



# Animal Branch Operations Center (ABOC) Job Aid



## ABOC Safety Officer

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 Safety Officer is primarily responsible for assuring safety within Animal Branch Operations for both health and property.</b></p> <p>ELEMENTS INCLUDE:</p> <ul style="list-style-type: none"> <li>• Personal physical dangers for workers and visiting public.</li> <li>• Inspection of PPE and vehicle safety for people going into evacuation zone.</li> <li>• Inspection for environmental dangers at facilities.</li> <li>• Awareness and reduction of potential criminal activity.</li> <li>• Personal and property security in all areas.</li> </ul>
	<b>POSITION OVERVIEW</b>
	<ul style="list-style-type: none"> <li>• Identify, anticipate and fix hazardous and unsafe conditions. This includes personal health, physical/tangible environmental obstacles, and criminal security safety, etc.</li> <li>• Coordinate with EOC Safety Officer on the universal hazards created by the disaster, such as heat, smoke and physical strain, etc.</li> <li>• Coordinate with ABOC Logistics on security patrols.</li> <li>• Coordinate with Law Enforcement if needed.</li> <li>• Make daily in-person reviews of all ABO facilities to check for hazards and assist with performing mitigation.</li> <li>• Assume responsibility for accident response, reporting, contacts, and mitigation, etc.</li> <li>• Document appropriately for future reviews.</li> </ul>
	<b>REPORTS TO</b>
	<ul style="list-style-type: none"> <li>• ABOC Director</li> </ul>
	<b>WHO REPORTS TO</b>
	<ul style="list-style-type: none"> <li>• Staging Group Supervisor</li> <li>• Shelter Group Supervisor</li> </ul>

	<b>PLANS &amp; REPORTS – What you create</b>
	<ul style="list-style-type: none"> <li>• Accident Reports for Situation Status report</li> <li>• Daily ABO ICS Form 208 Safety Message</li> </ul>
	<b>FORMS &amp; GUIDES – What you use</b>
	<ul style="list-style-type: none"> <li>• ABOC Safety Officer Job Aid</li> <li>• 214 Activity Log</li> <li>• ICS 213 General Message or Webform 213 Resource request</li> <li>• Incident Injury / Accident Report form</li> <li>• ICS 215A- Risk Assessment form</li> <li>• ABO IAP 208 Safety message</li> <li>• ABO ICS 206 and 206A for locations and procedures/human and animal medical emergencies</li> </ul>
	<b>TECHNOLOGY – What you need</b>
	<ul style="list-style-type: none"> <li>• Cell Phone</li> <li>• Laptop/Computer with internet access</li> <li>• Google Workspace</li> <li>• WhatsApp</li> <li>• Response Admin for electronic sign in/out</li> <li>• Adobe full access</li> <li>• MS Office</li> <li>• Email</li> </ul>
	<b>RESOURCES – What can help</b>
	<ul style="list-style-type: none"> <li>• Vest</li> <li>• Radio</li> <li>• Rope, tape, cones, signs</li> <li>• Contact for police, security patrols, area Leads/Supervisors</li> <li>• Blank accident reports, first aid kits</li> <li>• Daily ABO Incident Action Plan (IAP)</li> <li>• Schedule of daily meetings</li> </ul>
	<b>COORDINATE WITH</b>
	<ul style="list-style-type: none"> <li>• EOC Safety Officer</li> <li>• ABO Field Animal Shelter Group Supervisor and/or Shelter Leads</li> <li>• ABO Field Staging Group Supervisor</li> <li>• ABOC Planning and Operations Section Chiefs</li> <li>• People assigned to serve as on-site safety managers at each Shelter</li> </ul>
	<b>ASSIGNMENTS / DUTIES</b>
	<ul style="list-style-type: none"> <li>• Make on-site visits daily to all shelters and staging areas. Immediately correct any deficiencies. Use a Risk vs Gain assessment, as this is a disaster environment.</li> <li>• Hold daily meetings on Safety with volunteers and/or Leads.</li> <li>• Assist Leads / BCAC in establishing public-restricted areas as desired.</li> <li>• Use signs, barrier tape, fencing (if available) to facilitate the management of the areas.</li> <li>• Identify any risks exposed to the personnel and identify mitigation solutions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Perform other pertinent safety responsibilities as identified or anticipated. Coordinate with Animal Control Officers, Evacuation Lead and others with direct awareness of human safety concerns as a part of daily animal response activities.</li> <li>• Provide information for daily ABO IAP via ICS forms 208 Safety Message and 206 Medical Plan.</li> <li>• Assure precautions are taken for heat illness and smoke. Assure water and N95 masks are available.</li> <li>• Critical time at Staging/Richter warehouse is overnight. Daily: assign someone to be responsible to assure last people to leave is able to lock up and secure anything in the parking lot. Assure no one will have to lock up alone.</li> <li>• Document actions on ICS 214. Sign in and out on paper sign in forms at each location. Use Electronic sign in for start and end of shift.</li> </ul>
<b>SET UP / START OF INCIDENT</b>	
	<ul style="list-style-type: none"> <li>• Sign in at ABOC and find out ABOC briefing and planning meeting times. Plan to attend meetings.</li> <li>• Prepare with ICS forms 208 ABOC, 208 EOC, 215 Operational Planning Worksheet</li> <li>• Ensure readiness to maintain concise records of position activities on the 214 and ABOC Safety Officer documentation.</li> <li>• Make a visual inspection of all facilities at the beginning of an event, and periodically throughout the incident. Assure animals are kept in securely fenced areas.</li> <li>• The most critical times at the Shelters is when they are being opened to accept animals and again as the animals are released; there is less attention being paid to security when activities are gearing up and winding down</li> <li>• Shelters: Assure set-up at shelters are secure from unauthorized individuals gaining access, and/or from animals escaping. Take note of traffic flows, parking, and exercise areas.</li> <li>• Use ropes, tape, cones, signs and other physical markings to alert to dangers. Revise means of egress if it is likely to cause trips/falls.</li> <li>• Assure human First Aid kits are at all locations and are complete with supplies.</li> <li>• Assure appropriate and useful signage for the public and for volunteers.</li> </ul>
<b>SHIFT CHANGE / TRANSFER OF DUTIES</b>	
	<ul style="list-style-type: none"> <li>• If possible, have next ABOC Safety Officer 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, other tools as needed.</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 safety 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>• Identify volunteers and staff with medical and/or medical safety experience at each site. Ask them to be aware of volunteers who may exhibit illness and to call 911.</li> <li>• Richter warehouse area has high transient population. There could be times when posted security is needed. If possible, stage work areas where volunteers can monitor who comes on the property and a plan on who to call if help is needed. Keep area well-lit at night and instruct volunteers to work in groups at night and not leave any volunteers alone after dark.</li> <li>• Instruct volunteers on Cal/OSHA guidelines for heat and smoke illness prevention.</li> <li>• Make sure all volunteers know where the first aid kit is.</li> <li>• If you encounter difficulties, contact the Leads for assistance. Or follow the chain of command.</li> <li>• Remind Leads to brief all personnel on safety every day.</li> <li>• Zoonotic Diseases: Do not bring anything home if you have been in animal areas. See SOG on Zoonotic diseases. Remove shoes and clothes before coming in contact with your own animals.</li> <li>• Assure there are enough Restrooms, easy-to-find sanitation, a means for an eyewash station where needed, other basic safety elements.</li> <li>• Stress to volunteers and demand mandatory breaks plus Hydration, Hydration, Hydration! Over-emphasize heat illness, as many disaster incidents take place during high-heat.</li> <li>• Follow Butte County Public Health Food Safety Guidelines – remind responders to beware of old food.</li> <li>• Aggressive Animal Management Procedures – know how to contact Animal Control Officers.</li> <li>• Anyone going behind the fire evacuation line is required to have PPEs, Radios, Fire Shelters, etc. Not just Evacuation Teams.</li> <li>• Use ICS 214 to maintain a list of those volunteers assisting you. Record all actions taken by you or your volunteers, including time in/out of locations.</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 can be returned.</li> <li>• Consumable supplies need to be replenished at end of incident to prepare for next incident. Coordinate with locations on what needs to be replenished.</li> <li>• Complete all required forms, reports, and other documentation.</li> <li>• Reset any security codes that may have been given to outside companies.</li> <li>• Continue to oversee safety during demobilization – heat, lifting, trip/fall, equipment, etc.</li> <li>• Be prepared to provide input to the After-Action report.</li> </ul>
<b>LIST TASKS (PENDING)</b>	

	<b>NOTES</b>

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

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