



NVADG ICP Representative

Check List

Time Done	ICP is never the same, be Flexible and Available!
	Initiate ICS 214 and ICS 201 (Keep detailed information including names, contacts, times, etc.)
	Conformation (Confirm with NVADG Animal Group Supervisor that we have permission to go to Incident Command Post) Let BCAC Lead know that you are in route to ICP.
	<ul style="list-style-type: none"> • Details on ICP address (Spiral Map of Area) • Operational Period • Complete a <i>Radio Check</i> before leaving • Know escape routes from ICP and in an emergency leave with Fire Personnel
	Items Needed
	<ul style="list-style-type: none"> • NVADG ID, Face Masks, Clipboard • NVADG Emergency Response Directory (Hard copy and digital in your email) • Resources Information for Butte County • Vehicle Magnets and Orange Strobe Light • Nomex, Shroud, Hard Hat, Gloves, Fire Shelter, and Flashlight • In-Vehicle Radio and Bendix King Radio and Batteries • NVADG Brochures • RAS (Paper and Digital) • Cell Phone with QR Reader, Cell Phone Charger and Portable Cell Phone Charger • Full Tank of Gas • Comfort Items (Ice Chest, Water, Food, Chair) and Hand Sanitizer and / or Hand Wipes • Extra Water, Animal Bowls, Crate and / or Wire Cage
	Coordinate with and Contact Information
	<ul style="list-style-type: none"> • NVADG Animal Group Supervisor, • Communications Lead, and BCAC Lead
	Contact Information
	<ul style="list-style-type: none"> • NVADG Dispatch Lead • NVADG Evacuation Lead • NVADG Small and Large Shelter Leads • NVADG Hotline Lead and Public Information Officer
	Contact
	<ul style="list-style-type: none"> • <u>Incident Commander</u> - Introduce Yourself as NVADG Liaison (You may be BCAC Liaison) (Get name and contact information) <ul style="list-style-type: none"> *Generally, you work with IC or the Division Chief (They are working with the Maps) We are there to help in any way we can. *State that you are available to assist with coordination of Animal Evacs in areas safe to do evacs
	<ul style="list-style-type: none"> • Law Enforcement Representative - Introduce yourself and get name and contact information
	<ul style="list-style-type: none"> • CAL Fire PIO - Introduce yourself and get name and contact information

	Task to Handle Immediately
	<ul style="list-style-type: none"> • Contact NVADG Dispatch when you arrive at ICP
	<ul style="list-style-type: none"> • *You Need Radio Frequencies for the Incident – Get to NVADG Comms, ASAP
	<ul style="list-style-type: none"> • Get Fire Update!
	<ul style="list-style-type: none"> • When can NVADG Evac Teams start evacuations?
	<ul style="list-style-type: none"> • Check if ICP is aware of any animals needing evacuations
	<ul style="list-style-type: none"> • Report if NVADG has any Requests for Services and in what areas
	Report Updates To
	<ul style="list-style-type: none"> • NVADG Dispatch and Animal Group Supervisor
	<ul style="list-style-type: none"> • BCAC
	Smaller Incidents example
	<ul style="list-style-type: none"> • Coordinate with Cal Fire that we have three teams needing to go into this specific area (Specific Address). Fire says Yeah or Nay
	Larger Incidents example
	<ul style="list-style-type: none"> • Let NVADG Dispatch where the <i>Division Lines</i> are and what <i>Frequency</i> Evac Teams need to coordinate with Division Chief to enter.
	Things to Consider
	<ul style="list-style-type: none"> • Remember everything said in ICP is CONFIDENTIAL!
	<ul style="list-style-type: none"> • <u>Attend ICP Briefing</u>: 7:00 am and other times throughout the day
	<ul style="list-style-type: none"> • Acquire three copies of the Incident Action Plans and QR Code. Maps (Send to NVADG Dispatch, BCAC, and we keep a copy
	<ul style="list-style-type: none"> • Listen for Flare Ups (Remember to be sure to announce over NVADG Frequency when near where Evac Teams are!)
	<ul style="list-style-type: none"> • Follow what the Evac Teams are doing in the field
	<ul style="list-style-type: none"> • Request Law Enforcement escorts (Seedy area or question of safety during dusk, etc. Coordinate with the Cal Fire Liaison Officer as to the situation and resource needed
	<ul style="list-style-type: none"> • If Butte County Sheriff Honea arrives at ICP, introduce yourself. Let him know NVADG is there and working with whoever his onsite officer is.
	<ul style="list-style-type: none"> • Acquire Wi-Fi Password if available (Sherriff or Search and Rescue Units usually have one)
	<ul style="list-style-type: none"> • WhatsApp Fire Group, post pertinent information (Contacts, Fire Info., etc.)
	<ul style="list-style-type: none"> • The first 24 / 48 hours things are fluid. Initial Attack Plans are not written, yet
	<ul style="list-style-type: none"> • Any Out of the Ordinary Requests: Contact BCAC and NAGS
	<ul style="list-style-type: none"> • Media often shows comes to ICP, be sure you look appropriate. NVADG is available to do animal evac in evac order area call. 530-895-0000. If you evacuated and are not able to have your animal with you can take to small animal shelter and / or large animal shelter. If you are in warning area be ready to evac with you animals. Remember your medications, food, and pet supplies.
	End-of-Day
	<ul style="list-style-type: none"> • You stay if we have Evac Teams in the field!
	<ul style="list-style-type: none"> • Let ICP and Law Enforcement know that we are done for the day (We have no one in the field!)
	<ul style="list-style-type: none"> • NVADG Conference Call: Have a brief update as NVADG ICP Representative