



Job Aid

NVADG Duty 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 with new volunteer at Transfer of Duties. Copy will be placed in dedicated Binder on site for future reference.

Time Done	
	OVERVIEW
	<p>The Duty Officer position is responsible for gathering personnel at the beginning of an incident and staffing all Lead positions. This is for Animal Branch Operations (ABO), coordinating with the Animal Branch Operations Center (ABOC)</p> <p>ELEMENTS INCLUDE:</p> <ul style="list-style-type: none"> • Immediately respond when NVADG is activated. • Responsible for Monitoring WhatsApp for notifications of an Activation. • Complete tasks on the “Start Of Incident Checklist” or confirm each is being done. Coordinate with all NVADG Key People to get them done. • Act as Point-of-Contact for NVADG during initial phase of an incident. • Contacting/Appointing Animal Branch Operations Center (ABOC) Director.
	POSITION OVERVIEW
	<ul style="list-style-type: none"> • Once Lead personnel are in place, Duty Officer can assume another role, as needed. • Coordinate with Animal Control Program Manager to confirm all components of the “Start Of Incident Checklist” are accomplished (NVADG Internal Document). • Responsible for finding replacement Duty Officer if unable to fulfill job during an activation. • Any key assignment unfilled due to lack of personnel, may need to be filled by the Duty Officer until a person is found (dependent upon skills). • Always be prepared to: Improvise, Adapt, and Overcome.
	REPORTS TO
	<ul style="list-style-type: none"> • Sheriff or Butte County to get official NVADG activation. • ABOC Director as soon as identified.
	WHO REPORTS TO
	<ul style="list-style-type: none"> • All NVADG volunteers should help coordinate through Duty Officer until ABOC Planning Section Volunteer Impact Technician assumes duties of staffing.

PLANS & REPORTS – What you create	
	<ul style="list-style-type: none"> • Name and Phone numbers of Lead personnel • Monitor and post to Key People group in WhatsApp • Initial ICS chart for Animal Branch Operations (ABO)
FORMS & GUIDES – What you use	
	<ul style="list-style-type: none"> • Duty Officer Job Aid • SOG: Activation (nvadg.org) • SOG: WhatsApp (nvadg.org). • SOG: Ring Central (nvadg.org) • Start of Incident Checklist • ICS Form 214
TECHNOLOGY – What you need to have	
	<ul style="list-style-type: none"> • Cell phone • Whats App • Texting • Access to Volunteer Impact • Scanner to listen to Butte County CalFire and Sheriff radio transmissions
RESOURCES – What can help	
	<ul style="list-style-type: none"> • Experienced volunteers to help coordinate. • Direct conversations with BCAC, NVADG Leads, Sheriff/SAR.
COORDINATE WITH	
	<ul style="list-style-type: none"> • All Leads • All Key People group on WhatsApp • Butte County Animal Control Program Manager or designee • Volunteer Impact Team • Everyone who can help you get NVADG volunteers to report for incident • ABOC Planning Section Resource Unit Volunteer Impact Tech for staffing • Likely person who will become ABOC Operations Section Chief • Likely person who will become ABOC Director
ASSIGNMENTS/DUTIES	
	<ul style="list-style-type: none"> • Much of this work is done through WhatsApp with Key Volunteers. You need to be in a location where you can make calls, text, hear, and write. • At start of incident coordinate the initial NVADG response, including identifying who is available to respond, who can be a lead, how soon they can report, etc. • Identify someone right away to manage the initial notice of activation and volunteer responses. This person might not be available to manage the staffing over the next hours. • Decide on initial locations for volunteers to respond: Del Oro, Camelot, Richter.

	<ul style="list-style-type: none"> • ASAP identify Animal Branch Operations Center (ABOC) Director, who should be the Animal Control Program Manager or designee. • ASAP identify the ABOC Operations Section Chief who manages almost all NVADG functions. • ASAP identify someone to be ABOC Planning Section Volunteer Impact Technician who will manage the NVADG volunteer scheduling/staffing. • Once key positions are filled, it's likely this position can disband and this person can fill another position.
SET UP/START OF INCIDENT	
	<ul style="list-style-type: none"> • This position creates the Start of Incident. • Work with Butte County and others to do the work required by the Start of Incident Checklist.
SHIFT CHANGE / TRANSFER OF DUTIES	
	<ul style="list-style-type: none"> • Duty Officer position is active only during the initial phase of an incident; there is no transition of this duty.
THINGS TO CONSIDER	
	<ul style="list-style-type: none"> • The people who will assume this position should be prepared and assigned in advance. They should be prepared to immediately respond. • Monitor WhatsApp: this will be accomplished on a continual basis pre, during, and post incident. • Duty Officer should be prepared to monitor Twitter and Scanner during Red Flag events to be aware of potential fire evacuations before they happen. • Potential Duty Officers should create list of potential Leads prior to Incident. Call Leads personally if necessary to receive a response re availability to respond to an Incident. • Create a List of personnel who can serve as back-up Duty Officer, as needed.
DEMOBILIZATION	
	<ul style="list-style-type: none"> • Submit ICS 214
TASKS (PENDING)	
NOTES	

Name: _____ Phone #: _____

Date: _____ Time: _____ am / pm