



Job Aid Animal Branch Operations Center (ABOC)



ABOC Director

Name: _____ Date: _____ Event: _____

* Use one Job Aid per shift. Document all details in the Tasks (Pending) and Notes Section.
Completed Job Aid will be reviewed at transfer of duties and maintained for future reference.

Time Done	
	OVERVIEW
	<p>The ABOC Director is responsible for the overall management of the Animal Branch Operations (ABO) response. Priorities include the policy and coordination of safety for personnel and the health and welfare of animals being sheltered in place and sheltered in emergency shelters. The ABOC Director should be a County employee or have a County representative with them at Butte County EOC meetings as this position ultimately reports to the County and the Butte County Board of Supervisors.</p> <p>ELEMENTS INCLUDE:</p> <ul style="list-style-type: none"> • Focusing on the unique needs of animals during disasters, including emergency shelter, shelter in place, and evacuation. • Coordination with veterinary care. • Managing the work of Disaster Service Workers for the animal response who are primarily volunteers and mutual aid workers. • Interagency coordination, priority setting, executive decision making, resource management and information collection, evaluation and dissemination, all in regard to the animal response.
	POSITION OVERVIEW
	<ul style="list-style-type: none"> • Work with the EOC Operations Section Chief and Care and Shelter Branch to achieve overall incident goals. • Develop and validate an incident animal welfare strategy commensurate with available resources, workers who are primarily volunteers, incident objectives, and safety considerations. • Communicate up and down the ICS chain of command the existing animal welfare situation. • Prepare for future events while addressing current events. • Oversee ABOC general staff for media and safety, and section chiefs for Operations, Planning/Intel and Logistics. • Coordinate the Animal Branch Operations (ABO) response with the other EOC Operations response for efficiency, productivity, and positive outcomes. • Initiate demobilization schedule.
	REPORTS TO
	<ul style="list-style-type: none"> • EOC Operations Section Chief (Large event) • Mass Care and Shelter Section Chief (Small event) • Public Health Department Operations Center Director (Public Health event)

	WHO REPORTS TO
	<ul style="list-style-type: none"> • ABOC Assistant • Animal Safety Officer • PIO – Animals • ABOC Planning Section Chief • ABOC Operations Section Chief • ABOC Logistics Section Chief • Veterinarians
	PLANS & REPORTS - What you create
	<ul style="list-style-type: none"> • Approve and publish ABO Incident Action Plan (IAP) • Approve and publish ABO situation status report (Sit/Stat) • Approve ABO Press Releases
	FORMS & GUIDES – What you use
	<ul style="list-style-type: none"> • ICS 214, electronic sign-in, paper sign-in. • Start of Incident checklist. • Job Aid for ABOC Director. • Templates: ICS 201 Incident Briefing, 202 Incident Objectives, 203 EOC Organization Assignment List, 204 ABO Assignment List, 205 Radio Communications Plan, 206 Human Medical Plan, 206A Animal Medical Plan, 207 ABO-specific Organization Chart, 208 ABO Safety message, 215 Operational Planning Worksheet, Sit/Stat. • Planning P Poster with times of meetings. • EOC Incident Action Plan. • EOC Situation Status Report. • Shelterly Reports. • Reports from ABO Field Groups and Units. • Public Health All-Hazards Emergency Operations Plan, Animal Branch Operations Annex for reference.
	TECHNOLOGY – What you need to have
	<ul style="list-style-type: none"> • Cell phone • Computer with internet access and forms downloaded • Butte County Computer Network access • MS Office programs • ABOC Director email • WhatsApp • Shelterly • Response Admin for electronic sign in • Cognito Forms and QR maker software • Adobe full-access • Google workspace

	RESOURCES – What can help
	<ul style="list-style-type: none"> • NVADG Personnel List • Position binder and vest • Planning P Meeting Schedule • Butte County employee list • CARES Catalog of Resources
	COORDINATE WITH
	<ul style="list-style-type: none"> • EOC Operations Section Chief • Care and Shelter Branch for status of human evacuation • Fire and Law Enforcement for evacuation/shelter in place direction • Veterinarians for medical support • CDFA or Ag Commissioner for carcass removal and disposal, and livestock matters • Public Health Director to update on operations and consult on resource requests with unusual implications for budget or future operations.
	ASSIGNMENTS/DUTIES
	<ul style="list-style-type: none"> • Approve and distribute a daily ABO Incident Action Plan (IAP) and ABO Situation/Status Report (Sit/Stat) by established deadlines. • Assure communication up and down the organization of the existing animal branch strategies, objectives, tactics, priorities, challenges and need for resources. • Provide opportunity for problem-solving input up and down the organization. • Prepare plans for future events and how to pivot quickly as disaster situations change. Think ahead and anticipate situations and problems before they occur. • Analyze tactical plans, work assignments and staffing levels with understanding of the different capacities, skills, and knowledge of professional staff and volunteer workers. • Working with Animal Planning Resource Unit and the EOC, initiate approvals for mutual aid, and request for Butte County employees to serve as Disaster Service Workers (DSWs) within the Animal Branch. • Initiate approvals for supplies through EOC Operations Section Chief. • Coordinate with Sheriff and Fire to ensure evacuation operations teams may go behind evacuation lines, and the right processes are in place for the current situations. This includes evacuation, shelter-in-place (SIP), night operations and any form of an evacuation zone animal drop-off program if such a program is set up. • Working through the ABOC Operations Section Chief, ensure animal sheltering operations are appropriately providing shelter for large and small animals affected by the disaster. • Coordinate with Veterinarian teams to provide care for animals in the field, in shelters, and possibly in satellite veterinary clinics. • Assist with consolidation, verification and communication of information to the PIO-Animals. In particular, information to assure the public that animals are getting quality care. Daily positive stories are encouraged for social media. • Coordinate with ABOC Operations Section Chief to set working hours for Shelters, Evacuation Team field work and Hotline. Consider animal needs, public needs, volunteer needs, incident lifecycle (active evacuations vs most animals and evacuees settled) and public perception. • Coordinate with Animal Control to assign Animal Control Officers to evaluate the need for animal enrichment at shelters. (Long-term incidents)

	<ul style="list-style-type: none"> • Coordinate with ABOC Operations Section Chief to assign a unit to the function of matching animals whose owners are unknown with owners looking for their animals. This function will be based on the size of the incident. • Assure there is a plan for removal of animal carcasses from within the evacuation area. Provide instructions on identification and removal, pending response from CDFA and/or Ag Commissioner. Include consideration that people looking for lost animals can find closure knowing their animal was found deceased, and they may want to claim the remains. • Maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> ○ Messages received. ○ Action taken. ○ Decision justification and documentation. ○ Requests filled. ○ ABO personnel, time on duty and assignments. <ul style="list-style-type: none"> ▪ Precise information is essential to meet requirements for possible reimbursement by the California Governor’s Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA). • Assess evacuation lifecycle. As repopulation becomes imminent, initiate demobilization actions, with priority to releasing mutual aid. If possible, get assistance for cleaning, disinfecting and physical demobilization from other volunteer organizations, County departments or agencies with physically strong people to work.
SET UP / START UP ACTIONS	
	<ul style="list-style-type: none"> • Proceed with Incident Start Checklist and request additional support as required. Work with NVADG Duty Officer. • Assign person to activate sign-in app and QR code for Sign-In app and 213 Resource Request. • Assign person to reset email forwards for ABOC positions. • Check-in upon arrival at the Emergency Operations Center (EOC). • Report to the EOC Operations Section Chief. • Obtain a briefing on the situation. • Identify yourself as the Animal Branch Operations by putting on the Identification Tag (ID Tag) with your title. Print your name on the EOC organizational chart next to your assignment. • Clarify any issues regarding your authority and assignment and what others in the organization do. Assure NVADG is activated. • Open and maintain a position log. • Work with NVADG Duty Officer and Butte County Employee Resources to assign/enlist people for ABOC staff positions, ideally people who can work for initial 3-to-5 days. • Set up in the Animal Branch Operations Center (ABOC) designated area. • Assemble ABO ICS forms and incident templates. • Follow availability of NVADG volunteers and unfilled positions through ABOC Planning Resource Unit Section Unit. Be prepared to assist by escalating requests for Butte County workers and mutual aid organizations like local CARTs, IFAW and Red Rover through the EOC Operations Section Chief.
SHIFT CHANGE / TRANSFER OF DUTIES	
	<ul style="list-style-type: none"> • If possible, have next ABOC Director job shadow for one day.

	<ul style="list-style-type: none"> • Update Job Aid template with any new or revised duties. Explain how to use Job Aid. • Assure they have electronic sign-in access, schedule for meetings, and other tools needed. • Reassign function email to new person, update IAP reporting to reflect new name and phone number. • Make face-to-face introductions to key people and provide a full contact list. • Assure new person is included in all distribution lists and has access to all reports. • Give update on current situation, areas of concern (including political, community interest and social media), and logistical support needed or retained. • Turn over all documentation including Job Aids with tasks and unfinished business. • Provide a future outlook. • Leave phone number where you can be reached if further information is needed.
THINGS TO CONSIDER	
	<ul style="list-style-type: none"> • All functional needs are dependent on the size of the incident, the day, other competing incidents and the population of the location(s) being evacuated. <ul style="list-style-type: none"> ○ A short incident lasts 3-4 days and can be managed by NVADG volunteers and Butte County DSWs. ○ A medium size incident lasts a week. Usually can be managed by NVADG volunteers and Butte County DSWs. ○ A large incident goes beyond a week and overwhelms the volunteer workforce. If it goes beyond Week 2 with a month or longer potential, it will require an Incident Management Team for the ABOC and workers who can commit to a 5-7 day assignment. Many of these will need to be paid workers. ○ A low-count animal incident involves a low number of volunteers (58-60 volunteers) and less than 100 animals. ○ A mid-count animal incident involves 88-100 workers for a few hundred animals. ○ A high-count animal incident will require hundreds of workers to care for 400+ animals. These workers will have be sources outside of Butte County. • Every new evacuation and every new repopulation create extra work and bottlenecks to various Animal Branch Operations functions. • Use suitable communication techniques to share relevant information with appropriate workers in a timely basis to accomplish objectives in a potentially rapidly changing environment. Use WhatsApp and the Key People group to share information quickly.
DEMOBILIZATION	
	<ul style="list-style-type: none"> • Compile documentation. • Approve mileage reimbursements for workers/volunteers. • Approve restocking of supplies for Butte County and for NVADG. • Assure with Logistics the return of rented and borrowed equipment. • Work with Animal Control to assure animals are moved to long-term holding or adoption facilities when emergency shelters close. Keep owner-unidentified animals from the incident in local shelters/foster homes and hold for at least 30-45 days. Owner surrendered animals should be placed for adoption ASAP. • Assign continued support for lost animals by long-term person, organization or agency. • Sign off on mutual aid performance reviews as needed. • Prepare for After Action Report. • Prepare for immediate need to summarize animal response results –# of animals, number of owners helped, volunteer hours, resources, # of unique workers, days, etc.

TASKS (PENDING)	
NOTES	

Name: _____ Phone #: _____

Date: _____ Time: _____ am / pm