



Job Aid



Evacuation Team Lead

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 Evac Lead position is primarily responsible for Organization and Safety of Evac Teams in the field during an Incident for Animal Branch Operations (ABO).</p> <p>ELEMENTS INCLUDE:</p> <ul style="list-style-type: none"> • This position is a standing position with NVADG, with a team lead and backup lead identified. They work with NVADG volunteers on skills and training for emergency animal handling and fire line training. From their work the Evacuation Team Lead or Backup person can maintain a list of trained and approved Evacuation Volunteers (pre-incident). • If mutual aid is assigned, the Evac Team Lead works with them on equipment, PPEs and skills. • The Evacuation Team performs search and rescue, evacuation and Shelter-in-Place for animals in the evacuation zone. These assignments are generated by calls from owners, good Samaritans and First Responders. By providing a way for animals to be moved to safety by trained volunteers, it keeps untrained owners and volunteers from taking risks and doing it themselves.
	POSITION OVERVIEW
	<ul style="list-style-type: none"> • The training and identification of approved Evacuation Team members is an assigned, year round volunteer position with NVADG. • During the start/initial days of an incident, the NVADG-assigned Evac Team Lead will coordinate team members, identify what should be entered in Shelterly and make initial assignments. • After members have been identified, other volunteers or mutual aid CART members can serve as Evacuation Team Lead. • Depending on the size and length of the incident, the Evac Team Lead may delegate assigning teams to the Dispatch Lead. • Evac teams get assignments via Shelterly Service Requests called in by owners and others in the evacuation zone. The assignments and environment vary substantially, depending on many factors.
	REPORTS TO
	Staging Group Supervisor

	WHO REPORTS TO
	<ul style="list-style-type: none"> • Evac Teams
	PLANS & REPORTS – What you create
	<ul style="list-style-type: none"> • Complete ICS Form 213 (Resource Request) as needed. • Inform Radio/Field Group Supervisor of number of lunches needed for the Evac Teams in the field.
	FORMS & GUIDES – What you use
	<ul style="list-style-type: none"> • ICS Form 213 (Resource Request) – Inform Staging Group Supervisor of number of meals needed ONE MEAL PRIOR • ICS Form 214 • ICS Form 226 (Injury Report Log) – immediately report injuries to ICS supervisor • Evac Lead Job Aid • Daily ABO IAP created daily by the Animal Branch Operations Center (ABOC) • SOG: Towing Trailers with live Animals Certification (nvadg.org) • SOG: Wildlife Protocol (nvadg.org) • SOG: Shelter in Place (nvadg.org) • SOG: Carcass Disposal (nvadg.org) • SOG: Aggressive Animals (nvadg.org) • Vehicle Safety checklist (internal NVADG Document)
	TECHNOLOGY – What you need to have
	<ul style="list-style-type: none"> • Volunteer Impact (VI) – used to evaluate volunteers who meet the standards to deploy as an Evac Team • Handheld Radio • Cell Phone and charger • WhatsApp • Shelterly Access if you want to see number of Service Requests • Computer and internet access for Shelterly
	RESOURCES – What can help
	<ul style="list-style-type: none"> • Access to outside information about fire, response, social media in order to improve situational awareness.
	COORDINATE WITH
	<ul style="list-style-type: none"> • Dispatch Team Lead • Radio Lead (mobile and handheld radio check-out) • Resolution/Debrief Team Lead • ABOC Planning Section Resource Unit Volunteer Impact Tech for staffing • Veterinarians • Sheriff / CalFire • ABOC Operations Chief through Staging Supervisor

ASSIGNMENTS/DUTIES

Pre-Incident:

- Create and maintain a list of deployable Evac Personnel. This includes the names and phone numbers of all NVADG volunteers who have satisfied the requirements to deploy behind fire lines and are recorded in the Volunteer Impact Database.
- Identify who is allowed to pull a NVADG trailer and/or drive a NVADG truck/van.
- Assure all supplies needed are stocked in the Initial Attack Trailer. This includes all supplies needed for animal rescues and all necessary human PPE. This is an ongoing assignment and occurs pre, post, and during a deployment. Supplies also include paper Request for Animal Services (RAS) forms which will be distributed to Evac Teams and used by Evac Teams if a Dispatch Assignment is received while a team is in the field.

During Incident:

- Attend morning briefing (Field Group Supervisor will post) from ABOC Operations Section Chief.
- Maintain stock of supplies in the Initial Attack Trailer. Use 213 Resource form to order supplies during incident. Go through Staging Supervisor or Operations Section Chief for approval.
- Assure meals are being ordered for all team members. This might be done through Staging Supervisor for all Staging site functions.
- Do Vehicle Safety Checks. See NVADG website for SOGS. Driving and Towing.
- Create Evac Teams for deployment into the field. This includes considering:
 - Overall animal handling skill level.
 - Species specialty.
 - Experience level as Evac Team personnel (number of previous deployments).
 - Ability to tow and maneuver a trailer (see NVADG SOG).
 - Trailer Safety and Maneuvering Certification (see NVADG SOG: Driving or Towing NVADG Vehicles Certification and SOG: Towing Trailers with Live Animals).
 - Necessity for an Animal Control Officer.
 - Necessity for a Veterinarian.
 - Accessibility of the Service Request address.
- Team Safety: Check all Evacuation Team members for proper PPE and Fire Shelters; NO TEAM WILL BE ALLOWED IN THE FIELD WITH OUT PROPER PPE and Fire Shelters. (see NVADG Uniform SOG)
- With Dispatch Lead, maintain status of all Evac Teams in the field. Record names and phone numbers of all Evac Team members, their Team name, and who is assigned Lead.
- Work with Planning Resource Unit Volunteer Impact Technician to maintain staffing of NVADG Evac Personnel throughout incident.
- Review and approve all Shelterly generated Dispatch Assignments prior to assigning to an Evac Team. If Evac Lead is not on-site, the Dispatch Whiteboard Operator will review assignments.
- Any assignment unfilled due to lack of personnel, will become the responsibility of the Evac Lead, including field deployment, as necessary.
- Be prepared with technical-level knowledge of completing Shelterly Dispatch Assignment Summary forms. Assist Evac Team members on what information is needed.
- The Staging Group Supervisor position must be assumed by Hotline Lead, Dispatch Lead, Evac Lead or Radio Lead if no one fills it at start of incident. Continue until replacement is assigned.
- Always be prepared to: Improvise, Adapt, and Overcome

SET UP / START OF INCIDENT	
	<ul style="list-style-type: none"> • Pre-activation, keep all Evac approved volunteers updated on status of incident as you understand it. • When NVADG is activated, instruct Evac approved volunteers to report to Richter Staging if they are able to perform Evac duties. Get responses on who is coming and alert staffing technician and Dispatch Lead. Our ability to respond to Service Requests is dependent on number of Evac volunteers and equipment. • Assist Radio Lead as needed in Radio Check-Out set-up. • Coordinate with Dispatch Lead – exchange cell phone numbers. • Create Evac Teams and list on Whiteboard (Whiteboard Operator) and in Shelterly (Dispatch Lead). • Initial Attack Trailer (IAT) – Responsible for making sure the IAT is at staging, unlocked, and ready. • Determine how to get NVADG trailers to Staging for use. • Establish table and sign-in sheet for checking out PPE and other animal rescue gear. • Do vehicle checks. Assign NVADG trailers to qualified drivers.
SHIFT CHANGE / TRANSFER OF DUTIES	
	<ul style="list-style-type: none"> • If possible have next Evac Lead job shadow in advance. • 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. • 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 personnel 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"> • Evac Lead duties will include pre and post incident responsibilities. • Maintain current Evac Team Directory. • Continued training throughout the year for Evac Team members. • Richter Staging Staffing plan: Assure people are available at beginning and end of day for Richter warehouse opening and closing. This activity is done by members of the evacuation team, dispatch/hotline team or radio team who have skills moving trailers and/or keys and alarm code for the Richter warehouse. Many NVADG key volunteers have keys and codes, or obtain them from NVADG staff. <ul style="list-style-type: none"> ○ Opening: unlock warehouse door, turn off alarm. Move Dispatch/Communications trailer out into the parking lot. Unlock and open. Attach antennas, connect to power. Move Initial Attack Trailer out into the parking lot, unlock and open. ○ Closing: Do not leave less than three people alone to close Richter. Dispatch/Comms Trailer: remove antennas and power, move into warehouse, close and lock. Initial

	<p>Attack Trailer: close, lock and move into warehouse. Close and lock all warehouse doors, assure lights/air conditioning are turned off, set alarm, close door.</p> <ul style="list-style-type: none"> ○ The decision to leave trailers out all night is dependent on security patrols, number of people on site and other considerations. Be aware this is a high-transient area with a lot of overnight criminal activity.
DEMOBILIZATION	
	<ul style="list-style-type: none"> ● Restock Initial Attack Trailer – make sure it is fully cleaned and prepared for the next Incident. ● Discuss Critical Incident Stress Management (CISM) needs with Evac Teams and post information where Team members can seek help. ● Debrief with Dispatch Lead and Field Group Supervisor. ● Submit 214s and mileage. ● Confirm all Evac Team members have completed and submitted their 214s and mileage. ● Prepare to give input for After Action Report.
TASKS (PENDING)	
NOTES	

Name: _____ Phone #: _____

Date: _____ Time: _____ am / pm