

Attachment A – Shelter Forms
A12: Job Assignment List

This form should be completed after the Incident Commander has established the incident objective and mission. Multiple individuals may be needed in many of these positions. In smaller communities, positions may need to be consolidated with multiple responsibilities for each one. This form may be used as a starting point.

Position	Person	Cell Phone
Incident Commander		
Commander Center Coordinator		
Public Information Officer		
Safety Officer		
Liaison Officer		
Planning Section Chief		
Logistics Section Chief		
Operations Section Chief		
Shelter Operations Coordinator		
Facilities Coordinator		
Procurement Coordinator		
Foster Care Coordinator		
Volunteer Coordinator		
Intake Coordinator		
Information System Coordinator		
Veterinary Services Liaison		
Veterinarian		
Veterinary Technician		
Shelter Greeter		
Shelter Intake		
Dog Animal Handler		
Cat Animal Handler		
Amateur Radio Operator		
Webmaster		