

Site Manager Checklist

MISSION: Safely manage shelter site, personnel and animal services.

REPORTS TO: Animal Services Manager

SUPERVISES: Operations Group Leader, Logistics

QUALIFICATIONS: Animal Services Officer, Animal Care Attendant, ICS, Staff Management, Communications Radio/Telephone

DOCUMENTATION REQUIRED: - ICS 211B Check in list
- ICS 214 Unit Log
- Material Request Form
- Communications Log
- Debrief Form
- Briefing Form
- Demobilize Checklist

DUTIES CHECKLIST:

- Report to Animal Services Manager for briefing.
- Report to site and set-up shelter
- Notify Animal Services Manager when set-up is complete
- Attend daily briefings
- Conduct daily briefings
- Intervene when necessary to ensure safety of team members and animals
- Demobilize:
 - Stand down shelter
 - Replenish materials
 - Debrief staff and report to Animal Services Manager

SHELTER SUPPLIES

- Mobil Shelter Trailer

Operations Group Leader Checklist

MISSION: Oversee the safe operations of Animal Intake/Release and Animal Care Operations.

REPORTS TO: Site Manager

SUPERVISES: Tracking Coordinator, Animal Care Coordinator

QUALIFICATIONS: Animal Services Officer, Animal Care Attendant, ICS, Staff Management, Communications Radio/Telephone

DOCUMENTATION REQUIRED: - ICS 211B Check in list
- ICS 214 Unit Log
- Material Request Form
- Communications Log
- Debrief Form
- Briefing Form
- Demobilize Checklist

DUTIES CHECKLIST:

- Report to Site Manager for briefing.
- Attend daily briefings
- Conduct daily briefings
- Intervene when necessary to ensure safety of team members and animals
- Demobilize:
 - Stand down shelter
 - Replenish materials
 - Debrief staff and report to Site Manager

SHELTER SUPPLIES

- Mobil Shelter Trailer
- Documentation Package

Tracking Coordinator Checklist

MISSION: Document the Intake/Release of animals at the shelter.

REPORTS TO: Operations Group Leader

SUPERVISES: Volunteers

QUALIFICATIONS: Animal Services Officer, Animal Care Attendant, ICS, Volunteer Management

DOCUMENTATION REQUIRED: - ICS 211B Check in list
- ICS 214 Unit Log
- Material Request Form
- Animal Intake/Release Form
- Debrief Form
- Briefing Form
- Demobilize Checklist

DUTIES CHECKLIST:

- Report to Operations Group Leader for briefing.
- Set-up area table, files etc
- Attend daily briefings
- Conduct daily briefings
- Request materials/ Receive materials
- Staff area
- Intervene when necessary to ensure safety of team members and Animals
- Demobilize:
 - Stand down shelter
 - Replenish materials
 - Debrief staff and report to Site Manager

SHELTER SUPPLIES

- Mobil Shelter Trailer
- Documentation Package
- Table
- Chair
- File
- Camera, film

Animal Care Coordinator Checklist

MISSION: Safely shelter, feed, clean, monitor animal needs and supervise volunteers.

REPORTS TO: Operations Group Leader

SUPERVISES: Volunteers

QUALIFICATIONS: Animal Services Officer, Animal Care Attendant, ICS, Volunteer Management

DOCUMENTATION REQUIRED: - ICS 211B Check in list
- ICS 214 Unit Log
- Material Request Form
- Animal Record Form
- Debrief Form
- Briefing Form
- Demobilize Checklist

DUTIES CHECKLIST:

- Report to Operations Group Leader for briefing.
- Set-up shelter area cages, tents, etc.
- Attend daily briefings
- Conduct daily briefings
- Request materials/ Receive materials
- Staff area
- Intervene when necessary to ensure safety of team members and Animals
- Demobilize:
 - Stand down shelter
 - Replenish materials
 - Debrief staff and report to Site Manager

SHELTER SUPPLIES

- Mobil Shelter Trailer
- Documentation Package

Shelter Operations Coordinator

The Animal Care Coordinator will supervise the operation of the temporary animal shelter including construction and break down. General duties are as follows:

- Supervises and coordinates all services under the shelter department such as receiving, redemption, animal care, emergency veterinary services, and transportation
- Evaluates supplies on hand and order as needed
- Documents all actions on ICS forms
- Ensures all files are maintained
- Briefs Operations Section Chief and Planning Section Chief as needed

Facilities Coordinator

The Facilities coordinator is responsible for the building and maintaining of any temporary shelters. General duties are as follows:

- Supervises all maintenance personnel such as janitors, handymen, telephone, or Information Technology coordinators
- Ensures that maintenance issues are handled in a timely manner
- Reports any safety issues to the Safety Liaison
- Communicates with the shelter operations coordinator

Procurement Coordinator

The Procurement Coordinator is responsible for purchasing necessary equipment and supplies as requested by the Logistics Section. General duties are as follows:

- Documents all purchases during and after a disaster
- Prepares appropriate paperwork
- Ensures purchased items are received and properly routed to supply coordinator

Foster Care Coordinator

The Foster Care Coordinator is responsible for arranging for the care of animals in foster homes. General duties are as follows:

- Maintains a list of all foster care volunteers
- Evaluates potential foster care volunteers
- Maintains foster care applications and agreements
- Documents and maintains all information about animals placed in foster care
- Checks in with foster parents regularly
- Coordinates medical issues that may arise with veterinary services liaison
- Coordinates transport of animals to foster homes
- Ensures foster animals are receiving proper care

Volunteer Coordinator

The Volunteer Coordinator is responsible for coordinating all volunteer efforts. General duties are as follows:

- Keeps an updated list of available volunteers
- Checks volunteers in and out
- Ensures volunteer waivers and agreement are signed and on file
- Makes volunteer personnel assignments
- Provides training where necessary
- Attends briefing and report actions
- Monitors volunteers activities

Intake Coordinator

The Intake Coordinator is responsible for all activities relating to the intake of animals at the temporary shelter. General duties are as follows:

- Coordinates the receiving of all animals
- Ensures paperwork is available at intake stations
- Ensures all necessary supplies (e.g., collars, leashes, identification tags) are available at stations
- Ensures staff complete and file paperwork
- Ensures information is properly routed to Public Information Liaison
- Ensures all staff and volunteers are performing their duties in a safe manner
- Briefs staff and volunteers as needed

Information System Coordinator

The Information System Coordinator is responsible for installing and maintaining all telephone and computer services at the temporary shelter. General duties are as follows:

- Installs telephone system or communication protocols
- Installs computers and networks
- Ensures staff and volunteers are trained in data entry and computer systems
- Ensures printers are available and working
- Responds to issues in a timely manner

Veterinary Services Liaison

The Veterinary Services Liaison will supervise the veterinary response to any disaster. General duties are as follows:

- Ensures animals are receiving medical attention as needed
- Ensures veterinary staff are performing their duties in a safe manner
- Ensures all staff and volunteers are trained
- Creates the process for medical rounds

- Ensures all medical records are documented completely and properly maintained
- Ensures drugs and other medical supplies are properly secured

Veterinarian

The veterinarian is responsible for ensuring all animals are examined and treated appropriately. General duties are as follows:

- Triages and treats injured and sick animals
- Examines incoming animals
- Examines animals ready to be transported
- Prepares necessary medical documentation for transport
- Documents and maintains medical records for all activities
- Humanely euthanizes animals as directed by the Shelter Operations Coordinator
- Prescribes necessary medication
- Follows up with all animals being treated
- Talks with owners as necessary

Veterinary Technician

The veterinary technician is responsible for assisting the veterinarians. General duties are as follows:

- Assists the veterinarian during exams
- Administers first aid as needed
- Prepares documentation and supplies for the veterinarian as needed

Shelter Greeter

The shelter greeter is responsible for ensuring all members of the public are welcomed and know where to go and what to do. General duties are as follows:

- Maintains an awareness of all activities in the shelter
- Helps emotional people as they arrive
- Directs people to appropriate areas in the shelter

Dog Animal Handler

The dog handler is responsible for feeding, watering, walking and exercising the dogs as well as moving them to other areas in the shelter. General duties are as follows:

- Takes dogs out of the kennel safely
- Walks dogs using appropriate equipment (leashes, collars)
- Takes housebroken dogs on bathroom breaks
- Calms dogs that are nervous or afraid
- Ensures that kennels have appropriate water, food, bedding, and enrichment items
- Exercises dogs as allowed

- Carries puppies to prevent health problems
- Moves dogs as directed by intake coordinator or veterinary services liaison
- Properly secures dogs after handling

Cat Animal Handler

The cat handler is responsible for socializing, feeding, and watering the cats as well as moving them to other areas in the shelter. General duties are as follows:

- Puts cats in carriers safely
- Moves cats to cages safely
- Ensures that kennels have water, litter, and appropriate food
- Calms cats that are nervous or afraid
- Socializes and pets cats as allowed
- Ensures that kittens receive appropriate care as needed
- Moves cats as directed by intake coordinator or veterinary services liaison

Amateur Radio Operator

The responsibilities of the radio operator are to install and maintain an amateur radio system at the temporary shelter. This position is needed only before a phone system is installed. General duties are as follows:

- Installs, maintains and operates an amateur radio system
- Relays all emergency information to the Information Systems Coordinator
- Documents all information obtained through the radio
- Maintains appropriate files

Webmaster

The webmaster is to create, maintain and update the website. General duties are as follows:

- Updates website daily or as needed
- Provides a daily (at least) news bulletin on what is happening at the shelter
- Provides contact information for the shelter
- Provides information for potential donors
- Provides information for potential volunteers
- Uploads photos of any pets brought in by someone other than their owners, to aid owners in locating them