



# Job Aid Animal Branch Operations Center (ABOC)

## ABOC Logistics Section Chief



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.

<b>Time Done</b>	
<b>OVERVIEW</b>	
	<p><b>The ABOC Logistics Section is responsible for procuring supplies for the Animal Branch Operations (ABO). The ABOC Logistics Section works in coordination with the EOC Logistics Section to avoid duplication and assure efficiency. Approvals come from the ABOC Director working through the EOC Operations Section Chief.</b></p> <p>ELEMENTS INCLUDE:</p> <ul style="list-style-type: none"> <li>• Close coordination with EOC Logistics section.</li> <li>• Animal-specific supplies and resources including meals, communication, lodging and transportation.</li> <li>• Assurance that Animal Branch Operations (ABO) workers have food, water, bathrooms, shade. Out of area workers/volunteers need sleeping arrangements.</li> <li>• Tracking equipment and supplies for eventual return or inventory accounting.</li> <li>• Optimize the use of resources.</li> <li>• Support the restoration of essential services and systems upon demobilization.</li> </ul>
<b>POSITION OVERVIEW</b>	
	<ul style="list-style-type: none"> <li>• This function includes providing communication, tracking, researching and acquiring equipment, supplies, facilities, and transportation services, as well as arranging for food, lodging and other support services for Animal Branch Operations.</li> <li>• This position should be filled with a Butte County employee due to the logistical and financial implications for Butte County.</li> <li>•</li> </ul>
<b>REPORTS TO</b>	
	ABOC Director
<b>WHO REPORTS TO</b>	
<b>PLANS &amp; REPORTS – What you create</b>	
	<ul style="list-style-type: none"> <li>• Replies to ABO ICS 213 Resource Requests – Web forms, emailed forms, hand-delivered forms.</li> <li>• Resource tracking status log: Request received date, Pending approval, Ordered/pending arrival, Received and instructions for disposition upon demobilization.</li> <li>• Financial reports as requested by EOC Finance</li> <li>• Incident resource list of potential vendors, donors, lenders of equipment and supplies</li> </ul>

	<ul style="list-style-type: none"> <li>• Report to ABOC Planning Section Chief on outstanding supply orders.</li> </ul>
<b>FORMS &amp; GUIDES – What you use</b>	
	<ul style="list-style-type: none"> <li>• ABOC Logistics Section Chief Job Aid</li> <li>• 214, electronic sign-in, paper sign-in</li> <li>• ICS 214 Activity Log</li> <li>• Resource tracking – Cognito forms spreadsheet</li> <li>• Resource Request – Cognito forms spreadsheet</li> <li>• Access to emails directed to Logistics</li> <li>• ABO IAP</li> <li>• ABO Sit/Stat</li> <li>• EOC Logistics information for coordination</li> <li>• 215 Resource needs</li> <li>• List of meeting times</li> <li>• Electronic and handwritten 213s received via Cognito forms and email</li> </ul>
<b>TECHNOLOGY – What you need</b>	
	<ul style="list-style-type: none"> <li>• Cell phone</li> <li>• Shelterly</li> <li>• Computer with internet access</li> <li>• WhatsApp</li> <li>• Google workspace</li> <li>• Email to receive 213s</li> <li>• Printer</li> <li>• QR code maker</li> <li>• Adobe full access</li> <li>• Excel</li> </ul>
<b>RESOURCES – What can help</b>	
	<ul style="list-style-type: none"> <li>• Phone numbers</li> <li>• ABO ICS 207 Org Chart</li> <li>• ABO ICS 204, Assignment List</li> <li>• Vendor references</li> <li>• CARES Catalog of animal response supplies available through other CARTS, NGOs, Animal Control offices. (Get most current version from CARES/CDFA).</li> </ul>
<b>COORDINATE WITH</b>	
	<ul style="list-style-type: none"> <li>• EOC Logistics</li> <li>• All ABOC Leads for meal headcount</li> <li>• Planning section on housing, transportation and/or supplies needed based on animal counts and Incident Action Plan objectives</li> <li>• Field warehouse and Donations</li> </ul>

ASSIGNMENTS / DUTIES	
	<ul style="list-style-type: none"> <li>• Ensure the Logistics functions are carried out in support of the Animal Branch Operations.</li> <li>• Ensure receipt of 213 supply requests via email and Cognito forms.</li> <li>• Ensure food/water/ice for personnel. Confirm operating hours and whether breakfast and lunch and dinner will be obtained. Get meal counts for ABO Field Group/Unit personnel from Leads and Supervisors. You are responsible for the meal count for ADOC personnel. Evacuation/SIP team personnel need their lunches/water delivered before 8am, before they leave for assignments. If it can't be delivered, make arrangements for 7am pick-up by someone from Richter Staging site. Contact ABO Field Group/Unit Supervisors/Leads if you don't get meal counts – don't let volunteers go without food/water/ice.</li> <li>• Confirm 213s makes sense in regard to quantity and description. Contact requester if you have any questions.</li> <li>• Coordinate approval through ABOC Director. Coordinate ordering through EOC Logistics to assure no duplication and to assure best pricing.</li> <li>• Research product: availability, delivery, timing, price, purchase, rent, borrow. Check NVADG and BCAC stock. Structure orders for what is immediately needed and what can have delayed delivery but lower price. Ensure priority supplies needed to meet goals and objectives are obtained.</li> <li>• Order, follow up and confirm delivery address. Keep requestors posted on estimated delivery. Coordinate with warehouse if it will require help unloading.</li> <li>• Transportation, lodging and facilities will require special attention and research. Coordinate with EOC Logistics, who are performing same functions. If additional animal shelter facilities might be needed, begin working on this with EOC Logistics early because it will take a long time to secure.</li> <li>• Advise status of orders daily to ABOC Planning Chief.</li> <li>• Provide the ABOC Planning Section Chief with the ABOC Logistics Section objectives at least 30 minutes prior to each ABOC Action Planning meeting.</li> <li>• Keep the ABOC Director informed of all significant issues relating to the ABOC Logistics Section.</li> <li>• Support the restoration of essential services and systems which includes restocking supplies as they are used.</li> <li>• Ensure that ABOC Logistic Section position logs and other necessary files are maintained.</li> <li>• The ABOC Logistics Section Chief, or designee, must attend and participate in the ABOC Action Planning meeting (2100 hours) and evening ABOC Operational Period Briefing (2000 hours).</li> <li>• Coordinate with the EOC Finance Section to ensure that all required documents and procedures are completed and followed.</li> </ul>
SET UP / START OF INCIDENT	
	<ul style="list-style-type: none"> <li>• Begin 214, sign in.</li> <li>• Download / get access to Resource tracking logs.</li> <li>• If assigned by ABOC Director, activate Sign In App and QR code with Ops Periods</li> <li>• If assigned by ABOC Director, activate 213 Web Form access. (NOTE: get instructions)</li> <li>• Activate/obtain/assign email address (NOTE: get instructions)</li> <li>• Confirm estimated size of operation. Standard start-up 213 requests for supplies will automatically be submitted from ABO Operations Field Groups and Units.</li> <li>• Make face-to-face introduction with EOC Logistics Chief and clarify roles.</li> </ul>

	<ul style="list-style-type: none"> <li>• Mobilize resources for establishment of Shelters, Field staging (Dispatch, Evacuation, Radio, Warehouse, Transport Trailer/Overnight Field Animal Shelter), Shelterly technology (computers, hotspots, tablets, internet) and meals for entire Animal Branch Operations for 24 hours. Then for next 72 hours.</li> <li>• Meet with ABOC Director and General Staff and identify immediate special needs.</li> <li>• Prepare for security patrols at Large and Small Animal Shelters and Richter Staging/Warehouse. Coordinate with EOC Logistics on planning for security.</li> </ul>
<b>SHIFT CHANGE / TRANSFER OF DUTIES</b>	
	<ul style="list-style-type: none"> <li>• If possible, have next ABOC Logistics Section Chief job shadow in advance.</li> <li>• Update Job Aid template with any new or revised duties. Explain how to use Job Aid.</li> <li>• Assure they have electronic sign-in access, schedule for meetings, and any other basic information.</li> <li>• Reassign 213 Web Form access.</li> <li>• Reassign function email to new person, update IAP reporting to reflect new name and phone number.</li> <li>• Make face-to-face introductions to key people and provide a full contact list.</li> <li>• Assure new person is included in all distribution lists and has access to all reports.</li> <li>• Give update on current situation, areas of concern and current logistics support needed</li> <li>• Provide intel on expected situation over next 24-72 hours and beyond.</li> <li>• Turn over all documentation including completed Job Aids listing tasks and unfinished business.</li> <li>• Leave a phone number where you can be reached.</li> </ul>
<b>THINGS TO CONSIDER</b>	
	<ul style="list-style-type: none"> <li>• Assure purchased items are labeled as to their owner. Supplies co-mingle with NVADG and Butte County and Butte County Animal Control.</li> <li>• NVADG has a lot of equipment and supplies. Check with warehouse manager or NVADG Personnel about availability of an inventory supply list.</li> <li>• NVADG can sometimes get grants for equipment, which then becomes the property of NVADG.</li> <li>• NVADG personnel often open their homes to provide accommodations to out-of-area mutual aid. NVADG has space, a bathroom and kitchen facilities at the Richter Warehouse for cots and sleeping bags.</li> </ul>
<b>DEMOBILIZATION</b>	
	<ul style="list-style-type: none"> <li>• Deactivate position when authorized by ABOC Director and follow Demobilization directions.</li> <li>• Ensure all “return required” resources have been returned.</li> <li>• Consumable supplies need to be replenished at end of incident to prepare for next incident.</li> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Turn over financial information to Finance Section.</li> <li>• Be prepared to provide input to the after action report.</li> </ul>

TASKS (PENDING)	
NOTES	

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm