



Job Aid

Barn 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 Barn Lead - Tote on site for future reference.**

Time Done	Action
POSITION OVERVIEW	
	<p>The Barn Lead (Area Lead) The Barn Lead is responsible for managing the welfare of Animals in assigned barn and the safety of volunteers and the public at the emergency Large Animal Shelter for Animal Branch Operations (ABO).</p> <p>ELEMENTS INCLUDE:</p> <ul style="list-style-type: none"> ● Responsible for operating the Barn and supervising Barn Volunteers. ● Sheltering and care of large animals. ● Supervise Barn Volunteers. ● Assist with animal medical as directed. ● Assist in releasing and reunification as directed by Shelter Lead. ● Management of public in all aspects when in the Barn. ● Train Barn Volunteers.
BARN LEAD REPORTS TO	
	Large Animal Shelter Lead (Shelter Lead)
WHO REPORTS TO BARN LEAD	
	<ul style="list-style-type: none"> ● Assistants you have assigned. ● Barn Volunteers.
REPORTS TO MAINTAIN	
	<ul style="list-style-type: none"> ● Large Animal Care Schedules (Shelterly-Animal Care Schedule) ● Animal Counts: 1000 and 1700 (times may vary) ● Availability: Stall / Paddock / Magnum Kennels / Other ● Animal Location Inventory ● Large Animal Shelter Nightly Routine ● Daily Medical Treatment Log, Veterinary binder (kept in comms room).
FORMS AND GUIDES	
	<ul style="list-style-type: none"> ● Barn Lead - Tote: <ul style="list-style-type: none"> ○ Job Aid and Protocol / SOG's and ICS 213's (paper form) ○ Vest, Hand Wipes, Pens, Highlighters, Dry Erase Pen, etc. ○ Large Animal Care Schedules and Blue Paper for feeding instruction. ○ Animal Shelter Nightly Routine: (Sheets remain in Barn Lead - Tote). ○ ICS 214 Activity Logs / Electronic - update your ICS 214 through 'Check-IN' App. ○ ICS 213 General Message handwritten to Shelter Lead. ○ Large Animal Care Schedule (Shelterly-Animal Care Schedule) ○ Isolation Time Checked sheet (Barn D) ● Family Radio

	TECHNOLOGY – What you need
	<ul style="list-style-type: none"> • Personal Cell Phone with charger • Family Radio • Shelterly Access <ul style="list-style-type: none"> ◦ Request access through your Shelter Lead. • WhatsApp for Shelter
	COORDINATE WITH
	<ul style="list-style-type: none"> • Shelter Lead • Barn Volunteers, and Assistants (if assigned) • Intake Lead • Veterinarian(s) as directed by Shelter Lead • Animal Documentation Team as directed by Shelter Lead • Animal Shelter Safety Assistant • Reunification Team as directed by Shelter Lead
	SET UP / START OF INCIDENT (Check Off as Completed)
	<p>Delegate these duties if volunteers are assigned to your barn.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Family Radio: Complete a radio check with Intake and Shelter Lead. <input type="checkbox"/> Once assigned to a particular barn, grab appropriate Barn Lead – Tote <ul style="list-style-type: none"> ◦ Barn Lead - Tote: <ul style="list-style-type: none"> ▪ Job Aid and Protocol / SOG’s and ICS 213’s (paper form) ▪ Vest, Radio, Hand Wipes, Pens, Highlighters, Dry Erase Pen, etc. ▪ Large Animal Care Schedules and Blue Paper for feeding instruction. ▪ Animal Shelter Nightly Routine: (Sheets remain in Barn Lead - Tote). ◦ Document all non-NVADG supplies currently at the barn, on your Job Aid. ◦ Safety Issues: Correct them immediately! <ul style="list-style-type: none"> ▪ Contact Shelter Lead, if necessary. ◦ **You may be assigned to multiple barns, document each barn separately. <input type="checkbox"/> Barn Whiteboard: Post Date and Time <ul style="list-style-type: none"> ◦ Barn Plan: Design animal housing grid, location of animal by Animal #s. ◦ Animal Counts: 1000 and 1700 (times may vary). Post Count ◦ Availability: Stalls / Paddocks / Kennels / Magnum Kennels / Other: Post Count <input type="checkbox"/> Watering Hoses and Tubs: <ul style="list-style-type: none"> ◦ Attach the hose with a nozzle to the faucet closet to your barn. ◦ Fill your water tub to the marked line or halfway point. <ul style="list-style-type: none"> ▪ Do NOT let the end of the hose touch the water as you are filling it! ◦ Water tubs: place in the corner parallel to where your Paddock gate opens. ◦ Water containers: Place the container so it can be filled with a watering can or hose without opening the gate /door. <input type="checkbox"/> Check all Stalls / Paddocks /Magnum Kennels / Kennels, etc. <ul style="list-style-type: none"> ◦ Shade Cloth on Magnum Kennels for proper connections. ◦ Gate: Attach Chain with Snap to all your barn paddocks gates. Secure snaps. ◦ Latches and Bottom Closure: ALL paddocks, stalls, and kennels. Secure locks. <input type="checkbox"/> Prepare for animal Intake, update with the Shelter Lead: <ul style="list-style-type: none"> ◦ What side of the barn will the animals unload? ◦ Keep FEED Wheelbarrows and MANURE Wheelbarrows on opposite ends. ◦ Determine an appropriate area for all your supplies. <ul style="list-style-type: none"> ▪ Set up your Barn Whiteboard with Barn Lead - Tote. ▪ Folding chairs are available in the Large Blue Building. <input type="checkbox"/> Clearly mark Feeding Instructions on Blue Feed Paper and Animal Care Schedule. <ul style="list-style-type: none"> ◦ “Special Diet” is also to be noted. <ul style="list-style-type: none"> ▪ Write on blue tape (Date – Owner – Animal #) and type to food. <input type="checkbox"/> Barn D: Is designated for ISO.

	<ul style="list-style-type: none"> ○ Discuss with the Shelter Lead options to determine alternate ISO areas, as required for current situation. ○ Assign Designated volunteer (i.e. Poultry with equine ISO).
ASSIGNMENTS / DUTIES	
	<p>Use this Job Aid to track notes and tasks pending. Place it in the Barn -Tote at the end of your shift. The Job Aid can be used for shift change transfer of duties. This information will assist you in 'Check-OUT' and completing your ICS 214.</p> <ul style="list-style-type: none"> ● Train Barn Volunteers on Large Animal Shelter Protocols and SOG's ● Assign an Assistant if needed based on population and availability of volunteers. ● Identify needs and request supplies and volunteers. See Requesting Resource section. ● Attend Area Lead Morning Briefings. Give input update, as necessary. ● Post <u>Animal Counts</u> by 1000 and 1700, or other established times.
TRAIN AND SUPERVISE VOLUNTEERS	
	<p>Remember to treat volunteers the way you want to be treated. Encourage volunteers and help them find the duties that they are good at doing.</p> <p>Volunteer Protocol Reminders:</p> <ul style="list-style-type: none"> ● All volunteers must have a NVADG badge, Butte County Employee Badge, or a BARC badge (Mutual Aid). No badge, send volunteer directly to Shelter Lead. ● Official Dress: Uniforms (Shirts) / Name Tags / Badges / Long Pants / Closed Toed Shoes. ● Train new volunteers in the Animal Documentation process. ● Remind them to have a plan to shower and wash clothes before interacting with their own animals (to reduce disease transmission). ● Remind volunteers to drink enough water and take breaks. ● <u>No</u> unauthorized Volunteers housed at Operational Sites. <p>Staffing: Remember how to schedule your future shifts via 'Sign-UP'</p> <ul style="list-style-type: none"> ● At Activation volunteers are notified of the locations that are requesting volunteers. ● All NVADG volunteer staffing is centralized in ABOC. <ul style="list-style-type: none"> ○ They need to know where volunteers are working and who is available to help fill staffing needs. ● "GO" to the location where they have training / experience. ● After day 2 or 3: Each location will have a link to a 'Sign-UP' form for Volunteers to use. ● The link to 'Sign-UP' to an active Shelter location is sent out by text and email. ● Or log into Volunteer Impact portal at myvolunteerpage.com, on the homepage <p>Remember WhatsApp, and Radio Etiquette</p> <ul style="list-style-type: none"> ● Only respond when appropriate. ● Connect directly for one-on-one conversation. <p>Remind Volunteers how to Check-In and forms to complete: (Volunteer Sign In Area) Grab & Go - Tote</p> <ul style="list-style-type: none"> ● <u>'Check IN using electronic Check-IN' and 'Check-OUT' App</u> <ul style="list-style-type: none"> ○ Volunteers must Sign IN first and before leaving Sign OUT electronically. <ul style="list-style-type: none"> ● Includes ICS 214, and Mileage Claim, volunteers must check the box to send it to their email. <ul style="list-style-type: none"> ● Email is from: norcalziggy@gmail.com. (Check your spam.) ● Volunteers can update up to 30 days, <u>from the last day of activation</u>. ● NVADG Sign In sheet (paper), Volunteers must Sign In first and before leaving Sign Out. <ul style="list-style-type: none"> ○ At the end of day, take a picture. ● NVADG Mileage Claim form / ICS 214's (paper), located and kept in the Grab & Go - Tote. <ul style="list-style-type: none"> ○ Recommend they take a picture for their personal records. <p>NVADG Incident Injury / Accident Report form: (Located in ALL Grab & Go – Totes)</p> <ul style="list-style-type: none"> ● The form is to be filled out by the Area Lead and the injured volunteer. Coordinate with Shelter Lead. <ul style="list-style-type: none"> ○ Make a copy of the form for the injured volunteer. ○ The Animal Shelter Safety Assistant can assist if this position is active.

	<ul style="list-style-type: none"> ○ Serious Injuries: Call 911 and Contact Shelter Lead immediately! ● Ensure the area / incident is safe.
	SHELTERING LARGE ANIMALS
	The Barn Lead: Ensure all work gets done, whether alone or with other volunteers on the Barn Team.
	<p>Upon Intake:</p> <p>**Owners can help unload their animals with your help and supervision.</p> <ul style="list-style-type: none"> ● Before unloading any animal ensure you know exactly where the animal(s) will be housed. ● If directed by Shelter Lead, convert Shelterly-Animal Care Schedule to Large Animal Care Schedule. ● Animal Care Schedule stays attached to Stalls, Paddocks, Kennels, Magnum Kennels / Other. <ul style="list-style-type: none"> ○ Update Animal in Breed / Description: Specific animal characteristics. ● Ensure Animal Documentation of every animal. ● Upon Release: Owners can help load their animals with your help and supervision. Animal Care Schedules are to come to the Intake desk to be filed at Intake. <ul style="list-style-type: none"> ○ Review Animal Care Schedule, be prepared to answer questions from the owners. ○ Intake: Only if applicable will make a copy of Animal Care Schedule (Veterinary Care Instructions, and other pertinent information) for the owner. ● Remove Animal # from the Whiteboard upon release.
	<p>Whiteboard: (one per barn)</p> <p>Post, Date, and Time</p> <ul style="list-style-type: none"> ● Barn Plan: Design animal housing grid to locate animal by Animal #. ● Animal Counts: Post by Species, and also post by Owner and O'unID (Owner Unidentified). <ul style="list-style-type: none"> ○ Post count at 1000 and 1700 (times may vary). ● Availability: Stalls / Paddocks / Kennels, /Magnum Kennels / Other (Post Counts).
	<p>Housing Large Animals:</p> <ul style="list-style-type: none"> ● Horses: 1- horse per unit (paddock) <ul style="list-style-type: none"> ○ Stallion: housed separately, Designated Volunteer or Owner handling only. ● Sheep: 5 - per unit ● Goats: 5 - per unit ● Pigs: 3 - per unit ● Chickens: 4 - per unit Magnum Kennel ● Waterfowl: 4 - per unit ● Turkey: 4 - per unit ● Rabbits: 1 – per unit (Condo) ● Unique Species: Get housing information from the owner, consult Shelter Lead, if necessary.
	<p>Avian Considerations:</p> <p>**Do NOT use the same volunteers in other feather areas!</p> <ul style="list-style-type: none"> ● Chickens: Use Feather Barn ● Waterfowl: <i>Keep separate from Chickens and Turkeys!</i> <ul style="list-style-type: none"> ○ House Waterfowl near Barn 1, to the west, under the tree. ○ Build Magnum Kennels: Panels and parts are stored in the South Feather Building. ● Turkeys: <i>Keep separate from Chickens and Ducks!</i> <ul style="list-style-type: none"> ○ House Turkeys in an area away from other birds. ○ Camelot: Consider using one of the stalls in Barn 1.
	<p>How to fill out Large Animal Care Schedule: (Use Military Time)</p> <p>Water: water consumed below marked line and/or halfway point.</p> <ul style="list-style-type: none"> ● Example: ¼ consumed <p>Feed: F = Flake / G = Grass Hay / A = Alfalfa / M = Grain Mash / P = Pound.</p> <ul style="list-style-type: none"> ● Example: 2 P/M + 1/2 F/G Soaked <p>Manure: # of piles + Normal / Dry / Loose Diarrhea / Scattered</p> <ul style="list-style-type: none"> ● Example: 1 Dry <p>Status: A = Alert / Q = Quiet / D = Depressed / G = Agitated / I = Injured</p>

	<p>Feeding: Follow specified feeding instructions designated by the Shelter Lead or Veterinarian.</p> <ul style="list-style-type: none"> • Blue Feed Paper: Feeding instructions are to be written on blue paper. <ul style="list-style-type: none"> ○ Attach Blue Feed Paper on top of the Large Animal Care Schedule attached to clipboard. • Document on Large Animal Care Schedule: • Feed: F = Flake / G = Grass Hay / A = Alfalfa / M = Grain Mash / P = Pound <ul style="list-style-type: none"> ○ Example: 2 P/M + 1/2 F/G Soaked <p><u>Use an organized feeding system to ensure that no animal is missed.</u></p> <ul style="list-style-type: none"> • Use FEED Wheelbarrows only, leave outside of animal housing. <ul style="list-style-type: none"> ○ Load one bale of Grass Hay into the FEED Wheelbarrow. ○ Do not open the gate / door unless necessary. • General feeding guidelines: unless specified by the Veterinarian. <ul style="list-style-type: none"> ○ <u>Horses:</u> Grass Hay, 10 pounds twice a day, (2 flakes twice a day) ○ Grain Mash, add water to grain to a soupy consistency. ○ <u>Sheep:</u> Grass Hay, 1 to 2 pounds twice a day, (1/4 flake twice a day) ○ <u>Goats:</u> Grass Hay, 1 to 2 pounds twice a day, (1/4 flake twice a day) ○ <u>Pigs:</u> Pig Feed (Grain Diet). Follow instructions on the bag. <ul style="list-style-type: none"> Utilize shade cloth for pigs. ○ <u>Chickens:</u> Chicken Scratch. Keep filled. ○ <u>Unique Species:</u> Gather specific information for type of feed and amount to be fed. • Consult with Shelter Lead: <ul style="list-style-type: none"> ○ If you are unfamiliar with any Unique Species in your care. <ul style="list-style-type: none"> ▪ Specific needs of Unique Species that come in without an owner.
	<p>Watering: When the animal first arrives, fill the water, after animal's initial drink, document. Refill to marked water line.</p> <p>Use a Watering Can or hose to reach water without opening the gate or door.</p> <ul style="list-style-type: none"> • Do NOT let the end of the hose tip or can tip touch the water as you are filling it! • If water is soiled, Document level on Animal Care Schedule, dump, rinse, and refill. <p>Recheck water every hour throughout the day. (Always document before refilling.)</p> <ul style="list-style-type: none"> • Horses: Fill the water tub to the mark or halfway point. • Other livestock: Fill water containers. • Poultry: Fill water containers <p>Check latches, bottom closure, locks, snaps are secure before moving on. Document on Large Animal Care Schedule:</p> <ul style="list-style-type: none"> • Water: water consumed (measure level of water below marked line). <ul style="list-style-type: none"> ○ Example: 1/4 consumed
	<p>Cleaning: No cleaning in the first 48 hrs. (Adjust as needed for safety!)</p> <p>Work in teams of 2. Use MANURE Wheelbarrows only, leave outside of animal housing.</p> <ul style="list-style-type: none"> • Use an organized system to ensure that No animal is missed. • <u>One volunteer</u> uses the pitchfork / shovel to remove all manure and any wet spots. <ul style="list-style-type: none"> ○ Dump in MANURE Wheelbarrow that remain outside of housing. ○ Replace bedding, as necessary. • <u>One volunteer</u> remains at the gate and observes the animal, keeping a safe distance. <ul style="list-style-type: none"> ○ Dump manageable load to the manure site closet to your barn. ○ Check latches, bottom closure, locks, snaps are secure before moving on. • Document on Large Animal Care Schedule. <ul style="list-style-type: none"> ○ Manure: # of piles and Normal - Dry - Loose Diarrhea - Scattered
	<p>Morning Routine: (First Priority)</p> <p>Before any feeding, keep the environment quiet to ensure accurate documentation.</p> <ul style="list-style-type: none"> • Document on Large Animal Care Schedule: Date and Time (military). • Status: A = Alert / Q = Quiet / D = Depressed / G = Agitated / I = Injured

	<ul style="list-style-type: none"> • Manure: # of piles + Normal / Dry / Loose Diarrhea / Scattered • Collecting Eggs: Follow procedure for egg collection set by Shelter Lead. <ul style="list-style-type: none"> ○ Remove eggs from cages regularly. ○ Place eggs in designated container. ○ Wash your hands thoroughly. ○ Do NOT feed eggs to other animals.
	<p>Wash Station: (Designate a volunteer to help at Wash Station when possible.) <u>Attach Animal Care Schedule to new housing.</u> Kennels / Water Containers / Tools / Other:</p> <ul style="list-style-type: none"> • Follow Rescue Disinfectant Concentrate recommendations. Keep Out of Sun if possible! • Pre-clean heavily soiled areas by removing excess organic debris. • Thoroughly wet surfaces with Rescue Solution for 8 minutes <ul style="list-style-type: none"> ○ Spray surface, making sure to <u>visibly wet surfaces thoroughly.</u> ○ Use wash tubs with Rescue Solution for scrubbing, ○ Rinse well with clean water. <p>Magnum Kennels: Use 2 oz. Rescue Disinfectant Concentrate to 1 gallon of water in a bucket.</p> <ul style="list-style-type: none"> • Scrub all areas of the Magnum Kennel, let dry. <p>Rescue Disinfectant Concentrate Keep Out of Sun!</p>
GENERAL PROCESSES	
	<p>Opening and Closing Safety Inspection: Report necessary information to the Shelter Lead.</p> <ul style="list-style-type: none"> • *Be careful when opening all closures each morning! • Inspect Animals: document any concerns and follow up as necessary. <ul style="list-style-type: none"> ○ Status: A = Alert / Q = Quiet / D = Depressed / G = Agitated / I = Injured <p>Equine and Livestock: Have unique needs/concerns with food and water.</p> <ul style="list-style-type: none"> • Do not provide food or water unless you have been trained. <p>Animal Shelter Nightly Routine sheets:</p> <ul style="list-style-type: none"> • Area Leads: Complete Animal Shelter Nightly Routine sheets each night before closing. • Ensure all medical concerns are documented and attended to. <ul style="list-style-type: none"> ○ The Completed sheet returned and remains on the Animal Shelter Nightly Routine in Barn - Tote. <p>Loose Animal:</p> <ul style="list-style-type: none"> • Three blasts of a whistle signify a loose animal. Close all doors and gates! <p>Daily Medical Treatment Log: Document any new medical assessment findings on:</p> <ul style="list-style-type: none"> • Daily Medical Treatment Log in Veterinary binder (Kept at Intake) • Animal Care Schedule • Kennel Card applied, (Vet Visit Needed) • Animal Shelter Nightly Routine <p>Animal Medical Treatment Procedures: <u>(Create a Medical Whiteboard as needed.)</u></p> <ul style="list-style-type: none"> • Approved Volunteers only! (Shelter Lead) • Follow all animal medical treatment procedures that are documented on: Animal Care Schedule, by the Veterinarian. <p>Isolation ISO Areas: Use Isolation Time Check sheet.</p> <ul style="list-style-type: none"> • Use designated tubs, garbage cans and post protocols, and signage. • Follow ISO Protocols, consult with Shelter Lead, if necessary. • ISO Area: Use of <u>Barn D</u> will be determined by discussion with Shelter Lead, based on current situation. • Discuss with the Shelter Lead options to determine alternate ISO areas, as required for current situation. <ul style="list-style-type: none"> ○ Assign Designated volunteer (i.e. Poultry with equine ISO). <p>Zoonoses:</p> <ul style="list-style-type: none"> • Specific Procedures: Shelter Lead and Veterinarian will be decided on a case-by-case situation. <p>Animal Location Inventory:</p>

	<ul style="list-style-type: none"> ● Completing the Animal Location Inventory forms after PM feeding. <ul style="list-style-type: none"> ○ Completed forms are put in the Animal Location binder, kept at Intake. ● <u>Any movement of animals</u> must be updated by Area Leads on Animal Location Inventory form. <ul style="list-style-type: none"> ○ Return form to Animal Inventory binder, kept at Intake. <p><u>Animal Grooming:</u></p> <ul style="list-style-type: none"> ● No animal services by volunteers and/or personal Veterinarians as in Hoof Trimming, Grooming, Bathing, etc. ● Shelter Lead approval as directed by ABOC, for very special cases. <p><u>Contacting Owners:</u> Use Owner Contact Protocol.</p> <ul style="list-style-type: none"> ● Shelter Lead will approve the individuals that can contact owners. ● Document the Date, Time, your Name, AR#, and Outcome of the call. <ul style="list-style-type: none"> ○ Animal Intake form: Write on the back of the form with clear details. ● Notify Intake Lead to update Shelterly. <p><u>Owner Visiting Hours:</u></p> <ul style="list-style-type: none"> ● Follow Owner Visiting Protocols: NO Visiting the first 48 hours. <ul style="list-style-type: none"> ○ Owner must use the Owner Sign In / Out sheet. ● ONLY one owner, 18 years or older, must be accompanied by a shelter volunteer. <ul style="list-style-type: none"> ○ Request additional volunteers, if necessary. <p><u>Waste Disposal:</u></p> <ul style="list-style-type: none"> ● Proper decontamination of equipment and facilities. ● Personal decontamination. ● Consider proper handling of general, contaminated waste and recycling. <p><u>Overheated Animals:</u> Provide water and shade immediately.</p> <ul style="list-style-type: none"> ● Owners and/or Evac Teams with multiple animals can and should assist Area Leads. ● Make note and alert Shelter Lead if appropriate. <ul style="list-style-type: none"> ○ Shelter Lead will escalate to Animal Medical Aid, if appropriate. <p><u>Animal Documentation:</u> How to perform Documentation: Team of 2 <i>Document on Animal Care Schedule.</i></p> <ul style="list-style-type: none"> ● Pictures (Animal Documentation team will take all pictures.)
REQUESTING RESOURCES	
	<p><u>ICS 213 General Message:</u> (File 1-copy of submitted handwritten ICS 213 form, in your Barn Lead - Tote.)</p> <p>List incredibly detailed and specific information - Give to Shelter Lead. <i>Check your binder for resource recommendations.</i> <i>Check the facility for resources before ordering.</i></p> <p>Use different ICS 213's form for:</p> <ul style="list-style-type: none"> ● <u>Volunteer Meals:</u> Estimate the counts for breakfast, lunch, dinner, for 48 hours. <ul style="list-style-type: none"> ○ Vegans and Vegetarians may not always be accommodated. ● <u>Consumable Supplies:</u> Feed, Bedding, disposable gloves, paper towels, etc. ● <u>Other Supplies:</u> Tubs, Halters, Wheelbarrows, Pitchforks, etc. ● <u>Non-Consumable:</u> Fencing, Light Towel Generator, Enclosures, Port-A-Potties, Handwashing Stations, Tools, etc. ● <u>Staffing:</u> AM and PM Staffing is important! - 2 shifts per day (volunteers still need to sign up). <ul style="list-style-type: none"> ○ Recommended 1 Area Lead per barn.
SHIFT CHANGE / TRANSFER OF DUTIES	
	<ul style="list-style-type: none"> ● Barn Lead Job Aid, use one per shift, at the end of day, place it in your Barn Lead - Tote (Tasks (Pending) & Notes). <ul style="list-style-type: none"> ○ Provide turnover briefing to position replacement. ○ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. ○ If possible, shadow position replacement for better transition. ● Barn Lead - Tote:

	<ul style="list-style-type: none"> ○ Completed Job Aids and copies of submitted ICS 213's for position replacement.
THINGS TO CONSIDER	
	<ul style="list-style-type: none"> ● ICS System: Chain of command, 'Report To' system is proven to be effective in saving lives. <ul style="list-style-type: none"> ○ Report To: Shelter Lead. ● Everything is dependent on the size of the incident and the number of volunteers you have available. Work with Shelter Lead to prioritize and adjust, as necessary. <ul style="list-style-type: none"> ○ You are the Area Lead, determine your needs for volunteer staffing numbers to allow you to handle lead responsibilities. ● ASK FOR HELP IF YOU NEED IT!
TRANSFERS	
	<p>Plan for transfer of animals to long term shelters as directed by Shelter Lead.</p> <ul style="list-style-type: none"> ● Work with Intake on the process.
DEMOBILIZATION (Check Off as Completed)	
	<p><u>Cleaning, Disinfecting and Restocking the Large Animal Shelter:</u> If possible before volunteers leave.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stalls / Paddocks / Magnum Kennels: Rake and remove all manure and leftover feed. <input type="checkbox"/> Barn 1: Latches and Bottom Closure on the stall doors. <input type="checkbox"/> Barns A thru G and the Feather Barn: Remove all snaps, store Barn Lead tote. <ul style="list-style-type: none"> ○ Make sure chain is securely attached to panel. <input type="checkbox"/> Other Areas: Collect all supplies. <input type="checkbox"/> All Barn Supplies: used wheelbarrows, tools, water tubs, buckets, etc. take to Wash Station. <input type="checkbox"/> Cleaning and Disinfecting: <ul style="list-style-type: none"> ○ Pre-clean heavily soiled areas by removing excess organic debris. ○ Thoroughly wet surfaces with Rescue Solution for 8 minutes. <ul style="list-style-type: none"> ▪ Spray surface, making sure to <u>visibly wet surfaces thoroughly.</u> ▪ Use wash tubs with Rescue Solution for scrubbing, ○ Rinse well with clean water. <input type="checkbox"/> Magnum Kennels: Use 2 oz. of Rescue Disinfectant Concentrate in 1 gallon water in a bucket. <input type="checkbox"/> Scrub all areas of the Magnum Kennel, with a rag and let dry. <input type="checkbox"/> Restock Barn Supplies: Back to the appropriate Large Animal Building. (Blue Building) <input type="checkbox"/> Restock the Barn Wheelbarrows: FEED Wheelbarrow with pitchfork, hose, nozzle, water tubs, small bucket, and MANURE Wheelbarrow, <input type="checkbox"/> Barn Whiteboard and Chair are taken back to Large Blue Building. <input type="checkbox"/> Restock your Barn - Tote <ul style="list-style-type: none"> ○ Large Animal Care Schedules, Animal Shelter Nightly Routine, disposable gloves, hand wipes, ink pen, highlighters, blue tape, dry eraser pens, snaps, etc. Radio and vest. <input type="checkbox"/> Feather Barn: Store All items in the South Feather Building <input type="checkbox"/> Replace Stall / Paddock / Kennels /Magnum Kennels/ Other corrugated housing number, as necessary. <input type="checkbox"/> Shade Cloth: Clean, dry and apply twin then store in tubs on shelf, Small South Blue Building. <input type="checkbox"/> Watering Cans need to be cleaned, empty and stored. <input type="checkbox"/> Extra buckets, tubs, hoses, and tools are to be taken back to the Large Animal Building. <input type="checkbox"/> Feather Area Egg Containers: Clean containers and store in Small South Blue Building. <input type="checkbox"/> Leftover Large Animal Shelter Feed: Donate to owners the left-overfeed when possible. <input type="checkbox"/> Collect all Animal Shelter Nightly Route, Isolation Time Checks and take to Shelter Lead <input type="checkbox"/> Return Family Radio, Vest, to Barn Lead tote. Clipboards to Intake. <input type="checkbox"/> Submit ICS 214 for all days worked. <input type="checkbox"/> Be prepared to provide input for After Action report.

TASKS (PENDING)	
NOTES	

Name: (Print) _____ **AR#:** _____ **Phone #:** _____

Date: _____ **Time In** _____ / **Time Out:** _____ **Barn / Area** _____