Incident Commander

The Incident Commander is responsible for all aspect of the incident response. General duties are as follows:

- ☐ Establishes an Incident Command Post
- ☐ Establishes mission statement based on OES mission
- ☐ Establishes immediate goals based on OED goals
- ☐ Serves as liaison with overall Incident Command at OES
- ☐ Supervises planning meetings
- ☐ Ensures incident safety
- ☐ Activates units with organization (e.g., field, shelter)
- ☐ Coordinates and approves activities of command and general staff
- ☐ Approves the release of information to the public
- ☐ Ensure logs and other necessary files are maintained
- ☐ Holds regular meetings with section chiefs
- ☐ Coordinates the end of the incident
- ☐ Ensures all status reports are completed and maintained

Incident Command Coordinator

The Incident Command Coordinator is responsible for assisting the Incident Commander throughout the response. General duties are as follows:

☐ Assists with the administrative needs of the Incident Commander

☐ Answers command center phones, screen calls, and directs to the appropriate person

☐ Faxes daily situation reports

☐ Copies documents as needed

☐ Creates filing system and performs filing

☐ Routes donations to the Financial Officer

☐ Coordinates building maintenance

☐ Processes out-of-state veterinarian applications

☐ Orders food and beverages

☐ Arranges linen service

☐ Records minutes of daily meetings

☐ Makes pet shipping arrangements for pet owners in surrounding areas

☐ Locates foster care for exotic pets

☐ Coordinates animal pick-up with animal control

☐ Supplies information to owners about their pets

☐ Organizes document binder of standard operating procedure for all areas

Public Information Officer

The Public Information Officer is responsible for all communications between animal shelter and media (newspaper, radio, television) regarding shelter activities and needs. General duties are as follows:

- ☐ Writes and distributes all media bulletins
- ☐ Coordinates media interviews
- ☐ Coordinates media bulletins with appropriate authorities (e.g., state veterinarian, U.S. Department of Agriculture, Centers for Disease Control)
- ☐ Establishes shelter website
- ☐ Attends daily briefing sessions to get current information
- ☐ Lists contact information (e.g., phone numbers, email addresses) for primary media contact on website
- ☐ Posts media contact information and protocols around the shelter (including photos of official media spokespersons)
- ☐ Establishes list of veterinarians, technicians, and others who can speak to the media as the situation unfolds
- ☐ Establishes list of contact information for all media who call, email, or conduct in-person interviews, and create a media database
- ☐ Keeps a list of media contacts, date of contacts, and type of interview (telephone, email, on-camera)
- ☐ Sends weekly updates to appropriate agencies
- ☐ Meets daily with shelter webmaster to communicate information to be added

Safety Officer

The Safety Officer is responsible for ensuring a safe operating environment for all personnel. General duties are as follows:

- ☐ Identifies all potential safety hazards
- ☐ Communicates and trains all emergency animal shelter (EAS) personnel in the appropriate procedures to mitigate their exposure to these hazards
- ☐ Monitors EAS personnel compliance to these procedures
- ☐ Reports to the Incident Commander any safety "deficiencies" that are not immediately corrected
- ☐ Ensures that hazardous chemical waste is disposed of properly

Liaison Officer

The liaison officer is responsible for ensuring all agencies and all sections are communicating effectively. General duties are as follows:

☐ Attends daily meetings of shelter management

☐ Reports developments of interest from state incident command center meetings

☐ Attends daily state incident command center meetings

☐ Reports on situation at shelter

☐ Reports to State Animal Response Teams command daily

☐ Provides timely communication with state board of veterinary medicine

☐ Develops shelter protocol to meet temporary license requirements

☐ Provides timely communication with state veterinary medical association

Planning Section Chief

The Planning Section Chief is responsible for collecting, evaluating, and disseminating information during response and recovery activities. General duties are as follows:

- ☐ Provides information on the status of animal rescue, care, and shelter operations
- ☐ Documents and compiles records and data
- ☐ Plans the demobilization
- ☐ Obtains incident mission statement and objectives
- ☐ Creates situation maps and status boards
- ☐ Creates a situation summary briefing for new personnel
- ☐ Creates list of key planning issues to be addressed
- ☐ Determines status of communication systems
- ☐ Prepares and submits ICS forms

Logistics Section Chief

The Logistics Section Chief is responsible for ensuring staff has access to equipment, supplies, facilities and personnel. General duties are as follows:

☐ Obtains incident objectives

☐ Makes logistics section assignments including temporary shelter staff

☐ Confirms procedural and authority limits

☐ Ensures all internal resource requests are tracked and accounted for

☐ Responds to requests for supplies and equipment

☐ Assesses transportation needs

☐ Briefs Incident Commander

☐ Prepares and completes ICS documentation

Operations Section Chief

The Operations Section Chief is responsible for managing all tactical operations at the incident scene. He or she is response for public safety as well as the rescue and recovery of animals in the operations area. The Operations Section Chief is responsible for all staff and volunteers at the existing shelter as well as any temporary shelters. General duties are as follows:

☐ Obtains incident statement of mission and objectives

☐ Receives temporary shelter activation notification

☐ Assigns personnel to shelter positions

☐ Sets up temporary shelter

☐ Creates a situation summary briefing for new personnel

☐ Creates list of key operational issues to be addressed

☐ Prepares and submits ICS forms