



Animal Branch Operations Center (ABOC) Job Aid

ABOC Planning 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.

Time Done	
	OVERVIEW
	<p>The ABOC Planning Section Chief oversees animal-related data gathering and analysis regarding incident operations and assigned resources, facilitates incident action planning meetings and prepares the Animal Branch Operations (ABO) Incident Action Plan (IAP) for each operational period as well as an animal Situation Status report. This section also sources and obtains personnel resources, which ultimately determines the objectives that may be planned.</p> <p>ELEMENTS INCLUDE:</p> <ul style="list-style-type: none"> • Tracking the incident in regard to animals with regular updates. Analyzing information and developing Situational Awareness for all Animal Branch Operations (ABO) and the Emergency Operations Center (EOC) Director. • Resource Unit will source and schedule the personnel required for animal response. • Collecting and organizing incident status and information with attention to how it will impact animal operations. • Documenting the coordination and support activities related to the animal response. • Developing the ABO Incident Action Plan (IAP). • Developing Advance Plans, covering a 36-to-72 hour time period in the future (or longer). • Developing the ABO Demobilization Plan.
	POSITION OVERVIEW
	<ul style="list-style-type: none"> • The ABOC Planning Section Chief should meet the qualifications of a Type 3 IMT Plans Section Chief (APSC3). Previous training in ICS 300 and sourcing mutual aid is required. This position is best filled by people who can commit to a prolonged assignment. • The ABOC Planning Section Chief manages incident planning, situation and resource status, and demobilization as it relates to the animal response. The ABOC Planning Section plays a critical role in the functioning of Animal Branch Operations. • This section is responsible for the update and completion of the ABO IAP, ABO Sit/Stat, and organizing and leading meetings within the ABOC. • Requires strong information analysis skills and the ability to identify what it means for the animal response. Provide decision makers with enough useful information to make the best and most-informed decisions. The Chief serves as the Situation Unit Leader gathering information unless one is specifically assigned.

	<ul style="list-style-type: none"> This position requires keen understanding of the manpower required to shelter and care for animals, both in shelters and in the field. In addition, general knowledge of animal husbandry needs, disaster operations and State animal regulations are required.
REPORTS TO	
	ABOC Director
WHO REPORTS TO	
	<ul style="list-style-type: none"> ABOC Planning Resource Unit ABOC Volunteer Impact Technician (VI Tech)
PLANS & REPORTS – What you create	
	<ul style="list-style-type: none"> Animal Branch Operations Situation Status report Animal Branch Operations Incident Action Plan Meeting schedule for planning and tactics meetings
FORMS & GUIDES – What you use	
	<ul style="list-style-type: none"> 214, electronic sign-in, paper sign-in. ABOC Planning Section Chief Job Aid. Blanks: 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 Report. ABO IAP Template. Any hand-off information from previous ABOC Planning Section Chief. Sample meeting agenda for evening Tactics meeting.
TECHNOLOGY – What you need	
	<ul style="list-style-type: none"> Cell phone Computer with internet access WhatsApp Shelterly QR code maker Google Workspace Access to Planning Section Chief email Google Sheets MS Office – Word, Excel Response Admin for Electronic Sign-in Printer Adobe Full Access
RESOURCES – What can help	
	<ul style="list-style-type: none"> EOC IAP including access to map graphics. Use general information from EOC IAP for ABO IAP

	<ul style="list-style-type: none"> • EOC Situation/Status • Weather • Input from Shelters, Shelterly, Staging, Logistics, Operations, Liaison, PIO, Director generated by meetings and reports
COORDINATE WITH	
	<ul style="list-style-type: none"> • All ABOC Command staff, ABOC Operations Section Chief, ABOC Logistics Section Chief • EOC Planning • ABOC Director
ASSIGNMENTS / DUTIES	
	<ul style="list-style-type: none"> • Gather and ground-truth intelligence to make planning rational, realistic and develop achievable objectives. Watch for issues from Fire, hotline operators, evacuation teams, shelters, PIO-Animals, ABOC Logistics and ABOC Planning Resource Unit. • Manage the planning process for animal care. Extent of duties will depend on the size of the incident. <ul style="list-style-type: none"> ○ A short incident lasts 3-4 days and can be managed by NVADG volunteers and Butte County Disaster Service Workers (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. ○ A low-count animal incident involves a low number of volunteer workers (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 to be sourced outside of Butte County. • Through the Planning Resource Unit, work to secure the personnel needed to meet Planning objectives. If enough people are not available, adjust objectives. Escalate request for mutual aid up the chain of command. <ul style="list-style-type: none"> ○ Objective adjusting can include shortened hours for Hotline and Shelters when there are no active evacuations. • Assure that volunteers do not work more than 6 days in a row, or more than 12 hours in a day for multiple days. • Provide status reports via the Situation/Status (Sit/Stat) report. • Lead the ABOC through the development of the ABO IAP to guide actions and to inform all ABO volunteers/workers about what is going on. • Gather information for Animal Branch Operations IAP by 1800 hours daily and have ready for Branch Director to publish the next day. Include: <ul style="list-style-type: none"> ○ ICS 201 Animal Branch Incident Briefing: Complete Incident Briefing including copy of fire map, situation summary, safety briefing, current and planned objectives, current and planned activities, and an overview of the organization staffing. ○ ICS 202 Animal Branch Incident Objectives: Update tasks, assure completed tasks removed and put onto the ICS 233. ○ ICS 203 Organization Assignment List: Use EOC 203 and include Animal Branch staff. ○ ICS 204 Assignment list for each ABO function. ○ ICS 205 Radio plan with current frequencies.

	<ul style="list-style-type: none"> ○ ICS 205A Communications list with contact phone number for all key personnel. ○ ICS 206 Medical plan for humans from EOC IAP. ○ ICS 206A Medical plan for animals – animal medical aid stations/clinics/hospitals, transportation options and animal special medical emergency procedures. Work with ABOC Director, Butte County Animal Control, or Operations Section Chief to obtain. ○ ICS 207 Incident Organization Chart. ○ ICS 208 Safety message. ○ ICS 215A EOC Safety Analysis. ○ Schedule of meetings and deadlines for the day. ○ All-hands evening Tactical Conference Call Agenda. ○ Track current animal counts at shelters to include total numbers and owner-unidentified. ○ Track weather. ○ Other helpful information. ○ Blank ICS 214 <ul style="list-style-type: none"> ● Review all EOC material as it becomes available. ● Use agreed-upon Animal Mutual Aid Request process through MOUs, EMMA and EMAC. Work directly with California Department of Food and Agriculture (CDFA) and CalOES if necessary. (Mutual Aid Requests for animal response and for Veterinarian support is an active work-in-progress.) Work with ABOC Director. <ul style="list-style-type: none"> ○ Coordinate EMMA and Mission Resource Task (MRT) responses for animal care specialists and ACOs. ● Attend or send designee to morning ABO briefing, afternoon ABO objectives meeting, evening ABO Tactics conference call and meet to finalize IAP for the next day immediately after the Tactics conference call. ● Communicate up and down the chain and assure information is readily accessible. ● Demobilization: Develop and implement demobilization plan. What this entails will depend on size and length of the incident.
SET UP/START OF INCIDENT	
	<ul style="list-style-type: none"> ● Download IAP template, available in NVADG Google Workspace. ● Download Sit/Stat template, available in NVADG Google Workspace. ● Assemble ICS forms for ABO IAP. ● Assure Sign In App and QR code with Ops Periods has been set up. ● Activate/obtain/assign 213 Web Form access. (NOTE: get instructions) ● Activate/obtain/assign email address. (NOTE: get instructions) ● Make face-to-face introduction with EOC Planning Chief and establish roles for personnel staffing and mutual aid requests. Explain ABOC Planning Resource Unit work to obtain NVADG volunteers, BC employees and mutual aid. Establish approval process. ● Meet with ABOC Director and General Staff and identify immediate resource needs. ● Assist unit leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.
SHIFT CHANGE / TRANSFER OF DUTIES	
	<ul style="list-style-type: none"> ● If possible have next ABOC Planning Section Chief job shadow in advance. ● Update Job Aid template with any new or revised duties. Explain how to use Job Aid. Create hand-off information on where to find photos, weather and other updates. ● Assure they have electronic sign-in access, schedule for meetings, all tools you use.

	<ul style="list-style-type: none"> • 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 and current Planning support needed • Provide intel on expected situation over next 24-72 hours and beyond. • Turn over all documentation including completed Job Aids listing tasks and unfinished business. • Leave a phone number where you can be reached.
THINGS TO CONSIDER	
	<ul style="list-style-type: none"> • Geography and population of incident – types of animals, expected number to evacuate. • Competition for resources in California. • Size of incident. • Availability of volunteers due to time of year.
DEMOBILIZATION	
	<ul style="list-style-type: none"> • Mutual aid personnel resources should be released ASAP. <ul style="list-style-type: none"> ○ EMMA resources complete EMMA forms 3, 4 and 5; Voluntary Job Performance, Exit Survey and Individual Demobilization Checkout. • Logistics will use Supply Resource Logs to arrange and confirm return of rented or borrowed equipment. • ABOC Director or Animal Control will determine protocols for unclaimed animals. • Shelter in Place teams to contact owners to assure they are home to take care of their animals. • Shelter workers will call owners to pick up their animals. Clean/disinfect and disassemble crates and kennels. Order restock of disposable supplies. • All units assure paperwork is submitted as required. • All volunteers submit 214's and mileage claims to designated NVADG Lead. • Complete all required forms, reports, and other documentation. • Be prepared to provide input to the After-Action report.
TASKS (PENDING)	

NOTES	

Name: _____ Phone #: _____

Date: _____ Time: _____ am / pm