

## Disaster Responder Roles and Requirements for Off-Site Disaster Animal Shelter

**OPERATIONS** (*Identifies, assigns, and supervises the resources needed to accomplish the incident objectives*)

### **Shelter Manager**

- Creates plan for shelter setup and Incident Command System (ICS) organization chart
- Works with Site Facility Manager for location, and inspection, and ensures necessities (i.e., running water, restrooms, etc.)
- Coordinates with the Volunteer Manager for position assignments and volunteer accountability
- Coordinates with County Animal Care Authority for field response requests and transport of animals needing medical attention
- Attends all Incident Command briefings
- Has knowledge of each role/requirement to step in when needed.

### **Animal Intake and Reunification Coordinator**

- Manages all animal intake procedures
- Ensures proper documentation and photos
- Creates photo album of all lost and displaced animals
- Facilitates the Reunification of pets and their owners
- Ensures all paperwork is complete and filed
- Coordinates the placement of animals into permanent shelters.

### **Administration/Record Keeping**

- Manages all documentation and forms from intake, reunifications, daily animal care logs, volunteer logs, etc.
- Statistics - Utilizes whiteboard for daily intake and release notes
- Receives and documents financial donations and donated items
- Coordinates with Logistics Manager.

**LOGISTICS** (*provides all resources, services, and support*)

### **Facilities Coordinator**

- Works with Shelter Manager and Site Facility Manager to inspect building and location before setup and documents all existing damage
- Responsible for addressing all safety concerns
- Facilitates secure storage locations for donations and shelter equipment
- Works with Administration, Facilities, and Operations
- Arrange transport of supplies as needed and requested
- Determines short- and long-term needs
- Works with the Volunteer Manager to assign highly organized volunteers
- Supervises Donation Management/Logistics volunteers
- Coordinates with the Logistics Manager.

### **Supply Coordinator**

- Oversees and tracks the distribution of supplies and animal food to disaster victims and food prep areas in the shelter.

### **Donation Management**

- Controls intake of donations
- Coordinates with Administration to track donors for future recognition.

### **Volunteer Management**

- Organizes disaster response volunteers by coordinating with Shelter Manager to assign animal handling, care, and feeding positions
- Manages volunteer check-in, completes volunteer documents, and facilitates orientation
- Arranges volunteer housing and food
- Ensures volunteer mental and physical health (i.e. breaks, hydration and food).

### **COMMUNICATIONS**

- Coordinates all incoming and outgoing information
- Disseminates animal shelter information to the community
- Works with PIO to accommodate media at the shelter.