NVADG Dispatch

Check List

Time Done	Action
	Initiate 214 **Vest:** Dispatch　　　　　　　**Check List:** **Radios:** King / Family　　　　　**White Board:** **Briefing on Assignment(s):**
	Coordinate with: ☐ 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 **Staffing Needs** Helper(s) _____ # of individuals and time period ☐ Keeps availability and contact information on all Evacuation Personnel
	Set Up ☐ Standing File ☐ Dispatch Board ☐ Supplies, etc. in the (Hotline, Dispatch, Evacuation tub) ☐ Computer / Monitor ☐ Copier
	Dispatch ☐ 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). 　　○ Determine priority by: danger area, Evac or Shelter in place, last time animals had care, type of animals, animal's access to water and food. ☐ **Team Assignment:** experience, skill level, animal type, equipment, vehicle type and location. 　　○ Enter **Team Assignment**: on **RAS Form**. ☐ **Dispatch Whiteboard: Tracks All Teams in Field by whose** 　　○ **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. 　　○ 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. ☐ Demonization (end of event): All forms to BCAC.