mapping if available (or do push pins on map). <ul style="list-style-type: none"> ○ Determine priority by: 1) danger area, 2) Evac or Shelter in place, 3) last time animals had care, 4) type of animals, 5) animal's access to water and food. • Team Assignment: experience, skill level, animal type, equipment, vehicle type and location. <ul style="list-style-type: none"> ○ Enter Team Assignment: on RAS Form. • Dispatch Whiteboard: Tracks All Teams in Field by who is <ul style="list-style-type: none"> ○ Available: List of team members, In Staging - Via 3 minute Call Back, ○ Assigned: List assignments, locations, time they checked in last with radio communications ○ Dispatch asks Radio Operator to contact teams if prearranged check in interval missed. ○ Off-Duty: Not Available - List date/time when available/returning • Dispatch gives Team yellow / pink copies of the Request for Animal Service Form. Team to give yellow copy to shelter if animals are picked up and pink copy goes back to Dispatch for review. <ul style="list-style-type: none"> ○ Teams would return yellow copy to dispatch if animals not picked up. • Completed RAS Forms: place in Standing Dispatch File. • Completed new Shelter In Place (SIP) Form for following day. • Demobilization (end of event): All forms to BCAC.