



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

Title: DOCUMENTATION

Objective: Assure legal and statistical information is documented, shared, and archived properly

Description:

There are several forms/documents that must be filled out by all volunteers:

- ICS 214, Duty Sheet: daily
- NVADG Sign-in Sheet: daily
- Butte County Mileage Reimbursement Form: at the end of an incident
- Any additional documentation required per Butte County MOU

All these forms will be given to NVADG/Butte County at the end of an incident.

Emergencies can be chaotic at times. There is always the possibility that data can get misplaced. It is suggested that you keep copies of all forms for your personal records.

Related Documents Attached: n/a

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