



# Job Aid

## Large Animal Shelter 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 Shelter Lead binder on site for future reference.**

Time Done	Action
	<b>POSITION OVERVIEW</b>
	<p>The Large Animal Shelter Lead is responsible for managing the welfare of animals and safety of volunteers and the public at the Large Animal Shelter during a disaster. This is for Animal Branch Operations (ABO).</p> <p><b>ELEMENTS INCLUDE:</b></p> <ul style="list-style-type: none"> <li>● Animal housing and care.</li> <li>● Securing and scheduling sufficient staffing ratios and skills.               <ul style="list-style-type: none"> <li>○ <b>Staffing Needs:</b> Barn Leads will submit ICS 213, handwritten. <b>Shelter Lead will submit the ICS 215 for Volunteer. See template in Shelter Lead binder.</b></li> <li>○ (AM &amp; PM staffing is important) <i>2 shifts per day.</i></li> <li>○ <b>Horses:</b> <i>Recommended 2 people to 20 horses</i></li> <li>○ <b>Pigs:</b> <i>Recommended 2 people to 10 pigs</i></li> <li>○ <b>General Livestock:</b> <i>Recommended 2 people to 50 animals.</i></li> <li>○ <b>Feather Barn:</b> <i>Recommended 2 people to 75 birds.</i></li> <li>○ <b>Intake:</b> <i>Recommended 6 people</i></li> <li>○ <b>Animal Shelter Safety Assistant:</b> Assign a volunteer if available.                   <ul style="list-style-type: none"> <li>▪ Ensuring safety and security for volunteers, animals, and the public.</li> </ul> </li> </ul> </li> <li>● Supervise Animal Shelter Safety Assistant, Area Leads (Intake, Barn Leads, Veterinarians, Animal Documentation, Other), assigned Assistants. Reunification Lead, etc.</li> <li>● <b><u>ALL Animal Medication needs</u></b> must be approved by the Shelter Lead. Approval will be on a case-by-case basis.               <ul style="list-style-type: none"> <li>○ Encourage owners to board with their established veterinarian or other location to ensure medication is provided appropriately.</li> <li>○ Oral medication only. A <b>Veterinarian</b> must be <u>on site</u> for any injectable medication.</li> <li>○ Maintenance medication only, no stress related illnesses with medication.</li> <li>○ Nutritional supplements- usually OKAY.</li> <li>○ There may be situations for owners to administer medication.</li> </ul> </li> <li>● Assist with Animal Medical, as necessary.</li> <li>● Shelter Donations</li> <li>● Management of Public and Media.</li> <li>● ICS 213 to fill out the paper ICS 213's for "Like" items. Then fill out the <u>Resource Requests</u> (Electronic) for "Like" items for the Animal Shelter.</li> <li>● Assist in Transfers as directed by ABO Chief.</li> <li>● Assist with Reunification as directed by ABO Chief.</li> <li>● Ensuring supplies are available.</li> </ul>

	<ul style="list-style-type: none"> <li>• Responsible for operating the Large Animal Shelter with animal welfare and human care as priorities.</li> <li>• Follow Large Animal Shelter Lead Job Aids and Protocols / SOG's as approved by Butte County Animal Control (BCAC) and best practices in emergency animal sheltering.</li> </ul>
<b>LARGE ANIMAL SHELTER LEAD REPORTS TO</b>	
	<ul style="list-style-type: none"> <li>• Animal Operations Section Chief – ABO Chief for medium incident</li> <li>• Shelter Group Supervisor – large incident</li> </ul>
<b>WHO REPORTS TO LARGE ANIMAL SHELTER LEAD (SHELTER LEAD)</b>	
	Animal Shelter Safety Assistant, Area Leads (Intake, Barn, Veterinarians, Animal Documentation Lead, Other), assigned Assistants, Reunification Lead, etc.
<b>REPORTS TO MAINTAIN</b>	
	<ul style="list-style-type: none"> <li>• Animal Counts: by 1000 and 1700 (times may vary as directed by the ABO Chief).</li> <li>• Availability: Stalls / Paddocks / Kennels / Magnum Runs (By Barn / Area).</li> <li>• Morning Briefings: use Large Animal Shelter Lead Job Aid. See template in Shelter Lead binder and IAP.</li> <li>• NVADG Sign In sheet</li> <li>• ICS 214 Activity Logs</li> <li>• Animal Shelter Briefing Agenda</li> <li>• Incident Injury / Accident Report form. Located Grab &amp; Go</li> <li>• Donations binder: <ul style="list-style-type: none"> <li>○ NVADG Donation, Receiving and Distribution forms.</li> <li>○ Checks and Cash are your responsibility to monitor.</li> </ul> </li> </ul>
<b>FORMS AND GUIDES</b>	
	<ul style="list-style-type: none"> <li>• Incident Action Plan IAP.</li> <li>• Job Aid: Large Animal Shelter Lead, use one per shift, (Tasks (Pending) &amp; Notes). <ul style="list-style-type: none"> <li>○ Document all important information in Tasks (Pending) &amp; Notes.</li> <li>○ Provide for Shift Change, highlight when necessary. <ul style="list-style-type: none"> <li>▪ This information will assist you in Briefings, 'Check-OUT' and completing your ICS 214.</li> <li>▪ At the end of day place in Lead binder.</li> </ul> </li> </ul> </li> <li>• Shelter Lead binder: Large Animal Shelter Lead Job Aid and Protocol / SOG's, Animal <ul style="list-style-type: none"> <li>○ Animal Branch Operations (ABO) Incident Organization Chart - February 2023</li> </ul> </li> <li>• 'Check-IN' and 'Check-OUT' App (Electronic), includes ICS 214, and Mileage Claim.</li> <li>• NVADG Sign In sheet, NVADG Mileage Claim forms, ICS 214 Activity Logs, <ul style="list-style-type: none"> <li>○ Incident Injury / Accident Report form. Located in Grab &amp; Go - Tote.</li> </ul> </li> <li>• Steps for Intake and Release</li> <li>• ICS 213 Paper and then Resource Requests (Electronic) – Use Animal Shelter 48 hr. Resource Guide.</li> <li>• ICS 215 Operational Planning template: Use as a resource for requesting volunteer. <ul style="list-style-type: none"> <li>○ Shelter 48 hr. Resource Guide.</li> </ul> </li> <li>• Large Animal Counts</li> <li>• Veterinary binder with Daily Medical Treatment Logs: Kept at Intake.</li> <li>• Camelot Set Up Map / Sandwich Board Placement Map / Sign Placement Map</li> <li>• Butte County Fire Zone Map (Utilize to confirm owner is in evacuation zone)</li> <li>• Donation binder</li> <li>• Safety Data Sheets binder</li> <li>• Forms tub (all forms) at Intake</li> <li>• Shelterly Tutorials at nvadg.org.</li> <li>• ICS Whiteboard</li> <li>• Large Animal Shelter Lead (Orange) Vest</li> </ul>

	<ul style="list-style-type: none"> <li>● Popup Shades: Public Intake, Evac Intake, Donation area. <ul style="list-style-type: none"> <li>○ The two Large Animal Shelter Popups are stored in the Large Blue Building.</li> </ul> </li> </ul>
<b>TECHNOLOGY – What you need to have</b>	
	<ul style="list-style-type: none"> <li>● ICS 213 Resource Requests (Electronic). <ul style="list-style-type: none"> <li>○ Request your <u>log in</u> information from ABO Chief or via WhatsApp NVADG - Key People.</li> </ul> </li> <li>● Tablets and Mobile Hotspot need to be requested.</li> <li>● Laptops, Printers, Tablet, and Cables. Located in the Large Animal Trailer. Wagons contain supplies for Public Intake and Evac Intake.</li> <li>● Shelterly: <a href="https://nvadg.shelterly.org">https://nvadg.shelterly.org</a>. Use Shelterly Tutorial, if necessary.</li> <li>● WhatsApp groups.</li> <li>● Personal Cell Phone and charger.</li> <li>● Family Radio</li> <li>● NVADG Scanner or BK Radio, (LISTENING only to evac teams), can be kept at Intake. <ul style="list-style-type: none"> <li>○ Inform Intake Lead they are responsible for returning at closing. Return to Shelter Lead.</li> </ul> </li> </ul>
<b>COORDINATE WITH</b>	
	<ul style="list-style-type: none"> <li>● ABO Chief</li> <li>● Shelter Group Supervisor in large incident</li> <li>● NAGS - North Valley Animal Disaster Group Supervisor</li> <li>● Animal Shelter Safety Assistant</li> <li>● Shelterly Technical Lead: Contact Shelterly System Administrator through WhatsApp, as necessary.</li> <li>● Dispatch Lead / Comms Lead</li> <li>● Hotline Lead</li> <li>● Evacuation Lead</li> <li>● Animal Documentation Lead</li> <li>● Reunification Lead (In a large incident it will be directed by ABOC.)</li> <li>● ABOC PIO - Public Information Officer for Animals</li> <li>● NVADG PIO Job Aid</li> <li>● On site Veterinary operations</li> <li>● <a href="mailto:VolunteerImpact@NVADG.org">VolunteerImpact@NVADG.org</a></li> <li>● <a href="mailto:CamelotABOC@nvadg.org">CamelotABOC@nvadg.org</a></li> <li>● Butte County Animal Control – Animal Control Officers</li> </ul>
<b>SET UP / START OF INCIDENT (Check Off as Completed)</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> <u>NVADG Sign In (paper forms), Grab &amp; Go - Tote</u> <ul style="list-style-type: none"> <li>○ Volunteers must sign in on the NVADG <b>Sign In</b> before getting their assignment and before leaving <b>Sign Out</b> on NVADG paper sheet.</li> <li>○ At the end of day, take a picture and email to <a href="mailto:volunteerimpact@nvadg.org">volunteerimpact@nvadg.org</a> and Planning Resource Unit. Check IAP for email address.</li> <li>○ Completed (paper) ICS 214 / Mileage Claim forms in Grab &amp; Go - Tote. BCAC will collect these forms at the end of Incident.</li> </ul> </li> <li><input type="checkbox"/> <u>Check IN using electronic Check-IN' and 'Check-OUT' App</u> <ul style="list-style-type: none"> <li>○ Make sure the URL and/or QR code is accessible to all volunteers. (Volunteer Sign In area.) <ul style="list-style-type: none"> <li>▪ Request through ABO Chief.</li> </ul> </li> <li>○ Volunteers must <b>Sign IN</b> first and before leaving <b>Sign OUT</b> electronically. <ul style="list-style-type: none"> <li>▪ Includes: ICS 214, and Mileage Claim, volunteers must check the box to send it to their email, volunteers can update up to 30 days, <u>from the last day of activation</u>.</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> ICS Whiteboard, visible for volunteers, but not for public viewing. Post Date and Time. <ul style="list-style-type: none"> <li>○ ICS Chart: Post volunteer Names and Positions. (No personal phone numbers!).</li> </ul> </li> </ul>

- Animal Counts: by 1000 and 1700 (times may vary)
  - Post by Species, and by Owner and O'unID (Owner Unidentified).
- Availability: Stalls / Paddocks / Kennels / Magnum Runs (By Barn / Area).
- Facility Assessment:
  - Document and take pictures of all hazards and/or abnormalities.
  - Animal Shelter Safety Assistant
    - ABOC Safety Officer should also do walk-through; coordinate hazard response with him/her.
    - Use ICS 213 Resource Requests (Electronic), as necessary to address hazards.
- Volunteer Break Area: Post Sandwich Board
  - Keep this location away from the Intake and Release traffic flow.
  - Camelot: set up Pop Up Shade, Ice Chest, Table, Chairs, and recycling and trash cans.
- Intake Trailer contain all supplies for Public Intake and Evac Intake.
  - Laptops, Printers, and Cables, etc.
- Connectivity:
  - Internet Connection via Starlink (Download the Starlink app. Request the Starlink password through WhatsApp.), Hotspot, or Satellite.
  -
- Shelterly Technology: <https://nvadg.shelterly.org>. Use Shelterly Tutorial.
  - Fill out a paper ICS 213 and then Resource Request (Electronic).
    - 3 Tablets and 3 Mobile Hotspot: For Intake / Barn Leads / Animal Documentation Lead.
- Camelot Set Up Map / Sandwich Board Placement Map / Sign Placement Map
- Feed Storage: Clearly mark Grass Hay, Straw Hay, Grains etc.
  - Fence off area to ensure No animal access.
  - Special Needs: Label the animal feed with: Date – Owner Name – Animal #
  - Use the Large Animal Shelter 48- hour Resource Guide.
- Wash Station:
  - Wash Tubs, Hoses with Spray Nozzles, and Scrub Brushes.
  - Rescue (Accel) Disinfectant – Concentrate (Keep Out of Sun!)
    - Follow directions on Rescue Disinfectant Concentrate.
      - Use large pump sprayer for Rescue solution, available for Evac Teams
        - 2 oz. Rescue Disinfectant Concentrate / 1 gallon of water.
- Volunteer Impact: Will collaborate with ABO Chief or Shelter Group Supervisor in large event.
- WhatsApp groups, identify and request access to pertinent groups.
  - Request access: Shelter, Name, AR#, and Phone # by contacting your designated Lead for adding you to the WhatsApp groups.
    - Your position and name of Lead Volunteer assigning you.
- Post all Shelter Protocols in the appropriate areas.
- Isolation / Triage Areas, as necessary: Shelter Lead will determine these areas.
- Donation Area: Post Sandwich Board sign
  - Keep this location away from the Intake and Release traffic flow.
  - Donation binder with all forms and donation envelope.
  - Request access to the NVADG Safe for cash and checks, collect, put in safe and pass on to your NVADG Animal Group Supervisor or NVADG Board Member.
- Plan for potential expansion areas.
- Set up Triage Area/Veterinary Area, as necessary.

### ASSIGNMENTS / DUTIES

Emergency Animal Shelter operations require a lot of leads and teams. Every day, ensure you have volunteers to fill these positions. If necessary, double up on assignments, and be prepared to assume unfilled duties yourself.

**Area Leads:** Job Aids are in their Area Lead binders and Barn - Totes. Area leads will train their volunteers.

- Assign: Assistant Shelter Lead
- Assign: Intake Lead
- Assign: Animal Shelter Safety Assistant, if necessary.
- Assign: Barn Leads
- Assign: Assistant and / or Logistics Lead, as necessary.
- Assign: Animal Documentation Lead, as necessary.
- Assign: Donation Lead, as necessary.
- Consider setting up a Large Animal Shelter WhatsApp group that includes all users.

**Shelterly:**

- Coordinate with the Shelterly WhatsApp group.
  - Shelterly Technical Lead should be prepared to respond immediately with a fix.

**TRAIN AND SUPERVISE VOLUNTEERS**

**Volunteer Protocol Reminders:**

- All volunteers must have a NVADG badge, Butte County Employee Badge, or a BARC badge (Mutual Aid). **No badge**, Send volunteer directly to ABO Center.
- Train new volunteers on Intake/Release/Transfer Protocols / SOG's.
- Official Dress: Uniforms (Shirts) / Name Tags / Badges / Long Pants / Closed Toed Shoes.
- 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.
- No unauthorized Volunteers housed at Operational Sites.

**Staffing: Remember how to schedule your future shifts via 'Sign-UP'.**

- At Activation volunteers are notified of the locations that are requesting volunteers.
- All NVADG volunteer staffing is centralized in the Planning section of the Animal Branch Operations Center (ABOC). NVADG volunteers are coordinated through the VI Tech in the Planning Resource Unit. They need to know where volunteers are working and who is available to help fill volunteer staffing.
- "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.
  - This allows the Planning Resource Unit (staffing) and Area Leads to know what shifts volunteers can work.
- The link to 'Sign-UP' to an active Shelter location is sent out by text and email.
- Or log in to Volunteer Impact portal at myvolunteerpage.com- on homepage.

**Remember WhatsApp, and Radio Etiquette**

- Only respond when appropriate.
- Connect directly for one-on-one conversation.

**Remind Volunteers how to check in and forms to complete:**

- 'Check IN using electronic Check-IN' and 'Check-OUT' App
  - Make sure the URL and/or QR code is accessible to all volunteers.
    - Request through ABO Chief.
  - Volunteers must **Sign IN** first and before leaving **Sign OUT** electronically.
    - Includes ICS 214, and Mileage Claim, volunteers must check the box to send it to their email.
      - Email is from: [norcalziggy@gmail.com](mailto:norcalziggy@gmail.com). (Check your spam.)
      - Volunteers can update up to 30 days, from the last day of activation.
- NVADG Sign In sheet (paper), Volunteers must **Sign In** first and before leaving **Sign Out**.
  - At the end of day, take a picture.
    - Email to [volunteerimpact@nvadg.org](mailto:volunteerimpact@nvadg.org) and the ABOC. Email ABO Chief. Check IAP for email address.
- NVADG Mileage Claim form / ICS 214's (paper), located and kept in the Grab & Go - Tote.

- Recommend they take a picture for their personal records.
- Mutual Aid: Red Rover, IFAW, CCC, and Butte County Employees'
  - Must be approved by Planning Resource Unit, have checked in with them, and have a badge.

**NVADG Incident Injury / Accident Report form:** (Located in ALL Grab & Go – Totes)

- The form is to be filled out by the Area Lead and the injured volunteer.
  - The original report is kept for the ABO Chief. Take pictures and email ABO Chief. Check IAP for email address.
    - Make a copy of the form for the injured volunteer.
  - The Animal Shelter Safety Assistant can assist if this position is active.
  - Serious Injuries: Contact ABO Chief **immediately!**
- Ensure the area / incident is safe.
- Provide medical information. Use ICS 206 in IAP as your reference for information.

**SHELTERING LARGE ANIMALS**

**Daily Opening and Closing Safety Inspection:**

- \*Be careful when opening all doors each morning!
- Visual inspection of all animals and shelter facilities.

**Overheated Animals:** Provide water and shade immediately.

- Owners and/or Evac Teams with multiple animals can and should assist Area Leads.
- Evac Teams and/or Owners need to assist with animals if extreme conditions are present.
- Escalate to Animal Medical aid if appropriate.

**Wash Station:** Designate a volunteer to Set Up Wash Station when possible.

- Wash Tubs, Hoses with Spray Nozzles, and Scrub Brushes.
- Rescue (Accel) Disinfectant – Concentrate (Keep Out of Sun!)
  - Follow directions on Rescue Disinfectant Concentrate.
    - Use large pump sprayer for Rescue solution, available for Evac Teams
      - 2 oz. Rescue Disinfectant Concentrate / 1 gallon of water.
- Camelot: Wash Station is north of Blue buildings.
- Magnum Kennels: Use 2 oz. Rescue Disinfectant Concentrate to 1 gallon of water in a bucket.
  - Scrub all areas of the Magnum Kennels with a rag and let dry.

**Disinfectant:**

- Follow directions for the Rescue Disinfectant Concentrate, for Wash Station.

**Animal Documentation:** These teams work with Area Leads to ensure Animal Documentation.

- Team of 2 or more - Use Animal Documentation – Tote
  - *Document on Animal Care Schedules and in Shelterly (Use Shelterly Tutorial).*
- Pictures: Animal Documentation team will take ALL pictures.
- Check Animal #'s (Shelterly, Paper, Veterinarian Hospital, Transfers).
- Verify (Room) #'s.

**Animal Shelter Nightly Routine sheets:**

- Ensure Area Leads: Complete Animal Shelter Nightly Routine sheets each night before closing.
- **Ensure** all medical concerns are documented and attended to.
- The completed Animal Shelter Nightly Routine sheet is returned and remains on the Animal Shelter Nightly Routine clipboard.

**Loose Animal:**

- Three blasts of a whistle signify a loose animal. Close all doors and gates!

**Daily Medical Treatment Log:**

**Ensure the Documentation of any new medical assessment findings on:**

- Daily Medical Treatment Log in Veterinary binder (kept at Intake)
- Animal Care Schedule and in Shelterly's Medical Notes.
- Kennel Card applied, (Vet Visit Needed)
- Animal Shelter Nightly Routine

**Animal Medical Treatment Procedures:** (Create a medical Whiteboard as needed.)

- Approved Volunteer Only
- Ensure all animal medical treatment procedures are documented on: Animal Care Schedule and in Shelterly Medical Notes, by the Veterinarian.

**Isolation Areas:** Ensure the following.

- Use Isolation Time Check form.
- Use designated tubs, garbage cans and post protocols, and signage.
- Follow ISO Protocols, consult with the ABOC, if necessary.
- Barn D is the designated barn.
- Area Leads are to identify and designate alternate volunteers for ISO Areas. Use alternate species volunteer.

**Zoonoses:**

- Specific Procedures: Work with Veterinarian to decide on a case-by-case situation.
- See Standard Operating Guidelines in your Lead binder.

**Animal Location Inventory:**

**Ensure Area Leads are completing the:**

- Animal Location Inventory forms after PM feeding.
  - Completed forms are put in the Animal Location binder, kept at Intake.
- Any movement of animals must be updated by Leads on Animal Location Inventory form.
  - Return form to Animal Inventory binder, kept at Intake. Update Shelterly.

**Animal Grooming:**

- No animal services by volunteers and/or personal Veterinarians as in Hoof Trimming, Grooming, Bathing, etc.
- Seek approval of ABO Chief, for very special cases.

**Contacting Owners:** Use Owner Contact protocol concerning Medical or Behavioral Issues.

- Appoint volunteers that can contact owners, work with Intake Lead.
- Document the Date, Time, your Name, AR#, and Outcome of the call.
  - Animal Intake form: Write on the back of the **WHITE Intake form** with clear details.
- Shelterly: Log contact information on Owner Details page. Use Shelterly Tutorials.

**Owner Visiting Hours:**

- Coordinate with the ABO Chief to establish the Owner Visiting Hours.
- Follow Owner Visiting Protocols: **NO Visiting the first 48 hours.**
  - Owner must use the **Owner Sign In / Out** sheet.
  - ONLY one owner, 18 years or older, must be accompanied by a shelter volunteer.

**Waste Disposal:**

- Proper decontamination of equipment and facilities.
- Personal decontamination.
- Consider proper handling of general, contaminated waste and recycling.
- Monitor the dumpster, for extra dumping if necessary.
- Contact ABO Logistics Chief. See IAP

**GENERAL PROCESSES**

**Morning Briefings:** Cover daily updates, highlights from ABO IAP.

- Morning Briefing Agenda template is in Shelter Lead binder.
- Post time on ICS Whiteboard for Area Leads.
- Area Leads: Ensure they report out how things are going and state any needs or concerns.
- Review ABO IAP which should be posted to WhatsApp.
- Take note of concerns that will require action.
- If ABO Chief is available, they can make their report.

**Animal Counts:** Post completed animal counts on the ICS Whiteboard at 1000 and 1700 (times may vary).

- Barn Leads / Other will post Animal Counts on Barn Whiteboard.
  - Post by Species, and by Owner and O'unID (Owner Unidentified).
- Pull Shelterly report and Intake's count to cross reference your physical data.

- Complete the Large Animal Counts form, post a picture on WhatsApp.
- Update ICS Whiteboard with Date, Time, Animal Count, post a picture on WhatsApp.

**Availability:** of Stalls / Paddocks / Kennels / Magnum Runs (By Barn / Area).

- Post Updates on ICS Whiteboard

**Animal Shelter Safety Assistant:** Appointed by the Large Animal Shelter Lead

- The ABO Center will have a Safety Officer assigned, who should visit the Large Animal Shelter site every day.
- Shelter Lead is responsible for all areas until you assign this position.
  - Animal Shelter Safety Assistant can assign other team members, as necessary.
  - Be aware of unsafe conditions that can cause injury, illness, and death.
  - Include: Spills, tripping hazards, blocked areas, and cords etc.
- Area Leads should bring concerns to Shelter Lead and the Animal Shelter Safety Assistant.
- Coordinate with the ABO Safety Officer, if necessary.

**Donations:**

- Appoint a Donations Lead, if necessary.
- Checks and Cash are your responsibility to monitor.

**Media:** Be prepared to host Reporters / Camera Operators, ideally escorted by ABO PIO.

- Shelter Lead is responsible unless directed by ABO Chief or Media/PIO
  - If there is no ABO PIO, see NVADG PIO Job Aid.
- If media appears without ABO PIO, check with ABO PIO / NVADG PIO to see if they want to come for an interview. Check IAP for email address.
- Media can access shelter, no picture of personal information, always accompanied, by a designated volunteer.

**Shelterly:** Follow up on Shelterly program to be sure there are no issues. Check with Intake, and ABOC.

- Check Shelterly throughout the day for accuracy of data.

**WhatsApp Groups:**

- Key People
- Shelterly
- Shelter

**Intake:** Refer to Intake/Release/Transfers NVADG Protocols - [nvadg.org](http://nvadg.org) (Tools / General Forms).

- Plan for Transfer of animals to Long Term shelters.
  - Use the Transportation Manifest with two-person verification, assist or assign.
  - Intake is to ensure O'unID animals paperwork is ready for transfers.
  - Ensure you are given all pertinent documentation: including Veterinary care discharge instruction from transport driver.
- Plan for Transfer In of animals.
  - Use the Transportation Manifest with two-person verification, assist or assign.
  - Ensure you are given all pertinent documentation: including Veterinary care discharge instruction from transport driver.

**Intake Feed/Unique Species:**

- Remind Intake Lead to get feed and/or feed information for animals with Special Needs.
  - Label the animal feed with: Date – Owner Name – Animal #
- Unique Species: Gather very specific information for type of feed and amount to be fed.
- Special Housing: Get information on specifics of housing.

**Expansion of Large Animal Shelter:** Coordinate with the ABOC.

- Monitor Shelter capacity / availability. Keep ABO Chief or Shelter Group Supervisor informed of expansion needs.
- Shelter Lead approval, as directed by ABO Chief or Shelter Group Supervisor.
- Identify alternate and auxiliary locations for expanded operations within your facility.

**Satellite Shelters:**

- **Expansion:** If another location has been secured as an emergency Large Animal Shelter, it will be determined by Butte County Administration and the Emergency Operations Center (EOC) Logistics section.



- Coordinate through the ABOC regarding how to set it up.
- If possible, assign a project manager to handle the expansion, supplies, etc.
- **Animals Taken Directly to Veterinary Hospital from the Field:**
  - Usually taken by Evac Teams and/or First Responders.
  - **Paper Process:** Dispatch Lead takes a picture of RAS, gets it to Shelter Lead or Intake Lead.
  - Ensure: All animals need a signed Liability Release (on Animal Intake form or Shelterly printed form) ensure Intake Lead is to contact owner to come into Intake at the Shelter to sign.
    - File in Transfer binder, document on Tracking Index and Animal Intake Master list.
    - If Owner has other animals at NVADG's shelters, note in 'Remarks' on the Intake Master list.

**Owner Alternate Pick Up Procedures:** Follow the ICS chain of command, directed by Shelter Lead, approved by Shelter Group Supervisor. Follow Protocols.

- Owner has a non-owner pick up their animal. Follow Intake Protocols
- Alternative for Release Liability Signature. Follow Intake Protocols
- Surrender of Animal: BCAC Surrender form, directed by Shelter Lead, approved by the ABOC.

### **REQUESTING RESOURCES**

**ICS 213 Resource Requests (Electronic):** (Check the 48-hour Resource Lists)

Orders are to sustain the shelter for 48 hours at current operations. Confirm with each incident how this position is staffed and how to submit request.

- **Request your log in** information from the ABO Logistics Chief. Check IAP for email address.
  - Include Shelter, Your Name, AR#, and Phone #.
  - Your position and name of Volunteer Lead assigning you.
- **Resource Site:** (Use ICS 215 template to fill out form.)
  - Enter very specific details: amount, size, specialist.
  - Use Area Leads handwritten ICS 213's, keep in ICS 213 binder. Document items when delivered.
- **Conformation Email:**
  - Camelot: General appointed email is [CamelotADOC@nvadg.org](mailto:CamelotADOC@nvadg.org)
    - You will receive a confirmation email.
    - Confirm with ABO Planning Section Chief Resource
- **Meal Counts:**
  - Must be submitted AT LEAST a meal ahead. (i.e., Lunch orders must be submitted before breakfast arrives). Use Sign In sheet for volunteer count.
  - Meals: Estimate the counts for breakfast, lunch, dinner, and following morning.
- **Technology:** Computers or Laptops, Printers, and Cables. (The Technology Basket has 8 - Tablets for Intake and 5 -Mobile Hotspot). Share with Del Oro.
- **Equipment:** Fencing, Portable Light Tower, Port-A-Potties, Handwashing Stations, Tools, etc.
- **Consumable Supplies:** Feed, Bedding, disposable gloves, paper towels, etc.
- **Volunteers:** Shelter Staffing.
  - Use: ICS 215 template to fill out form, ABO Resource Request
  - Area / Barn Leads: Submit a handwritten ICS 213 specifics on volunteer needed.
- **Over Night Security and Additional Volunteers:**
  - Use: ICS 215 template to fill out form, ABO Resource Request.
  - **\*All Volunteer forms Submitted:** Send email notification, with the same details entered on the ICS 213. Resource Request to Planning Section Resource Unit, Volunteer Impact.
- **Barn Leads:** Separate handwritten ICS 213's form to Shelter Lead by different categories.
  - Ensure Leads first check their immediate facility before submitting any ICS 213's.

	<ul style="list-style-type: none"> <li>○ With specifics on volunteer needed. 2- pig specialist</li> <li>○ With specifics on consumable supplies and feed needed. 3 wire - bale of Grass Hay</li> <li>○ With specifics on what Equipment and Tools. <ul style="list-style-type: none"> <li>▪ One - copy of form stays with Barn Lead. Document items when delivered.</li> </ul> </li> </ul> <p>Resources to Return:</p> <ul style="list-style-type: none"> <li>● <u>Label</u> ALL “Return Required” attach associated Resource Request # written on duct tape.</li> </ul>
<b>SHIFT CHANGE/TRANSFER OF DUTIES</b>	
	<p><u>Shelter Lead Job Aid:</u> Use one per shift. Check binder for prior sheets to ensure accurate transition.</p> <ul style="list-style-type: none"> <li>● Provide turnover briefing to position replacement if possible. <ul style="list-style-type: none"> <li>○ If possible, position replacement should shadow you for better transition.</li> </ul> </li> <li>● <u>Tasks (Pending) &amp; Notes:</u> (At end of your Job Aid). <ul style="list-style-type: none"> <li>○ Document all important information and highlight it when necessary.</li> <li>○ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.</li> <li>○ This information will assist you in 'Check-OUT' and completing your ICS 214.</li> </ul> </li> <li>● Shelter Lead binder: <ul style="list-style-type: none"> <li>○ Completed Job Aid is kept in the Large Animal Shelter Lead binder.</li> <li>○ Submitted ICS 213 are kept in ICS 213 binder, document when items are delivered.</li> </ul> </li> </ul>
<b>MEETINGS TO ATTEND / LEAD</b>	
	<p><b>Morning Briefings:</b></p> <ul style="list-style-type: none"> <li>● The ABOC or designee will come on site and update everyone on the day’s situation, objectives and tactics. This is when Leads can share what they are hearing, seeing, and any issues. Post the time of the meeting on the ICS Shelter Whiteboard so all volunteers know when to assemble.</li> </ul> <p><b>ABOC Tactics Meeting:</b> (Conference Call): *PM,</p> <ul style="list-style-type: none"> <li>● Time to be determined and will be announced in ABO IAP. This is a general update to hear next period tactics and hear any issues from groups/units. Be prepared to do a brief (10 seconds) overview of what happened at the Large Animal Shelter and any issues of importance.</li> <li>● Tactics Meeting (Conference Call): *PM, Time to be determined. <ul style="list-style-type: none"> <li>○ General Update: Use your Shelter Lead Job Aid.</li> <li>○ Animal Counts: by 1000 and 1700 (times may vary as directed by Shelter Group Supervisor)</li> </ul> </li> <li>● Know Availability of Stalls / Paddocks / Kennels / Magnum Runs (By Barn / Area).</li> </ul> <p><b>Safety/Security Meetings:</b> Host and attend regular Safety/Security meetings.</p>
<b>THINGS TO CONSIDER</b>	
	<ul style="list-style-type: none"> <li>● ICS System: Chain of command, ‘Report To’ system is proven to be effective in saving lives. <ul style="list-style-type: none"> <li>○ Report To: Shelter Lead.</li> </ul> </li> <li>● Everything is dependent on the size of the incident and the number of volunteers you have available. <ul style="list-style-type: none"> <li>○ Barn Leads are to determine their needs for volunteer staffing numbers to allow them to handle lead responsibilities.</li> </ul> </li> <li>● ASK FOR HELP IF YOU NEED IT!</li> </ul>
<b>TRANSFERS</b>	
	<ul style="list-style-type: none"> <li>● ABO Chief will contact Shelter Leads about transfers of animals.</li> </ul> <p><b>Intake:</b> Refer to Intake/Release/Transfers NVADG Protocols - <a href="http://nvadg.org">nvadg.org</a> (Tools / General Forms).</p> <ul style="list-style-type: none"> <li>● Plan for Transfer of animals to Long Term shelters. <ul style="list-style-type: none"> <li>○ Use the Transportation Manifest with two-person verification, assist or assign.</li> <li>○ Intake is to ensure O'unID animals paperwork is ready for transfers.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Ensure that Intake is contacting owners. See Owner Contact protocol.</li> <li>○ Ensure you are given all pertinent documentation: including microchip, vaccinations, Veterinary care discharge instruction from transport driver.</li> <li>○ Update Shelterly to document movement of animals. See Shelterly Tutorial.</li> </ul>
<b>DEMOBILIZATION (Check Off as Completed)</b>	
	<p><b>ABOC will contact Shelter Leads of Closing Date.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Intake is to contact owners of shelter closing date, Use Contact Owner Protocol. <ul style="list-style-type: none"> <li>○ Shelter Lead or Intake Lead will approve the individuals that will contact owners.</li> <li>○ Document date, time, your name, AR# and the outcome of call on white Animal Intake form. <ul style="list-style-type: none"> <li>▪ Shelterly (owner) Contact Log. Use Shelterly Tutorials.</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> All Shelter Paperwork: Collect for BCAC. <ul style="list-style-type: none"> <li>○ Binders – Intake will put all documents in separate manila folders for BCAC. <ul style="list-style-type: none"> <li>▪ Completed Animal Intake forms with Animal Care Schedules.</li> <li>▪ Animal Master Intake Lists, Daily In and Out Tracking.</li> </ul> </li> <li>○ Collect from Barn Leads. <ul style="list-style-type: none"> <li>▪ Animal Shelter Nightly Route and Isolation Time Check forms.</li> </ul> </li> <li>○ Ensure Intake is restocking binders and Forms tub, as necessary.</li> <li>○ Completed NVADG Sign In sheets, Completed NVADG Mileage Claim forms, and Completed ICS 214's.</li> </ul> </li> <li><input type="checkbox"/> Inform ABO Logistics Chief of “Returned Requisitions”.</li> <li><input type="checkbox"/> Animal Feed: Do <b>NOT</b> leave any animal feed at Camelot. Contact ABO Logistics Chief.</li> </ul> <p><b><u>Cleaning, Disinfecting, and Restaging:</u></b> Clean and restage the Shelter if possible before volunteer leave.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remove all used equipment Tubs / Wheelbarrows / Feeds Wagons / other tools. <ul style="list-style-type: none"> <li>○ Pre-clean heavily soiled areas by removing excess organic debris. <ul style="list-style-type: none"> <li>▪ Use wash tubs with Rescue Solution for scrubbing. <ul style="list-style-type: none"> <li>• Follow directions on Rescue Disinfectant Concentrate. <ul style="list-style-type: none"> <li>○ 2 oz concentrate / 1 gallon of water.</li> </ul> </li> <li>• Spray surface, making sure to <u>visibly wet surfaces thoroughly</u>.</li> </ul> </li> </ul> </li> <li>○ Submerge or thoroughly wet with Rescue Solution for 8 minutes.</li> <li>○ Rinse well with clean water.</li> <li>○ Air dry or dry with a paper towel.</li> <li>○ Wash Station is to be left clean and empty.</li> <li>○ Paddocks and Stalls</li> <li>○ All water tubs, feed containers, buckets, etc.</li> <li>○ MANURE barrows FEED Wheelbarrows</li> <li>○ All tools and hoses</li> </ul> </li> <li><input type="checkbox"/> Magnum Runs: Use 2 oz. of Rescue Disinfectant Concentrate / 1 gallon of water in a bucket. Scrub all areas of the magnum run, with a rag and let dry.</li> <li><input type="checkbox"/> Feather Barn: Remove kennel numbers and store tote in the South Feather Building. <ul style="list-style-type: none"> <li>○ Clean kennels, etc.</li> <li>○ Shade Cloth: Clean, dry and apply twin, store on shelf in South Feather Building.</li> </ul> </li> <li><input type="checkbox"/> Barn 1 - Latches and Bottom Closure on the stall doors.</li> <li><input type="checkbox"/> Barn A - G: Restore with clean supplies and store in the Large Blue Building. <ul style="list-style-type: none"> <li>○ FEED Wheelbarrow, hose / sprayer, hay fork, tubs for water and small buckets.</li> <li>○ MANURE Wheelbarrow</li> </ul> </li> <li><input type="checkbox"/> Make sure all the County Signs and Sandwich Boards are collected and stored.</li> <li><input type="checkbox"/> Document what shelter consumable supplies need to be reordered. (They will not be reordered until the next activation.)</li> <li><input type="checkbox"/> Distribute donations, when possible, to animal owners. <ul style="list-style-type: none"> <li>○ BCAC will determine what happens to consumable donations.</li> </ul> </li> <li><input type="checkbox"/> NVADG Computers or Laptops, Printers, and Cables, and other technology in designated tubs to Large Animal Trailer.</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Return all Electronic Resources to NVADG and Butte County.</li> <li><input type="checkbox"/> Other NVADG Resources are to be returned to their designated areas.</li> <li><input type="checkbox"/> Return the NVADG Scanner or BK Radio to the Comms trailer.</li> <li><input type="checkbox"/> Intake wagons need to be stocked and restaged in the Large Blue Building.</li> <li><input type="checkbox"/> NVADG Resources are to be returned to their designated areas.</li> <li><input type="checkbox"/> Complete and submit 214s and mileage forms.</li> <li><input type="checkbox"/> Submit any other required documentation.</li> <li><input type="checkbox"/> Prepare input for After-Action report.</li> <li><input type="checkbox"/> Thank all the volunteers profusely.</li> </ul>
<b>TASKS (PENDING)</b>	
<b>NOTES</b>	

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Name of Shelter: \_\_\_\_\_