



Job Aid

Richter Warehouse 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>This position is primarily responsible for managing purchased supplies, donated supplies, and security at the Richter Avenue Warehouse during a large Incident for the Animal Branch Operations (ABO). The documentation of supplies donated and used is essential to Butte County financial recovery from FEMA.</p> <p>ELEMENTS INCLUDE:</p> <ul style="list-style-type: none"> • Inventory of supplies and equipment at Warehouse (during the incident and demobilization). • Managing stock of purchased and donated supplies including appropriate storage. • Managing list of donated items and name/address/phone number of donor. • Maintaining Donated Item Inventory Sheet (internal NVADG Form). • Assisting with security of the Richter site.
POSITION OVERVIEW	
	<ul style="list-style-type: none"> • During a large incident the Richter warehouse becomes a delivery address for supplies, and a location people use to drop off donated items. The Warehouse Lead logs receipt of supplies and donation. As donated supplies are used, the Warehouse lead assures it is documented for reimbursement purposes. • The Warehouse Lead also keeps an eye out for people on the property for criminal purposes.
REPORTS TO	
	Staging Group Supervisor
PLANS & REPORTS – What you create	
	<ul style="list-style-type: none"> • Log of Donated Items. • Log of Donated Items Used. • When requested, inventory of supplies for the incident.
FORMS & GUIDES – What you use	
	<ul style="list-style-type: none"> • ABO IAP • Richter Warehouse Lead Job Aid • Donated Item Check in Log • Log of Donated Items Used • SOG: Forklift Operations (nvadg.org) • SOG: Towing Trailers with Live Animals (nvadg.org)

	<ul style="list-style-type: none"> • ICS 214 • ICS 213 (Resource Request) • ICS 226 (Injury Report Log) – immediately report injury to ICS Supervisor
TECHNOLOGY – What you need to have	
	<ul style="list-style-type: none"> • Cell Phone and Charger • Warehouse alarm codes
RESOURCES – What can help	
	<ul style="list-style-type: none"> • Forklift (see NVADG SOG: Forklift Operations) • Generator
COORDINATE WITH	
	<ul style="list-style-type: none"> • Staging Group Supervisor • Evac Lead • ABOC Logistics for supply deliveries and overnight security • ABOC Safety Officer for security issues • PIO - Animals for instructions on donations
ASSIGNMENTS/DUTIES	
	<ul style="list-style-type: none"> • Always have a visible presence in the warehouse area so visitors can see you and you can see anyone coming onto the property. • Log in donations from people donating items. Estimate value. • Help Evac Teams log out donation materials that they take to use. Estimate value. • Order supplies or security necessary to keep property and people safe. • Provide general assistance as needed for incident workers and visitors. • Report to Logistics when deliveries are made so they can alert requestors. • Assist keeping the warehouse safe and tidy. • Assure that only authorized people use the forklift. • In case of power outage, ready the generators to be used in warehouse or in other ABO locations.
SET UP/START OF INCIDENT	
	<ul style="list-style-type: none"> • This position is not formally assigned at the start of an incident, however, at the start of an incident the initial Evacuation and Radio/Dispatch people perform Opening Richter duties which are listed under “Consider”.
SHIFT CHANGE / TRANSFER OF DUTIES	
	<ul style="list-style-type: none"> • Provide turn over briefing to position replacement. • Provide details regarding on-going activities transitioning to the next Operational Period. • If possible, shadow replacement for 30 minutes to facilitate transition.
THINGS TO CONSIDER	
	<ul style="list-style-type: none"> • 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 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. ○ 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.
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DEMOBILIZATION

	<ul style="list-style-type: none"> • With help from other volunteers, clean and organize warehouse. Put away fans, trashcans, clean out refrigerator. Leave warehouse prepared for next incident. • Remove trash and any human or animal food to prevent rodent infestation. • Return keys, if applicable. • Debrief with Staging Group Supervisor • Debrief with Evac Lead • Submit 214s. • Complete Donations in and out logs and submit as instructed by ABOC Director. These logs are important for FEMA reimbursements to County. • Prepare to give input for After Action report.
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TASKS (PENDING)

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NOTES

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Name: _____ Phone #: _____

Date: _____ Time: _____ am / pm