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# Introduction

This document provides a thorough overview of the structure, roles, and requirements of all persons involved in the Emergency Response Team (ERT). This is a living document. Not all job descriptions are complete at this time.

The structure of ERT and the job descriptions are based closely upon the Federal Emergency Management Agency’s (FEMA) National Incident Management System (NIMS) “Job Typing” for Animal Emergency Response. That’s a complicated way to say that the ERT structure allows SDHS to be interoperable with entities around the country and will allow SDHS to seek and receive reimbursement for federally declared disasters. Furthermore, this structure ensures SDHS is maintaining a professional and progressive emergency response program.

This document is relatively exhaustive and has the potential to be overwhelming. If you are new, we recommend looking at the unit and position descriptions to see where you are interested in serving, then review the requirements to see if you are able to fill your area of interest. Anyone can fill the roles, provided the unit of interest is open to membership, and they can meet the training, physical, and experience requirements. For some units, such as large and small animal sheltering, there are no caps on the number of members. SDHS maintains the right to determine who will be a good fit within the team and units. Whenever there are more applicants than positions, ERT will work to determine a selection process in order to ensure members are the best possible fit. SDHS may take corrective action with staff or volunteers as needed.

All job types and training requirements are subject to change at any time. Changes will be announced via unit leads or ERT leadership and this document will be updated.

# Emergency Response Team Overview

The San Diego Humane Society Emergency Response Team is comprised of trained volunteers and staff who work together to assist during disasters by providing animal rescue, sheltering, and related tasks.

While the team can be called upon to respond to a variety of disasters or events, ERT members are specially trained to provide the following services: Fire Rescue, Technical Rescue, Animal Transport, Large Animal Sheltering, Small Animal Sheltering, Incident Management, Veterinary Medicine, Animal Control, and Logistics.

While members of each unit are trained in specific areas, everyone is expected to be flexible and willing to support the needs of people and animals affected by disasters, as directed by team leadership. ERT has a simple ethos: Help. Whenever and wherever. Members place service before self and focus on the mission in spite of challenges.

At ERT, we believe that our culture defines us. The missions we accomplish matter, but what we do is not more important than how we do it or why. We believe strongly that the best way to have a good culture is to talk about the culture we want regularly and to enact it in all we do. To help us on our way, we have a few key rules:

1. No jerks allowed
2. Team life must be good
3. We are a team, not a group of individuals. We work together
4. We all pitch in to do whatever is needed
5. If you know a lot, be a good teacher
6. If you know a little, be a good student
7. Ego is the enemy of teamwork; leave your ego somewhere else
8. Work together to create the team you want to be on
9. Talk to each other, not about each other
10. Tuesday is taco night

## Training Requirements

All ERT members, regardless of unit assignment, are required to complete the following FEMA courses:

1. [IS-100: Introduction to the Incident Command System, ICS-100](https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c)

2. [IS-200: Incident Command System for Single Resources and Initial Action Incidents](https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c)

3. [IS-700: National Incident Management System, An Introduction](https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b)

4. [IS-800: National Response Framework, An Introduction](https://training.fema.gov/is/courseoverview.aspx?code=IS-800.c)

5. [IS-111.A: Livestock in Disasters](https://training.fema.gov/is/courseoverview.aspx?code=IS-111.a)

6. [IS-5.A An Introduction to Hazardous Materials](https://training.fema.gov/is/courseoverview.aspx?code=IS-5.a)

7. [IS-10.A Animals In Disaster: Awareness and Preparedness](https://training.fema.gov/is/courseoverview.aspx?code=IS-10.a)

8. [IS-11.A Animals in Disaster: Community Planning](https://training.fema.gov/is/courseoverview.aspx?code=IS-11.a)

Any unit-specific training is listed in the relevant sections below.

# Fire Animal Search and Rescue (FASAR) Unit

The FASAR Unit provides tactical personnel and scene management during rescue missions and conducts small animal rescues in a fire environment. The FASAR unit is trained to operate behind fire lines, in both active fire high danger areas (HOT ZONE) and burned out conditions or low fire danger areas (WARM ZONE). The unit is comprised of Animal Emergency Response Team Leaders, Rescue, and Scouts.

The size of this unit is limited by equipment availability and training capacity. The unit will recruit as needed. Provided the unit is open, all interested parties who can pass a wildland fire work capacity test, complete other required training, and fit in well to a positive, dynamic team environment, may join. Preference is given to current and former firefighters and other experienced public safety professionals.

All unit members must pass a [moderate work capacity test](https://drive.google.com/file/d/13kBmVOGATPlAa4guXGHlSY7QBLaYznPD/view?usp=sharing).

## Animal Emergency Response Team Leader, FASAR Unit

The Fire ASAR Unit is led by designated Animal Emergency Response Team Leaders. During operations, members may report to a designated Animal Emergency Response Team Leader or to other positions as assigned. The unit will generally have at least 2-3 Animal Emergency Response Team Leaders in order to ensure depth of leadership during responses.

Response team leaders should be qualified as one of the role types assigned to this unit.

Required training includes IS-300 For Expanding Incidents (in-person training only). This class is available through the [San Diego Urban Area Securities Initiative (UASI)](https://sduasi.org/default.aspx/MenuItemID/160/MenuGroup/Public+Training+and+Exercises.htm?AspxAutoDetectCookieSupport=1). Coordinate with assigned ERT staff to take this training.

## Rescue

Team members assigned as “Rescue” perform small animal calls for service during fire events, which includes providing for the needs of any animals which fit in traditional animal control and similarly equipped vehicles. Members may operate in a WARM ZONE or in the Black without a Scout but will need a Scout present for any operation in a HOT ZONE. Duties include rescue, recovery, reunification, or animal care services.

Training for this unit is outlined in the [Rescue task book](https://drive.google.com/file/d/1hZoO26vyzrnTMBd6hx1A5mqvvNaYq_O0/view?usp=sharing). Members must complete the task book on a prescribed interval to remain certified and qualified to respond to events. All rescue members must maintain annual fire certifications and pass a moderate work capacity test.

Parties interested in this role should first review the [task book](https://drive.google.com/file/d/1hZoO26vyzrnTMBd6hx1A5mqvvNaYq_O0/view?usp=sharing) prior to committing.

The designation of “Rescue” is based upon the federal standard for the Small Animal Care and Handling Specialist. All “Rescue” members will be required to complete the requirements for at least the [Type 2SA Small Animal Care and Handling Specialist](https://docs.google.com/document/d/1yPjkcOkQ5IiVdsvX-AN-ixX0vvppaehWDUnWlARxVxo/edit?usp=sharing). Type 2SA is entry level and Type 1SA is advanced.

## Scout

Scouts provide critical tactical command and control of fire response personnel and units. When ERT responds to a call for help in a fire environment, Scouts are responsible for all responding resources. Scouts must gather resources assigned to them (personnel, vehicles, etc), conduct all radio communications, “scout” areas to ensure the ability to safely operate, monitor fire conditions, act as a Line Safety Officer for all assigned resources, and provide leadership in the field for those resources.

The Scout position contains a Driver and Navigator that work as a team to accomplish their duties, with one being the lead based on experience and training. Drivers that provide their own vehicles are responsible for maintaining that vehicle for duty readiness.

Training for this unit is outlined in the [Scout task book](https://drive.google.com/open?id=1Jz7QOItGu5qXd8jv0C8EfFTsYBz1Tzgm). Members must complete the task book on a prescribed interval to remain Operational certified and qualified to respond to events. All Scout members must maintain annual fire certifications and pass a moderate work capacity test. Scout Units need to have a minimum of one Operational Scout on scene to operate in a HOT ZONE.

Parties interested in this role should first review the [task book](https://drive.google.com/open?id=1Jz7QOItGu5qXd8jv0C8EfFTsYBz1Tzgm) prior to committing.

This position is not typed as a FEMA/NIMS position but it does comply with the [Type 2SA Small Animal Care and Handling Specialist](https://docs.google.com/document/d/1yPjkcOkQ5IiVdsvX-AN-ixX0vvppaehWDUnWlARxVxo/edit?usp=sharing) for the purposes of ordering outside of San Diego County and for reimbursement.

# Large Animal Sheltering Unit (LASU)

The LASU provides emergency sheltering to displaced large animals in need. Although primarily called upon to care for animals displaced by fire events, LASU is also available as needed for other events.

This unit is led day to day by a Senior Shelter Manager and operationally by a Shelter Manager.

Animal sheltering units have no maximum capacity for membership at this time. Any accepted ERT volunteers/staff may train for any position.

## Shelter Manager

Provides leadership for a single large animal sheltering site, ensuring animals are provided with food, water, and shelter. The Shelter Manager also oversees all intake, reunification, and relocation efforts. Works with assigned leadership to ensure supplies are received in order to provide care of animals and to meet the needs of assigned staff and volunteers. Manages staff and volunteer shifts and may manage on-site donations as necessary.

Additional training requirements and position information are included in the [FEMA/NIMS Job Description](https://docs.google.com/document/d/12dshAUru0nNFyCaIdOk1k5hjDRlQMv9YayZnlpWCKRE/edit?usp=sharing). Type 2LA is shelter management only; Type 1LA is more advanced and includes sheltering planning and oversight.

## Large Animal Care and Handling Specialists

This position provides all basic daily care needs for animals residing in a large animal emergency shelter. Members in this role must be trained or otherwise skilled in large animal handling. Care and handling technicians may be cross-trained as [Animal Care and Handling Specialists.](https://docs.google.com/document/d/1yPjkcOkQ5IiVdsvX-AN-ixX0vvppaehWDUnWlARxVxo/edit?usp=sharing)

This position reports to an assigned Shelter Manager or other position as assigned during operations.

Additional training requirements and position information are included in the [FEMA/NIMS Job Description](https://docs.google.com/document/d/15fK2qtFLTKuhYqiFaAcxD9AVsWWmbYK7eanc7NSSyhM/edit?usp=sharing). Type 2LA is entry level and Type 1LA is advanced.

## Animal Intake and Reunification Specialist

The Animal Intake and Reunification Specialist is effectively responsible for all administrative aspects of emergency sheltering. This includes intake, all animal documentation, records keeping, sign in and out, personnel scheduling, requisitions, guest interactions, and reunification. Intake and Reunification Specialists may be cross trained as Large Animal Care and Handling Technicians on this unit.

This role shares the job description of the Animal Intake and Reunification Specialists for the Small Animal Sheltering Unit. However, significant differences exist between large and small animal sheltering systems and protocols; these roles are not immediately interchangeable between units without additional training.

This position reports to an assigned Shelter Manager or other position as assigned during operations.

Additional training requirements and position information are included in the [FEMA/NIMS Job Description](https://docs.google.com/document/d/1KF0fkmwH-3Pw7xIEj3HV8uEtSqVM5oaDLZb1wN2tLQA/edit?usp=sharing). This role is still in development. The only training for this role currently available at SDHS is conducted during Large Animal Sheltering Unit training.

## Behavior Specialist

The Behavior Specialist is responsible for the mental stimulation and emotional well-being of all animals in the care of any emergency animal shelter. This role will only be filled when SDHS operates a large shelter or any shelter for a prolonged period of time. This role is limited to staff members who already work in behavioral roles as well as existing behavior center volunteers.

This position reports to an assigned Shelter Manager or other position as assigned during operations.

Additional training requirements and position information are included in the [FEMA/NIMS Job Description](https://docs.google.com/document/d/1hmMFSx5sWFlEMXfN55tvmjR8dN5s0cmIhnjjr3JgMj8/edit?usp=sharing).

# Small Animal Sheltering Unit (SASU)

The SASU provides emergency sheltering to displaced small animals in need, either in support of SDHS or our partners. Shelter types include cohabitated (animals with their humans), collocated (animals near their humans), and animal only (just animals). In the past, SDHS has been asked to run multiple small animal shelters simultaneously and, therefore, expects to do so again in the future. The primary shelter type utilized in San Diego County is collocated, where animals are in a separate room at a Red Cross run human shelter. The American Red Cross is a primary partner of SDHS and the two organizations frequently work together throughout the county.

Unit reports to a Senior Shelter Manager during non emergencies and to an assigned Shelter Manager during operational periods.

## Shelter Manager

The role of the Shelter Manager is to manage a single emergency animal shelter site. The Shelter Manager is responsible for all animal welfare, daily care routines, volunteers, staff, and community interactions in an emergency animal shelter. The Shelter Manager will ensure the site is adequately staffed and supplied by working with assigned leadership. Shelter Managers ensure a high standard of care is maintained at all times.

Additional training requirements and position information are included in the [FEMA/NIMS Job Description](https://docs.google.com/document/d/12dshAUru0nNFyCaIdOk1k5hjDRlQMv9YayZnlpWCKRE/edit?usp=sharing).

## Small Animal Care and Handling Specialists

Small Animal Care and Handling Specialists are responsible for the daily care and handling of animals in a small animal emergency shelter. The specialist will feed, groom, clean up after, walk, exercise, and otherwise care for the animals they are assigned to.

The Animal Care and Handling Specialist role is derived from the FEMA/NIMS national typing for animal emergency response. This role serves as the baseline for all emergency response functions which include direct contact with animals.

This position reports to an assigned Shelter Manager or other position as assigned during operations.

Additional training requirements and position information are included in the [SDHS-FEMA/NIMS Job Description](https://docs.google.com/document/d/15fK2qtFLTKuhYqiFaAcxD9AVsWWmbYK7eanc7NSSyhM/edit?usp=sharing).

## Behavior Specialists

The Behavior Specialist is responsible for the mental stimulation and emotional well-being of all animals in the care of any emergency animal shelter. This role will only be filled when SDHS operates a large shelter or any shelter for a prolonged period of time. Because of the lack of frequency, this role will only be filled by staff members who already work in behavioral roles and existing behavior center volunteers.

This position reports to an assigned Shelter Manager or other position as assigned during operations.

Additional training requirements and position information are included in the [FEMA/NIMS Job Description](https://docs.google.com/document/d/1hmMFSx5sWFlEMXfN55tvmjR8dN5s0cmIhnjjr3JgMj8/edit?usp=sharing).

## Animal Intake and Reunification Specialists

The Animal Intake and Reunification Specialist is effectively responsible for all administrative aspects of emergency sheltering. This includes intake, all animal documentation, records keeping, sign in and out, personnel scheduling, requisitions, guest interactions, and reunification. Intake and Reunification Specialists may be cross trained as Small Animal Care and Handling Technicians on this unit.

This role shares a job description with the Animal Intake and Reunification Specialists for the Large Animal Sheltering Unit. However, significant differences exist between large and small animal sheltering systems and protocols, these roles are not immediately interchangeable between units without additional training.

Additional training requirements and position information are included in the [FEMA/NIMS Job Description](https://docs.google.com/document/d/1KF0fkmwH-3Pw7xIEj3HV8uEtSqVM5oaDLZb1wN2tLQA/edit?usp=sharing).

# Transport Unit

The Transport Unit is responsible for the transport and rescue of equine and livestock animals whose size and/or quantity requires special skills, vehicles, or equipment. Examples of such animals include but are not limited to horses, donkeys, mules, bovines, goats, pigs, sheep, and other such animals. The unit is comprised of drivers and handlers who work together to provide timely, safe rescue in any disaster event. The unit may be called upon to render assistance during non-emergencies as well.

This unit reports to an assigned Senior Response Team Leader during non-emergencies and to an assigned Response Team leader or other personnel during operations. When actively employed in a wildland fire HOT ZONE, unit members will act under the direction and guidance of an assigned Scout from the FASAR Unit. When operating “in the black” or WARM ZONE of a fire, unit members may be assigned to operate autonomously to perform welfare checks, shelter in place, evacuate, or reunify animals.

All unit members must pass a [moderate work capacity test](https://drive.google.com/file/d/13kBmVOGATPlAa4guXGHlSY7QBLaYznPD/view?usp=sharing).

Animal Emergency Response Team Leader, Transport Unit

The Transport Unit is led by designated Animal Emergency Response Team Leaders. During operations, members may report to a designated Animal Emergency Response Team Leader or to other positions as assigned. The unit will generally have at least 2-3 Animal Emergency Response Team Leaders in order to ensure depth of leadership during responses.

Response team leaders should be qualified as at least one of the role types assigned to this unit. In addition, Animal Emergency Response Team Leaders require the following:

IS-300 For Expanding Incidents- In person training only. This class is available through the [San Diego Urban Area Securities Initiative (UASI)](https://sduasi.org/default.aspx/MenuItemID/160/MenuGroup/Public+Training+and+Exercises.htm?AspxAutoDetectCookieSupport=1). Coordinate with assigned ERT staff to take this training.

## Animal Mobile Drivers

Animal Mobile Drivers operate the trucks and trailers necessary to accomplish the rescue and transport mission of the Transport Unit. Drivers must be fire trained according to SDHS/NWCG standards on an annual basis. Drivers are responsible for their vehicles in all regards, including cleaning and restocking at the end of training or operations.

Animal Mobile Drivers are required to have a valid driver’s license for the type of vehicles they operate and must complete the [Transport Unit Task Book](https://drive.google.com/open?id=1YqHVMgfmyQXmsHvq-Qa-eeNiL4XIlvDP) at the required interval.

## Large Animal Care and Handling Specialist-Transport Unit

The Large Animal Care and Handling Specialist is responsible for the handling and rescue of assigned animals. This position is also responsible for all paperwork related to calls for service, event logs, and other documentation related to responses. The Large Animal Care and Handling Specialist will also act as a communicator and/or navigator for the Animal Mobile Driver as needed.

All Large Animal Care and Handling Specialists or “handlers” will be required to complete the requirements for at least the [Type 2LA Large Animal Care and Handling Specialist](https://docs.google.com/document/d/1yPjkcOkQ5IiVdsvX-AN-ixX0vvppaehWDUnWlARxVxo/edit?usp=sharing). Type 2LA is entry level and Type 1LA is more advanced. The Animal Care and Handling Specialist is the same basic designation for all animal handling roles; those ERT members assigned to the Transport Unit have the additional requirement of annual fire training.

# Animal Search And Rescue (ASAR) Technical Unit

The Animal Search And Rescue (ASAR) Technical Unit is responsible for the rescue and care of animals whose circumstances create operational hazards and complications which exceed the equipment, training, and normal working parameters of society operations. Examples include animals who are entrapped, stranded by or in water, injured or trapped in remote areas and any other complex operations.

A Technical Rescue is any situation in which an animal cannot free itself from its current situation.

Membership on this unit is capped at a maximum of 20 persons. Onboarding of new members will take place as leadership determines it is necessary. New members will be assigned based upon interviews, previous experiences, and compatibility with the esprit de corps of the unit.

All unit members must pass a modified [moderate work capacity test](https://drive.google.com/file/d/13kBmVOGATPlAa4guXGHlSY7QBLaYznPD/view?usp=sharing) annually. Brush coat and normal duty boots are the only equipment requirements.

The structure of this unit is based strictly upon the FEMA/NIMS description of an [Animal Search And Rescue (ASAR) Team.](https://drive.google.com/file/d/1Xhc2Uc42V7N1bfzpT4H2i_KX9Qdj634b/view?usp=sharing)

Animal Emergency Response Team Leader, ASAR Technical Unit

The ASAR Technical Unit is led by designated Animal Emergency Response Team Leaders. During operations, members may report to a designated Animal Emergency Response Team Leader or to other positions as assigned. The unit will generally have at least 2-3 Animal Emergency Response Team Leaders in order to ensure depth of leadership during responses. During local operations the Animal Emergency Response Team Leader may act as the Incident Commander. When deployed outside of San Diego County, Response Team Leaders will retain their NIMS title.

Response team leaders should be qualified as Level 5 Operations or, preferably, as Technician Level. In addition, Animal Emergency Response Team Leaders require the following:

IS-300 For Expanding Incidents- In person training only. This class is available through the [San Diego Urban Area Securities Initiative (UASI)](https://sduasi.org/default.aspx/MenuItemID/160/MenuGroup/Public+Training+and+Exercises.htm?AspxAutoDetectCookieSupport=1). Coordinate with assigned ERT staff to take this training.

Animal Emergency Response Team Leader [FEMA/NIMS job description can be found here.](https://drive.google.com/open?id=1rHLWonl2lhJKeBAUUsGKXxOlCvPC-yCX)

## Animal Search And Rescue (ASAR) Technician

The job of the ASAR Technician is to provide rescue competency in all areas required by the ASAR Technical Unit. The term “Technician” is used by FEMA for all members of the Technical Unit, but the unit is in fact comprised of classifications within a range of awareness, operations, and technician levels, as outlined in the task book.

ASAR Technical Unit members can download and print the skills task book here.  [ASAR Technical Unit Task Book](https://drive.google.com/file/d/1-_0g4P6FPfgbNnfDo8XK07OhOX8c_wUs/view?usp=sharing)

The SDHS ASAR Technician qualifications are built through a combination of the [FEMA/NIMS job description](https://drive.google.com/open?id=1njVGv40fPzLwyD0LvTAYoEIax_Qf6RaB) and the SDHS agency requirements. Agency training requirements are provided in a task book type format, in person, during unit training.

# Logistics Unit

The purpose of the Logistics Unit is to provide critical support for all emergency operations. The members of the Logistics Unit include volunteers and SDHS Support Services staff. Unit services may include operating forklifts, trucks, delivering materials, purchasing goods, installing equipment, providing power, water, and sanitation services to any SDHS permanent or temporary facility or location. During emergencies, the Support Services department of SDHS is very likely to be overwhelmed with the volume of needs. The Logistics Unit is therefore intended to provide additional capacity for the department and thereby serves the overall mission of SDHS. During non-emergencies, the Logistics Unit will help to provide the above services throughout the organization.

The Logistics Unit will maintain proficiency by assisting with, leading, and otherwise participating in a wide variety of support projects for the society during normal operations, including building improvement projects, maintenance, and other projects which support the needs of SDHS.

The Logistics Unit and its member positions are not FEMA/NIMS job types. Members are still required to complete the basic [FEMA training requirements](#_2et92p0) for all ERT members in order to ensure reimbursement during emergency operations in a federally declared disaster.

## Logistics Unit Leader

The Logistics Unit Leader is responsible for overseeing all aspects of the Logistics Unit including training, emergency operations, and non-emergency operations.

The Logistics Unit will generally have between 2 and 3 assigned Unit Leaders in order to provide depth of leadership during emergency operations.

## Logistics Specialist

Logistics Specialists provide a range of support services during emergency and non-emergency operations. Members will be required to have a valid driver’s license and be able to lift at least 45lbs with a good range of motion. Logistics Unit members may seek forklift, truck and trailer, RV, and other specialist qualifications. Other useful skills for the Logistics Specialist include building, maintenance, and painting.

# Incident Command Unit

The purpose of the Incident Command Unit is to organize and support field operations for the Emergency Response Team. This unit will generally operate from the ERT Command Vehicle or other ad hoc, tactical environments in order to provide communication, documentation, equipment, and other support services for field responders.

## Staging Area Manager

The Staging Area Manager (STAM) oversees staging of resources at forward operating locations or the Incident Command Post (ICP) designated by the Incident Commander and/or Operations Chief. The STAM ensures all necessary resources ordered by the Operations Chief are received, maintained, and dispatched at and from the staging area. STAM also works with the Logistics Unit Leader or their designee to ensure the availability of basic life sustainment resources (food, water, sanitation, security) and the timely delivery of other materials as needed.

The STAM will oversee the following Staging components:

* Check IN
* Safety
* Incident Info
* Medical
* Comms
* Resources and Tracking

This position is in development and does not yet have a job description. This position is open to staff and volunteers with sufficient experience for a field management position.

This is not a NIMS/FEMA typed position.

## Comms Leader

The Comms Leader is responsible for all tactical communications and incident documentation during fire response and other medium to large scale field responses. This position reports to the Field Operations Chief, or as assigned.

This position is in development and does not yet have a job description. Comms Leader is limited to SDHS staff or qualified senior dispatchers/similar qualified persons.

This is not a NIMS/FEMA typed position.

## Dispatch Specialist

The Dispatch Specialist acts as a tactical dispatcher during fire and other medium to large scale field responses. This position reports to the Comms Leader if available or as assigned.

This position is in development and does not yet have a job description. This role is limited to SDHS staff or already qualified dispatchers from other agencies on a volunteer basis.

This is not a NIMS/FEMA typed position.

## Incident Command Support Specialist

The role of the Incident Command Support Specialist is to provide incident intelligence, complete compliance paperwork, provide communications support, and generally support the needs of the staging area, Staging Area Manager, Comms Leader, and Field Operations Chief.

The Incident Command Support Specialist reports to the Field Operations Chief or other personnel as assigned.

This position is in development and does not yet have a full job description.

This is not a NIMS/FEMA typed position.

## Field Operations Chief

The FIeld Operations Chief is responsible for the entirety of ERT field operations during fire and other medium to large scale field operations.

The Field Operations Chief reports to the Incident Commander or other SDHS leadership as assigned.

This position is in development and does not yet have a job description. This is a staff only position.

This is not a NIMS/FEMA typed position.

# Policy Library

### [COVID-19 Responder Guidelines](https://docs.google.com/document/d/1lbeq1xkuGG9TQlkFe9LpcD3t8oxFkWEYnRHbEt5FKNI/edit?usp=sharing)

### [Hours Reporting Policy](https://docs.google.com/document/d/1Kqoat_pH9TMPWTNXGBDDBPOJ-pf4yzdGuaRY9zxM07Q/edit?usp=sharing)

### [Alcohol Policy](https://docs.google.com/document/d/1GZN-ixLTn_n02tZays9u5akv4wW5Q2G2QlFahFdQr6I/edit?usp=sharing)

### [WhatsApp Policy](https://docs.google.com/document/d/1ZtCm92ZvgTc7KLT-CVgnbNnzoVSspmpTwZ0ccZW2Dq8/edit?usp=sharing)

### [Uniform Policy](https://docs.google.com/document/d/1rCNgEVbv4nUBfssaz3C70cp5w94nDrwC3dqV52roWrA/edit?usp=sharing)

### [SDHS Volunteer Guidelines, Agreement and Release from Liability](https://docs.google.com/document/d/1T-Zwt9q2F3DJGEiCHlb898mA58YW9cxRkBFMywRSfgc/edit?usp=sharing)

### [ERT Onboarding Checklist (For reference only)](https://docs.google.com/document/d/17NRGAa70KeCEHBvxky1jm9JHpQA17mj_NV19ICWBm1A/edit?usp=sharing)

### [SDHS Emergency Response Team Deployment Guide](https://docs.google.com/document/d/1zQ1VJFZhqY8OIYPmGvDfLJwNJ26wwl0CRF2EMap_oe4/edit?usp=sharing)

### [Fleet Policy](https://docs.google.com/document/d/1-JrzzxqFAvbc48ZId6_H84Rf3OSV2Nh8rveGKfcdn5Q/edit?usp=sharing)

# Forms Library

## Fire Response

#### [ERT Activity Log](https://drive.google.com/open?id=1BasbUxj5oxCQvJ6SOX3tPYBHUxws2WjG)

Filled by all field units; document all activities large and small.

#### [Impound Notification](https://drive.google.com/open?id=12Rw41pCO15HLYGTg921ylzoiBq29ydpR)

(Print On Red Paper) Leave on

#### [Impound Record](https://drive.google.com/open?id=1ING_tkomlTAlk943JR121oeMJIxOciq1)

(Used for all calls for service; replicate this form as needed to ensure papers follow every animal, and always fill as completely as possible.)

#### [Shelter In Place Form](https://drive.google.com/file/d/1pI5PZ_AGmPV9nafGAAh_l78dZzV4DiW6/view?usp=sharing)

Leave on property to document care of animals.

#### [Shelter In Place Log](https://drive.google.com/file/d/1XrWt5JysY4mCYZ81FvKJ4u_MTjpSRtGx/view?usp=sharing)

A copy of this log is maintained by any field unit which provides shelter in place services and a master log is maintained at Incident Command.

#### [ERT Vehicle Assignment](https://docs.google.com/document/d/13vj3C1cl2h5d09dWNpyXOUoAy5a5rvsJPyC4V2KljBI/edit?usp=sharing)

This form is used any time a vehicle enters service at the staging area. The form indicates the capabilities of the vehicle, the unit assignment of the vehicle, and the occupants of the vehicle.

## Incident Command

#### [Basic Comms Plan](https://drive.google.com/file/d/16erV3kR5Sq5M2Sp6oMLWAkIX8Bm0CqqP/view?usp=sharing)

Overview of the basic comms plan of SDHS, which emphasizes RCS radio capability and the minimum of radio traffic necessary for safe operations.

#### [Command Vehicle Equipment Sign Out](https://drive.google.com/file/d/1GWAvVx2208hwpmRsg4Z8t9KZVoRHoh74/view?usp=sharing)

Used for any equipment signed out to field units. E.g. air compressor, jack, etc.

#### [SDHS Incident Command Chart](https://drive.google.com/file/d/1-Rbgahj4wH6x4G8fQxzU4HpC6xU9voBL/view?usp=sharing)

Overview org chart for emergency operations.

#### [ERT Incident Sign In](https://drive.google.com/file/d/13eBshn3yfJ7xZJ3zH6nyUWWGT0PbAR3L/view?usp=sharing)

Required for ALL personnel before starting work at any SDHS emergency site.

#### [Radio Sign Out Sheet](https://drive.google.com/file/d/1VC57bUbSM9C91XbxTBDGVTNYiPUcWgXM/view?usp=sharing)

Let’s face it; radios are expensive, especially the Motorollas. About $4000 each. All radios borrowed from command must be signed for.

#### [Shelter In Place Log](https://drive.google.com/file/d/1XrWt5JysY4mCYZ81FvKJ4u_MTjpSRtGx/view?usp=sharing)

A copy of this log is maintained by any field unit which provides shelter in place services and a master log is maintained at Incident Command.

## Ranch Inspection Forms

#### [Ranch Inspection Form, Fillable Format](https://drive.google.com/file/d/1vcKnSI0J6B1N8fgO_Mp-Kjqbfflsg_zD/view?usp=sharing)

Used for the pre-inspection of ranches prior to use as an emergency large animal shelter.

#### [Ranch Inspection Form, Print Version](https://docs.google.com/document/d/1nJmsmW6xQpEYI0tgqqS8UjZ4m-bTo3JgMZPynO74Kyc/edit?usp=sharing)

Used for the pre-inspection of ranches prior to use as an emergency large animal shelter.

## ICS Forms

#### [ICS 201 Incident Briefing](https://drive.google.com/file/d/1W-d7nfjSK--qzLJsngno2pOBdac7HYMa/view?usp=sharing)

#### [ICS 205 Radio Communications Plan](https://drive.google.com/file/d/1sRq2g7IFNG2KjTnrKEkw3PAD7B8CStdI/view?usp=sharing)

#### [ICS 205a, Communications List](https://drive.google.com/file/d/1zqILau1YG-nxWxL5l9liA-e5k0ln32Pa/view?usp=sharing)

#### [ICS 206 Medical Plan](https://drive.google.com/file/d/18GK9HVdhzhZeVte1bRMgwgHaxjx4mY9j/view?usp=sharing)

#### [ICS 207 Incident Organization Chart](https://drive.google.com/file/d/1EmF8ODtU9ePsL-IbCwJB-BIERFDIFntL/view?usp=sharing)

Generally not used by SDHS; Pre-established Org Chart or white boards substitute may be used.

#### [ICS 208 Safety Message-Plan](https://drive.google.com/file/d/1q-nU34nCPcoiA0Q2yvG_y2dWGgTt0QrD/view?usp=sharing)

#### [ICS 211 Incident Check In](https://drive.google.com/file/d/1pA_rud46qXrQiU5xkINwIZ5ZkBAjsjji/view?usp=sharing)

This form is generally substituted with the [ERT Incident Sign In](#_vk564ult9jt1) Form.

#### [ICS 214 Activity Log](https://drive.google.com/file/d/1wNLvfeOPcUgclPb0WOHNxduje8NkXCAK/view?usp=sharing)

Required for any and all response activities; critical component of reimbursement.

#### [ICS 221 Demobilization](https://drive.google.com/file/d/1kVofJ8IbiJTZD4eV1HpVU18ony5oxWD0/view?usp=sharing)

## Large Animal Forms

#### [Large Animal Disaster Intake Form](https://drive.google.com/open?id=1r-E1-9MUBK9_WHel6auWhesb9hUlIKWk)

Used upon intake of animals at the Large Animal Shelter (Receiving) site in order to provide additional information on incoming animals.

#### [Equine Evaluation Form CODE 3](https://drive.google.com/file/d/1HU12UiFzMG2t-4RPJcWlLosxr8jXAlJP/view?usp=sharing)

Health evaluation form for equine.

## Injury Reports

#### [Volunteer Injury Report](https://drive.google.com/file/d/15XyUZUoVHi_KtQC9XtnxxmLzStWqnfV-/view?usp=sharing)

## General/Training Forms

#### [Sign-in Form](https://drive.google.com/open?id=1gb_CtlkZ4jfIEVgG0Ji-t9PLzuKNNSBYB7bZ63iwtbk)

Used for sign in and hours tracking at ALL non-emergency ERT events and training

#### [Small Animal Care and Handling Specialist Training Sheet](https://docs.google.com/document/d/1sKp3oumNtJ0fHvVr3oeRWKTg-4sHRO_3Ypuu17O_6iQ/edit?usp=sharing)

Used for all members who will complete the small animal care and handling training.

#### [Moderate Work Capacity Test](https://drive.google.com/file/d/13kBmVOGATPlAa4guXGHlSY7QBLaYznPD/view?usp=sharing)

Used for all members whose roles require them to operate behind fire lines.

## Small Animal Sheltering Forms

#### [ERT Operation Intake Color System](https://docs.google.com/document/d/11gB4a4CSs0wKhShHhBDImy5VJegj1UKAqI979bxB_6o/edit?usp=sharing)

Color coding system for behavior and medical status.

#### [Animal Inventory Form-Temporary Shelter](https://docs.google.com/document/d/1ebrl_UsBpEP5WFb6ae9HLyt6gXC2MnUrsRYy7YZ3j5A/edit?usp=sharing)

#### [Owner Information Form](https://docs.google.com/document/d/1V2PEIbZh4s8fzcVb582xd_7MW36pFMAgp5EsC3S1anY/edit?usp=sharing)

## Vehicle Forms

#### [ERT Driver Training Record](https://drive.google.com/open?id=1v0ckGt-PknWQJfo6qVyViyeb9MpCEc0H)

#### [ERT Vehicle Inspection Checklist](https://drive.google.com/open?id=1v0ckGt-PknWQJfo6qVyViyeb9MpCEc0H)

#### [Employee and Volunteer Vehicle Use Form](https://drive.google.com/open?id=14VwhKfjNLYnBkwXiyrw0jOjOX0ensOLN)

#### [SDHS Auto Accident Report](https://drive.google.com/open?id=14b0mEBZ4-CRrpBj33U40cVPKuttpEKGS)

## Accounting Forms

#### [Deployment Expense Tracking Form](https://docs.google.com/document/d/1PARFXXhA7zEMUb3cHi6nktNM3AgwZVisIT5VnsGthac/edit?usp=sharing)

#### [ASPCA Reimbursement Guidelines](https://drive.google.com/file/d/16QSBteYt_gbls-0ItGNROrYgm-KFDIKP/view?usp=sharing)

#### [ERT-ASPCA Accounting Procedures](https://drive.google.com/file/d/101Vo7rE78SZ8pagnc1Yei2ejUwlgAoXd/view?usp=sharing)