



# Evacuation/SIP Protocol



## Initial Protocol

1. Sign in and advise Dispatch of your availability when Evac Leader is not available.
2. Inspect vehicles and equipment for proper working order.
  - a. Return completed Vehicle Inspected Forms to the Equipment Manager.
3. Sign out all needed equipment:
  - a. PPE
  - b. Radio
  - c. Evac Kits
  - d. Animal restraint equipment
  - e. Crates, food, H2O containers, etc.

## Request for Animal Services (RAS)

4. Team will be given yellow/pink copies of “Request For Animal Services” (RAS)
  - a. Enter RAS locations into phone “Route 4 Me Map App”
    - i. Arrange RAS into route of travel
  - b. Confirm you have required equipment to handle all RAS’s.
5. Teams will add all notes onto appropriate RAS yellow and pink copy
  - a. MUST write on hard surface to ensure transfer to pink copy
  - b. Special attention to
    - i. Directions
    - ii. Changes to property (cut lock, moved animals, used owner’s feed, etc.)
    - iii. Results of RAS
    - iv. If owner/caller was notified.

## Response in the Field

6. “Personal Protective Equipment” (PPE’s) will be worn at all time while in the evacuation areas.
7. Check in with Dispatch via radio or phone as requested by Dispatch.
  - a. Set timer on cell phone.

8. Co-pilot assisting with navigating, add notes to RAS, call owners, communicate with Dispatch.
9. Paperwork is required to be left at all properties.
  - a. Team will leave a NVADG NOTICE for any SIPs
    - i. Add location of posted NOTICE to results on yellow/pink copy of RAS.
  - b. Teams will leave a Door Hanger to identify animals were removed.
    - i. Leave information to advise where animals were taken and number to contact.
10. Phone calls to owners must be made and results entered onto the RAS.

### **At the Animal Shelters**

11. Assist shelter personnel in identifying animals relating to RAS:
  - a. Evac Team will add notes on yellow/pink copy of the RAS.
  - b. Yellow copy of the RAS will be given to shelter if animals are evacuated.
    - i. If going to both shelters, small animal shelter will make a copy of yellow copy.
  - c. Large Animal Shelter: leave yellow copy and bring pink copy of RAS to Small Animal Shelter.
  - d. Pink copies of the RAS with readable notes will be returned to dispatch for debrief.
12. Inspect vehicles and equipment.
13. Restock equipment and feed as needed.
  - a. Soiled crates stay at Shelter.
  - b. Pick up clean crates at Shelter.

### **Returning to Dispatch**

14. Debrief with Dispatch to update RAS Forms.
  - a. Transcribe notes to white copy of the RAS.
  - b. Confirm RAS status: completed, follow up, SIP, etc.
15. Update Team status availability with Dispatch.
  - a. Team status: i.e. Available, Assigned, Off Duty or Staging.
16. Prepare for next response as needed.