



Shelter Lead _____

Date _____

Animal Shelter Briefing Agenda

Post time on ICS white board, and notify all Area Leads to disseminate information.

1. Good Morning
 - a. Make sure to 'Check-IN' and 'Check-OUT' App (Electronic), includes ICS 214, Mileage Claim, and NVADG Sign In sheet.
 - b. Introductions of any new Area Leads.
 - c. ID Badges: Must be worn at all times! If a volunteer does not have a badge send them to the Shelter Lead.
 - d. Emphasize the importance of documentation and quality of care.
2. Filter Briefing Information: Appropriate for Area Leads compared to appropriate for Volunteers.
3. Fire Briefing: Update with the most current information (0700 Briefing through What's App and/or other)
4. Public Numbers: Refer to IAP
 - a. Hotline: 530-895-0000
 - b. Fire Info: 530-
 - c. Reunification:
 - d. Transfers:
5. Ops Period Plan: 48-hour Consideration
 - a. Review ABOC-IAP Objectives, Command Emphasis, and situational awareness.
 - b. IAP associated 204 locations.
 - Work Assignments
 - Special Considerations



- c. Review ICS 208 Safety Messages
 - Safety for yourself, Safety for your team/ others, Safety for the animals
 - Hydrate, Hydrate, HYDRATE
 - Zoonotic, Lifting, and any additional.
6. Shelter JOBAIDs, Protocols & SOG's
 - a. Must follow all JOBAIDs, Protocols, SOG's. If questions, use your ICS Chain of Command.
 - b. JOBAIDs report all important information in the Task Pending / Notes area and ICS 214.
7. Please remind volunteers to use the Break Area. They should not congregate at Intake or Comms locations.
8. Identify Short Term Goals
 - a. Resources
 - Supplies
 - Staffing
 - Other (Expanding, Cleaning, etc.)
9. Identify Long Term Goals
 - a. Auxiliary needs
 - b. Demobilization Advance Planning
10. Ask for any additional questions or concerns from Area Leads.
 - a. Group Action Items
11. Encouraging/ Motivational word for the group and operation as a whole.

*End of Meeting: Note on your Lead JOBAID and your ICS 214.
Keep a copy of the Animal Shelter Briefing Agenda in your Lead binder.*