



AEV Emergency Operations Handbook

Last Updated 16 March 2009

Volunteer Incident Information Line: XXX-XXX-XXXX

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Animal EVAC
MOVING YOUR PETS TO SAFETY

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Animal EVAC Volunteers Mission Statement

Primary Activity: AEV's primary activity is directly supervised by Animal Control personnel of Park County, Colorado and Jefferson County, Colorado. When a particular geographic area is threatened by wildfire or other emergency situation, Animal Control Officers contact AEV seeking its assistance in evacuating small animals from the area. AEV then calls on its volunteers to provide the Animal Control Officers with that assistance. AEV volunteers include sled dog racers ("mushers") who own trucks that are capable of safely and comfortably transporting as many as 20 dogs, as well as other persons with experience handling small animals. AEV volunteers give their equipment, time and animal handling expertise to transport small animals out of the fire-threatened areas to animal shelters. AEV also assists Animal Control Officers in maintaining records of all animals that have been evacuated. AEV's primary activity furthers its exempt purpose of lessening the burdens of local government, as described herein. This activity was initiated in the summer of 2002 and is conducted by volunteers, many of whom are mushers who belong to either the "Colorado Mountain Mushers" or the "Rocky Mountain Sled Dog Club."

Secondary Activity: AEV provides educational resources and demonstrations with respect to the sport of "mushing," i.e., dogsled racing. The primary motivation for providing these educational services is to convey to the public that mushing is a sport which promotes the humane treatment of animals.

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Preparation

An Operations Bag should be carried by each volunteer when they are involved in emergency operations. The contents should include the following items, as a minimum:

Leather Gloves	Jacket or long sleeved sweatshirt
Black <i>Sharpie</i> markers	Water – for you to drink
AEV T-shirt	Snack food items/energy bars
Two leads-slip noose preferred	Volunteer Identification Card
AEV business cards	Cell Phone
Notepad/clipboard and pens	Dog biscuits to help catch dogs
Scissors or box knife	Masking Tape
Mileage form/animal pickup records	AEV Operations Handbook
Sunscreen	Headlamp or Flashlight

You should have enough food and water to sustain you for up to 12 hours. Be sure to have your operations bag with you, or in your dog truck, at all times.

Additional recommended items:

Book for reading	Folding chair
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If you will be supplying a truck or trailer for field operations, it should include the following items, as a minimum:

5 gallons of fresh water for animals	AEV magnetic sign
First aid kit	Water buckets or dishes
Several old pillowcases for cats	Small dog and cat crates
Spray bottle with bleach for disinfecting	Paper towels
Trash bags	Additional leads
Maps of Park and Jefferson counties	Full tank of gas

Mobilization

NOTE: AEV members are authorized to mobilize to the staging area and/or perform field operations ONLY at the request of, and with the authorization of, the Park County or Jefferson County Animal Control Office or Sheriff's Office. In the event our mobilization is requested, you will either be contacted directly by the AEV Dispatcher who has been designated for the incident, or be notified by another volunteer as a result of activation of the call-down list. Under certain circumstances, AEV may also respond outside of Park and Jefferson counties; in most cases, this response will be requested and coordinated by the Colorado State Animal Response Team (CO-SART) or the Jefferson County Incident Management Team (Jeffco IMT). Such callouts generally have a longer response time, and you will be contacted directly by the Team Leader for the incident.

Types of Operations:

Type I – Operations are conducted within an active wildland fire zone, at the request and approval of the appropriate Operations Section personnel within the Incident Management Team (IMT). These operations are conducted only by those AEV personnel who have been specially trained in wildland firefighting and hold a current Incident Qualification System (IQS) Card as a Firefighter 2 (FFT2) or higher. The IQS card is issued by AEV only when all of the appropriate requirements, as defined by the National Wildfire Coordination Group (NWCG), have been met. Within the AEV, these personnel are known as “Fire Dragons,” and are identified in the field by the Fire Dragons patch. AEV personnel must wear all appropriate Personal Protective Equipment (PPE), and follow all appropriate wildland safety procedures, when operating within the fire zone. For the AEV, such operations will be rare. When personnel approved for Type I operations are not needed, they will operate as Type II personnel.

Type II – This is the most common type of Operations in which the AEV expects to participate. These operations can be conducted by any AEV member who has completed the AEV orientation class and has signed the appropriate paperwork. In most cases, the AEV personnel will be accompanied within the evacuated area by a Sheriff's Deputy or other Animal Control personnel. In addition to assisting with evacuations, Type II personnel will assist with transporting the animals from the staging area to the appropriate animal shelter, or assisting Animal Control with other duties as needed. In addition to wildland fires, Type II Operations include most other “all risk” disaster or emergency situations.

Type III-- In the event that AEV personnel are not needed in the field, the AEV has agreed to assist the Evergreen Animal Protective League (EAPL) when an emergency animal shelter has been established. The EAPL and Jefferson County have a Memorandum of Understanding (MOU) with the Red Cross to co-locate such a shelter with a human evacuation shelter, if needed. In order to participate, AEV members must complete the EAPL's basic training class and be issued an Identification Card by the EAPL. While working at the shelter, you will be under the supervision of the EAPL.

Activation:

1. The Sheriff's Office or CO-SART will call one of the people on the "activation list" (Appendix A). The person who is called should record the name of the person calling, that person's callback number, the time, the incident name, and all other information given. Initially, you will be the Dispatcher for the incident.
2. The initial activation may be an immediate callout, or a standby notification. If the callout is immediate, you will be told where the staging area is located and how many trucks are needed. In the case of an immediate callout, the person who is initially called by the Sheriff's Office should immediately call enough AEV personnel with trucks to fill this initial order, and initiate the call-down list for all remaining volunteers. Then, if you will be mobilizing to the staging area, you should arrange for another AEV volunteer to take over as Dispatcher. At this point you or the Dispatcher should notify the Sheriff's Office of the Dispatcher's name and phone number. The Dispatcher will then proceed to make any additional phone calls that are needed. The volunteer who receives the initial call, or the Dispatcher, should immediately change the message on the AEV phone system (Appendix A2) to include basic information about the incident. If time permits, especially in the case of a major incident, AEV volunteers who assist with maintenance of the AEV website should also add incident information to the website.
3. If the initial activation is for a standby only, the person receiving the call should initiate the call-down lists for all volunteers, then immediately change the message on the AEV phone system (Appendix A2) to include basic information about the incident.
4. Once the call-down lists are activated (there are separate lists for trucks and riders), each volunteer on the list is responsible for continuing the chain. The volunteer should call the person below them on the list, and continue down the list until they personally speak with a volunteer and pass along the incident information. That person is then responsible for continuing the chain, and so forth until the entire list has been covered. The last volunteer on the list to be contacted should leave a message on the AEV phone system to indicate that the call-down procedure has been completed.
5. Volunteers who are missed during the call-down procedure can check the AEV phone system for incident information. In the event of an immediate callout, all responding volunteers should also call the AEV phone system and leave a message indicating that they are responding. In the event of a standby notification, responding volunteers may call the AEV phone system and leave a message indicating that they are available to assist with the callout. Volunteers who are not available to assist should NOT leave a message on the phone system.
6. As time permits, the Dispatcher should call the EAPL main phone number (303-674-6442) and let them know the Dispatcher's phone number in case an emergency shelter is established and Type III personnel are needed.
7. As time permits, the Dispatcher may call additional volunteers and ask them to be on standby for the next day, i.e., the next "Operational Period" of the incident (relying on messages left on the AEV phone system when possible).

8. In some cases, the Dispatcher may determine that it is appropriate for volunteers to “pre stage” in order to be able to respond more quickly to a developing incident. The pre-designated locations for this purpose are as follows:
 - A. Dick and Jean Nichols’ Home, 66132 US Highway 285 (Near Will-O-Wisp Subdivision), Bailey. Most commonly used for Park County incidents. The AEV trailer and most field equipment are stored at this location.
 - B. Staples (formerly Safeway) Shopping Center, 10903 US Highway 285, Conifer. Most commonly used for Conifer/South Evergreen incidents.
 - C. Twin Forks RTD Park and Ride, 6164 US Highway 285, Morrison. Most commonly used for incidents in eastern Jefferson County (east of the hogback) or Coal Creek/northern Jefferson County incidents.
 - D. Bergen Park RTD Park and Ride, State Highway 74 and County Highway 65, Evergreen. Most commonly used for incidents in North Evergreen or in adjacent parts of Clear Creek County.

All volunteers are encouraged to familiarize themselves with these locations.

Drug and Alcohol Policy:

All volunteers participating in AEV training and field operations are expected to be free from impairment due to drugs or alcohol. As a condition of participation in these activities, all volunteers must agree to follow the following policies:

1. No volunteer will respond to an activation request, (“callout,”) if they have consumed alcohol within the previous twelve (12) hours.
2. No volunteer will participate in any callout or training event if they are impaired by alcohol or illegal drugs.
3. No alcohol or illegal drugs shall be consumed by any volunteer during a callout or training activity.
4. No volunteer will respond to a callout, or participate in training, if they are under the influence of prescription or over-the-counter medications which could impair the physical abilities needed to complete their duties during the callout or training event.
5. In the event of an accident or any situation during a callout which results in physical harm/injury to any individual, and/or property damage in excess of \$500.00, the supervising agency may require that the volunteer(s) involved in the accident submit to testing for alcohol and/or illegal drugs. By responding to a callout the volunteer agrees to submit to any testing required by the supervising agency.

Violation of any part of this policy is grounds for immediate removal from the incident and/or prohibition from participation in any future AEV training or callouts.

Staging Area Procedures

1. **Make sure that your own family, animals and property are properly cared for before leaving for the staging area.** If the fire is in your immediate area, or you think your home might be within the evacuation area, you should notify the dispatcher of this and should NOT go to the staging area.
2. Before you leave for the staging area, record your vehicle's starting mileage and other applicable information on the Mileage Record Form (Appendix B). Record your mileage when you arrive at the staging area.
3. Be sure to have your AEV magnetic signs or an AEV dashboard card to identify your vehicle at roadblocks which you may encounter.
4. If possible, truck drivers should pick up their riders before going to the staging area. Parking may be limited at the staging area, and there may be traffic congestion on the way. In most cases, the "pre-stage" areas listed above should be used for this purpose.
5. Wear your AEV T-shirt or your wildland fire PPE to the staging area. **NOTE:** Some AEV members are also Park County Auxiliary Animal Control Officers. When responding to an incident in Park County, these members should wear their Park County uniform and ID badge.
6. When you arrive at the staging area, you should sign in at the location designated by the IMT. If no sign-in has been established at the staging area, AEV should use its own Sign-in Sheet, Form ICS-211 (Appendix B). As soon as possible, you should locate and report to the appropriate Sheriff's Office personnel. An AEV team leader or "squad boss" should be appointed to act as a point of contact with the Sheriff's Office. The team leader should also begin to fill out a Unit Log, Form ICS-214 (Appendix B).
7. The AEV team leader should be selected from a list of volunteers qualified to perform this function, which is maintained by the President of the AEV Board of Directors. Specifically, team leaders are required to meet the following minimum qualifications:
 - A. Have a minimum of two years experience as an AEV volunteer.
 - B. Completed Basic Incident Command Training (I-100 and I-200).
 - C. For wildland fire incidents, completed Basic Wildland Firefighter Training (S-130/S-190).
 - D. Completed a two-hour training class specifically for Team Leaders.
8. Determine the communication plan for the incident, and obtain one radio for each vehicle. AEV maintains a cache of radios which are pre-programmed with most IMT and Park County radio frequencies that are likely to be used on an incident. Prior to leaving the staging area, identify which frequencies to use for communicating with other team members and the Animal Control officers, as well as which frequencies to monitor for safety purposes. In addition, identify which frequency should be used in the event of a medical emergency. In some cases, radios from the IMT cache may also be issued to AEV members. Identify the proper call sign to be used by your unit during field operations.

9. Exchange cell phone numbers with all members of the AEV team, to be used as a “back up” means of communication. Make sure that the AEV dispatcher and the Animal Control officers are aware of these numbers.
10. **Remain calm, patient and flexible.** The situation will likely be chaotic and confusing. You may have to wait at the staging area for several hours before you are directed to deploy to the field.
11. Obtain as much information as possible regarding the evolving incident, including: who is in command, what are the current and expected weather and fire conditions, what evacuation orders are in effect or anticipated, etc. You should understand where the AEV fits into the ICS structure implemented for this incident (Appendix C).
12. Obtain all field forms, maps, and animal handling equipment which will be needed to perform your duties. AEV maintains a supply of these items in the AEV trailer.
13. The team leader must consider the number of AEV volunteers who have responded and maintain proper “span of control,” as required by the ICS structure. Assistant team leaders should be appointed if needed; these personnel should be qualified team leaders if available, but this is not required.
14. Be prepared to deploy to the field as soon as the Sheriff’s Office personnel have adequately briefed you and issued orders. Before leaving the staging area, make sure that you fully understand your directions, and ask as many questions as necessary. **Remember, safety is your first concern!**

Animal Evacuation Procedures

1. When traveling within an evacuation area, always turn on your truck headlights and hazard flashers. Be alert for emergency vehicles, evacuation traffic, smoke, and wildland firefighting operations. Drive within the posted speed limit and obey all traffic rules.
2. When you arrive at a property, back the truck into a parking spot so that you can exit the area quickly if needed.
3. Before removing any animals, double-check to make sure that no one is home.
4. Assume the worst case, namely, that some irritated behavior on the part of the animals we are rescuing is likely. Calm on our part will produce a like effect on the people we are assisting, as well as on their animals.
5. When loading an animal into a crate or truck box, assume that the animal will try to bite. For dogs, form a collar with a sliding leash, ease it over the head, and wrap the leash portion around the muzzle. This is an effective way to avoid a dog bite to the face or arms when loading the dog into the dog box. Practice on your pet dog to see how the dog reacts to this maneuver.
6. Being patient with the animal will calm it. Be sure to always wear leather gloves or gauntlets when working with strange animals.
7. Be sure to keep all identifying forms for each animal, if given to you by an Animal Control or Sheriff's Officer. If you personally extract an animal, keep a record with a description of the animal and the address where it was taken from. This information must be conveyed to the shelter personnel and/or passed along to the AEV personnel who will be transferring the animals to the shelter.
8. Also keep a record of all animals extracted on AEV's Rescued Pet Locator Form (Appendix B).
9. Leave an AEV business card in a conspicuous location at the home, indicating what animals were removed.
10. Make sure that the AEV team leader and the Animal Control officers are aware of your whereabouts at all times. If there is any change in plans from your expected route of travel or the approximate timeframe that will be required to complete a task, be sure to update your immediate supervisor.
11. If you identify any dangerous situation such as hazardous materials, an animal which you are unable to control, or unexpected fire conditions, leave the area immediately and notify an Animal Control officer or other appropriate law enforcement personnel.
12. Information on proper techniques for handling small animals is included in Appendix D.

Demobilization

1. Return/sign in radios and any other equipment that has been issued to you.
2. Return all paperwork to the Sheriff's Office/Animal Control personnel as appropriate.
3. If you completed a Unit Log, make a photocopy for yourself if possible and give the original to the appropriate IMT personnel.
4. Make sure that anyone who arrived with you leaves with you, or you otherwise account for their location and travel arrangements.
5. Return any equipment which you removed from the AEV storage shed to that location, unless instructed otherwise.
6. Notify the AEV Dispatcher that you are finished at that location, and advise the Dispatcher of your availability for the next Operational Period. Also, provide the information on AEV's Rescued Pet Locator Form (Appendix B) to the dispatcher, either by Faxing or delivering the form to the Dispatcher.
7. Sign out at the same location you signed in.
8. When you arrive home, complete the Mileage Record Form and return it to the AEV Secretary as soon as possible. The AEV will use these records to reimburse you for your mileage/fuel expense, if funds are available, and to provide documentation for possible "matching" grants to AEV based upon your time and mileage expenses.

Appendix A1 Activation List

The following people's contact information is on file with Jefferson County and Park County Animal Control/Sheriff's Office. Any of these people may initiate an AEV callout, at the request of the Animal Control/Sheriff's Office:

Name	Home Phone	Cell Phone	Work Phone	Primary Area

Appendix A2

Phone Message System

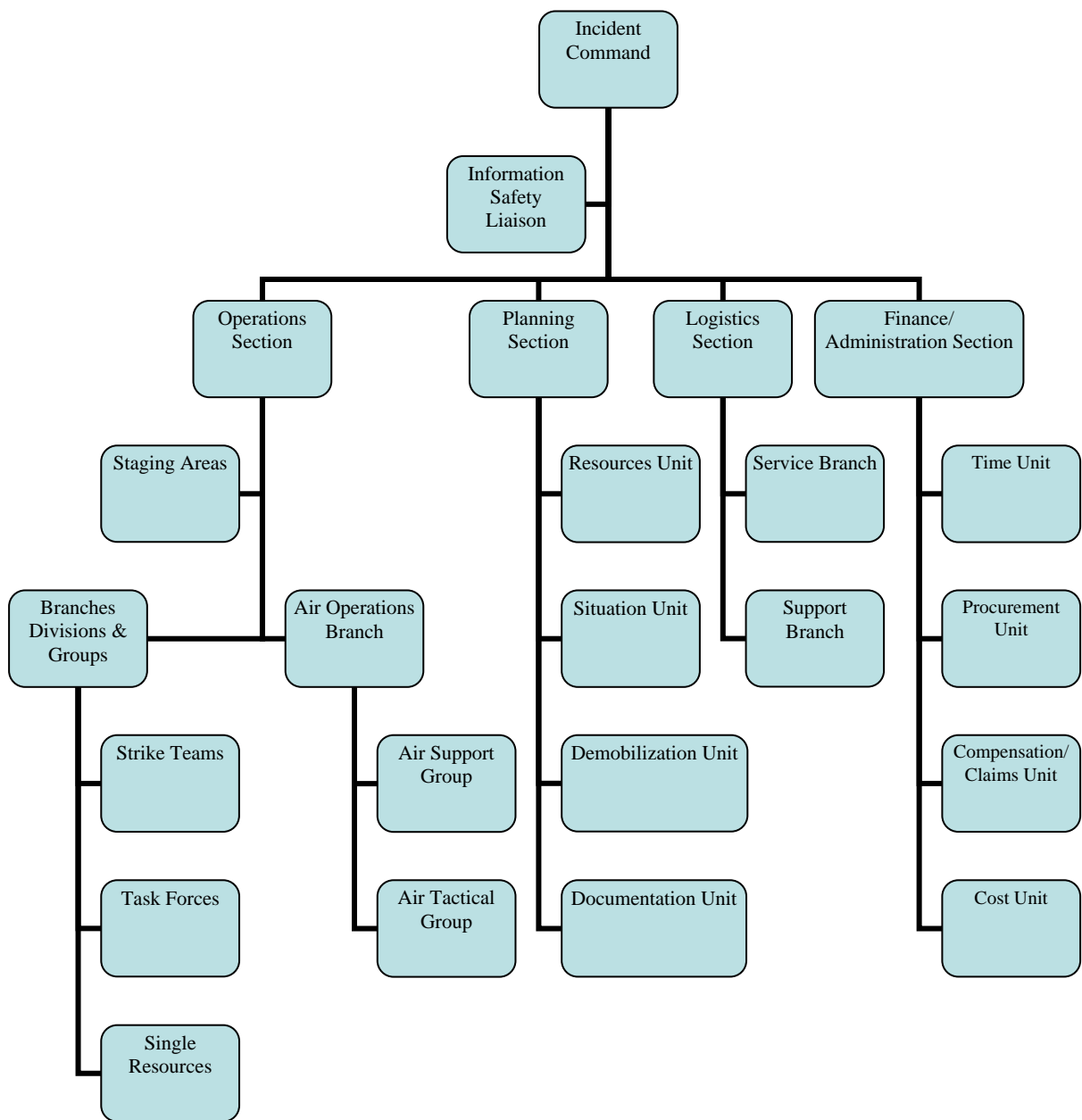
Volunteer Incident Information Line: XXX-XXX-XXXX
This number is NOT for distribution to the general public.

Appendix B

Forms

Appendix C
Incident Command System

Incident Command System Organization



Organization Terminology

Primary Position	Title	Support Position
Incident Commander	Incident Commander	Deputy
Command Staff	Officer	Assistant
Section	Chief	Deputy
Branch	Director	Deputy
Division/Group	Supervisor	n/a
Strike Team/Task Force	Leader	n/a
Unit	Leader	Manager
Single Resource	Use Unit Designation	n/a

Additional self-study resources on the Incident Command System:

I-100 self-study course by the National Wildfire Coordinating Group:

<http://training.nwccg.gov/courses/i100.html>

IS-100 online course through the FEMA Independent Study Program:

<http://training.fema.gov/IS/crslist.asp>

Follow the Independent Study Program link, and then look for IS-100.a , “Introduction to the Incident Command System, I-100”.

Other recommended FEMA online courses:

IS-10 - Animals in Disaster, Module A: Awareness and Preparedness

IS-11 - Animals in Disaster, Module B: Community Planning

IS-700.a - National Incident Management System (NIMS), An Introduction

IS-800.b - National Response Framework, An Introduction

Appendix D
Animal Handling Procedures