

**Appendix D**

**Job Descriptions**

# Animal Response Branch Director



**Supervisor:** Jurisdictional Incident Command

**Subordinate Positions:** All Animal Response (AR) Functions

## ***General Position Description:***

The Branch Director is responsible for coordination of the Animal Response. Communication with overall incident command, this position may, on small or isolated incidents, act as incident command. The IC is responsible for the Daily Action Plan (DAP) and the implementation of that plan through daily briefings, team management, task prioritizations, information management, team accountability, and overall outcome of the response.

## ***Specific Duties:***

- Develop Daily Action Plan with command staff and overall IC.
- Implement DAP through communications and start of shift debriefings.
- Communicate status reports to Liaison or EOC or IC as appropriate.
- Maintain knowledge and control of overall Incident Action Plan (IAC).
- Appoint Officers and Chiefs as needed.
- Take situation reports and updates from Chiefs and Officers.
- Determine overall response objectives, and strategy.
- Set immediate and shift priorities.
- Develop and Disseminate with PIO daily messages and response needs.
- Work closely with Liaison Officer for response needs and reports.
- Coordinate with key officials.
- Maintain contact and communication with overall IC.
- Authorize/Approve release of information to community and media.
- Maintain overall responsibility for fiscal, equipment, safety, and personnel accountability.
- Ensure accountability.
- Ensure documentation and proper reporting procedures are followed.
- Maintain a professional and respectful demeanor at all times to preserve and promote the good name of NHDART and other responding agencies.

# Animal Response Public Information Officer



**Supervisor:** Animal Response Branch Director

**Subordinate Positions:** PIO Deputy

## ***General Position Description:***

The Public Information Officer is responsible for any media contact for the disaster animal issues. The PIO will report directly to the AR Branch Director, to develop, edit, and disseminate any incident information that needs to reach the media and the public. The dissemination of information will be done through press releases, press conferences, interviews, and direct solicitation of the local media outlets. The position may require coordination with the Joint Information Center (JIC) and will be required to coordinate with Information Officers from other agencies involved in the disaster efforts.

## ***Specific Duties:***

- Attend shift briefings and give any media messages and updates as the situation warrants.
- Evaluate the media situation
- Meet with and work closely with the Jurisdictional Commanders PIO to ensure accurate and complete information sharing.
- Obtain copies of any press releases pertaining to the incident.
- Set up an on-scene press center or work within the JIC.
- Coordinate with Operations Division for media visits to work sites and conduct media tours.
- Keep AR Branch Director informed of all press activities in advance.
- Assist in writing of daily action plans.
- Assist in determination of daily message and brief all workers on that message.
- May also act as liaison officer for the EOC.

# Animal Response Safety Officer

**Supervisor:** Animal Response Branch Director

**Subordinate Positions:** All AR Functions



## ***General Position Description:***

The Animal Response Safety Officer is responsible for the overall safe operations of the animal response efforts. Immediate supervision tasks are outlined to prevent accidents and protect the life and health of the disaster responders; tasks include supervision of operations, vehicle inspections, accountability, and coordination of security measures. The SO is responsible for collecting reports and filing proper documentation on any hazards and injuries. The SO reports directly to the AR IC. The Safety Officer may appoint a deputy to assist in the oversight of the operations procedures. The safety officer or their appointed deputy may halt any operations at any time in the interest of ensuring immediate responder safety.

## ***Specific Duties:***

- Conduct random team task safety checks for procedures or equipment usage
- Report hazards and conditions to IC.
- Report, document, and follow up on any injuries to responders and volunteers.
- Ensure proper use of personal protective equipment.
- Develop and be familiar with emergency evacuation and medevac considerations.
- Identify potential hazards at shelter as well as in response area.
- Attend daily shift briefings and update responders on current safety/hazard considerations.
- Enforce team duty limits.
- Ensure some form of security.
- Ensure medical rehab for all responders.

# Animal Response Liaison Officer

**Supervisor:** Animal Response Branch Commander, Jurisdictional Incident Command

**Subordinate Positions:** All AR Functions



## *General Position Description:*

The AR Liaison Officer acts as the primary contact between the AR branch and the other responding agencies. These agencies may include, but are not limited to: the National Veterinary Response Team, ARC, Jurisdictional Emergency Management, and other animal care organizations. The AR Liaison maintains planning and operational contact to ensure that any issues of concern or interest are identified and shared across agency lines. This position may require time spent in the Emergency Operations Center, or the Response Command Post. The position is only truly necessary for multiple jurisdictional response incidents. As this position is a general coordination position across agency lines, this person may be appointed to the response team from another agency.

## *Specific Duties:*

- Establish and maintain interagency contact list.
- Keep all agencies supporting the response abreast of incident status and response level.
- Monitor incident operations to identify current or potential interagency cross-cutting.
- Work closely with the other members of command staff to ensure consistent team delivery and unified professional appearance.
- Offer methods of coordination and promote the message of NHDART to the other responding agencies.

## Animal Response Operations Section Chief



**Supervisor:** Animal Response Branch Director

**Subordinate Positions:** Shelter Manager\*, Medical Branch Director, Rescue Branch Director, Transport Branch Director.

*\*If a response is limited to running a temporary pet shelter, the Shelter Manager may fill this role as supervisor to these other positions.*

### ***General Position Description:***

The AR Operations Chief is responsible for overseeing all aspects of the response that involve direct contact with animals impacted by the disaster. The Operations Chief is responsible for ensuring proper procedures are followed per the NHDART Operations Guide in relation to all animal issues. The operations chief is also responsible for ensuring that proper paperwork is completed and filed accordingly. The position will report directly to the AR Branch Director and will conversely disseminate all daily information or changes in operational tactics to all subordinate positions.

### ***Specific Duties:***

- Attend daily shift briefings and conduct group briefings and updates as needed.
- Direct management and oversight of all tactical response functions.
- Establish appropriate tactical divisions as incident warrants.
- Appoint and supervise appropriate supervisors in each tactical division.
- Advise AR Branch Director on operational/tactical section of the IAP.
- Request additional resources from logistics as needed.
- Maintain close communications with command staff for overall response considerations
- Oversee and monitor all remote field operations.
- Determine communications needs and develop a communications plan with logistics chief.
- Compile daily situations analysis and complete appropriate reports.

## Animal Response Planning Section Chief

**Supervisor:** Animal Response .Branch Director

**Subordinate Positions:** All Planning Function Positions



### ***General Position Description:***

The AR Planning Section chief is required to maintain constant vigilance for potential changes that will need to be made in operational procedures. The planning chief will have to monitor for changes in weather conditions, potential needs for additional or specialized personnel, and escalation or de-escalation. The planning section chief will report directly to the AR branch director and will coordinate planning functions with the liaison officer and the operations chief.

### ***Specific Duties:***

- Collect, evaluate, process, and disseminate information on situation for the purpose of planning.
- Monitor weather and scene conditions.
- Prepare next shift briefings.
- Prepare daily planning situation reports and discuss potential needs with command staff.
- Assess resource capacity for response.
- Collect, organize, and map all incident intelligence.
- Develop and assist in implementation of de-mobilization plan.
- Establish and enforce an emergent volunteer program.
- Assist in initial damage assessment and resource identification for deployment.
- Coordinate ongoing assessment and changing situational needs with command staff.
- Identify needs not being met by overall IAP.

# Animal Response Logistics Section Chief

**Supervisor:** Animal Response Branch Director

**Subordinate Positions:** Donations Manager, Volunteer Coordinator



## ***General Position Description:***

The Logistics Section Chief is responsible for ensuring that needed equipment, personnel, supplies, and services are available for the Animal Response Branch. The Logistics Chief will oversee all supply and demand procedures, and will ensure complete and accurate record keeping for all incoming and distributed supplies. Also, coordination with the command staff is essential for effective logistics support.

## ***Specific Duties:***

- Identify, define and acquire immediate needs of team.
- Establish/utilize the management/accountability system for team equipment and supplies.
- Utilize the established support request procedures.
- Determine/establish the ability to obtain, move, and store resources.
- Evaluate requests for additional personnel and skilled response needs.
- Administer the volunteer orientation program on scene for unaffiliated volunteers.
- Work with operations and command to determine communications needs and supervise the administration of those needs.
- Track and maintain all equipment.
- Supervise all incident support needs.
- Supervise all donation acquisition and requests for supplies to be donated.
- Coordinate donations requests thru PIO and Liaison.
- Establish transport capacity.
- Ensure food, water, supplies, accommodations for all AR responders.
- Provide for medical care for AR Responders.
- Complete and accurate record keeping is paramount.

# Animal Response Finance/Administration Section Chief



**Supervisor:** Animal Response Incident Commander (Branch Director)

**Subordinate Positions:** Administrative/Finance positions

## ***General Position Description:***

The AR Finance/Administrative Section Chief is responsible for the overall administrative functions within the incident response. The section chief is also responsible for tracking all financial costs and personnel hours during the response and recovery phase of the incident. The section chief may be authorized to sign purchase orders and will be appointed to manage all check requests and bills to be paid. The Finance/Administration Section Chief will also be responsible for obtaining, filing, and storing all reports and documents during and after the response.

## ***Specific Duties:***

- Supervise and track all financial aspects of an incident.
- Track expenditures.
- Coordinate disbursement requests.
- Manage all office functions (faxing, copying, filing, etc.).
- Maintain accountability and reporting requirements in accordance with NHDART SOP's.
- Ensure accurate record keeping of all functions.
- Ensure accurate recording keeping of daily personnel hours, especially volunteer responders.
- Manage vendor contracts, leases, and equipment time records with logistics section chief.
- Follow up with all injury, compensation, and property issues and claims.
- Prepare and provide all incident cost analysis and reports.
- Work closely with the Donations Manager to track all financial donations and in-kind goods or services.

# Animal Response Donations Coordinator

**Supervisor:** AR Logistics Section Chief

**Subordinate Positions:** Donation Management Deputy



## ***General Position Description:***

The AR Donations Management Coordinator reports directly to the AR Logistics Section Chief. The Donation Management Coordinator is responsible for overseeing all donation components of the incident response. The officer works to oversee all incoming donations of goods, services, and money, as well as coordinating the disbursal of donations to the public. The Donations Management Officer may appoint a deputy as needed.

## ***Specific Duties:***

- Coordinate with Logistics Section Chief and PIO on what donations are needed and what donations have come in.
- Maintain a log of all donations.
- Maintain accurate records for people who have made financial donations.
- Work with logistics section chief or appoint logistics deputy to store and transport donated goods.
- Maintain all tracking paperwork.
- Report at least once per shift to Logistics Section Chief and more frequently as needed.
- Attend shift briefings and debriefings.
- Contact businesses for donations.
- Turn in all donation forms to the Finance/Administrative Section each day.
- Keep log of all donation contacts including returns and rejections.
- Communication with donation deputy.
- Updates supply list for the Logistics Section and the Animal Care Supervisor.

## Animal Response Shelter Manager



**Supervisor:** Animal Response Branch Director or Animal Response Operations Section Chief

**Subordinate Positions:** Veterinary Supervisor, Field Rescue Supervisor, Transportation Supervisor.

### ***General Position Description:***

The AR Shelter Manager is responsible for overseeing all aspects of the design, maintenance, and operation of the temporary pet shelter. The Shelter Manager is responsible for ensuring proper procedures are followed per the VDART Operations Guide in relation to all animal care issues and is also responsible for ensuring that proper paperwork is completed and filed accordingly. The position will report directly to the AR Branch Director or Operations Section Chief and will conversely disseminate all daily information or changes in operational tactics to all subordinate positions.

### ***Specific Duties:***

- Attend daily shift briefings and conduct group briefings and updates as needed.
- Ongoing inspection of the shelter for sanitation, safety and security concerns.
- Monitor the care of the animals to include proper housing, feeding, medication, exercise, sanitation and humane care.
- Assist in the training and scheduling of volunteers in the animal shelter.
- Approve the daily supply list and forward to Operations Chief.
- Work closely with Office Supervisor to make sure that animals are admitted and released properly.
- Work closely with the Veterinary Supervisor to ensure good communication and animal health care practices are being followed.
- Compile daily situations analysis and complete appropriate reports.
- Inspect the facility prior to occupying and before deactivation.

# Animal Response Volunteer Coordinator

**Supervisor:** AR Logistics Section Chief

**Subordinate Positions:** As assigned



## ***General Position Description:***

The AR Volunteer Coordinator is responsible for management of volunteers in the disaster effort. The position will require the ability to interview and screen emergent volunteers at the emergency pet shelter. The position will also be responsible for establishing tracking procedures to document all volunteer hours, contact information, and liability releases.

## ***Specific Duties:***

- Identification of volunteers and assignment of tracking procedures.
- On scene screening and training of emergent volunteers.
- Determination of appropriate tasks for emergent volunteers.
- Documentation of any volunteer tasks, injuries, etc.
- Ensuring that all volunteers are briefed daily on tasks and daily needs.
- Paperwork management especially for liability releases for all on scene volunteers.

# Animal Response Veterinary Supervisor

**Supervisor:** AR Operations Section Chief

**Subordinate Positions:** Veterinarians and Veterinary Technicians



**NOTE:** Please be aware that veterinary licenses may not be valid in the state that requires the response. Please note that this does not prohibit response, but may restrict activities of a medical nature.

## ***General Position Description:***

The AR Veterinary Supervisor will be a veterinarian responsible for overseeing all medical operations in the response. The AR Veterinary Supervisor must work with the AR Operations Chief to ensure proper care is available for the animals affected by the disaster. The position requires the person to be a VT licensed veterinarian with the ability to manage and supervise the medical operations of the veterinarians responding to the disaster. In the event of a small scale response, the position may be filled by a licensed veterinary technician

## ***Specific Duties:***

- Overseeing the animal medical needs and treatments.
- Ensuring that appropriate medications are made available for the care of animals.
- The position may be required to make euthanasia decisions and set standards based on the response
- Work closely with the AR Operations Section Chief to ensure that medical needs are met for the animals.
- Oversee the rendering of veterinary care, and assist in the triaging of incoming medical needs.

## Animal Response Veterinarians

- **Small Animal**
- **Large Animals**
- **Exotics**



**Supervisor:** AR Veterinary Care Supervisor

**Subordinate Positions:** Veterinary Technician – Small Animal, or as assigned

### ***General Position Description:***

The AR Veterinary will deal with animals requiring medical care that are brought into the shelter. The position will require the ability to triage medical cases and the ability to make decisions on euthanasia with the AR Veterinary Care Supervisor. The position will have a vet tech or assistant assigned, and therefore requires the ability to supervise.

### ***Specific Duties:***

- Triage incoming animals in their sector.
- Administration of vaccinations
- Laboratory testing as necessary and available.
- Treatment of animals for new or pre-existing medical conditions.
- Possibly performance of surgical procedures as needed and as possible.
- Administration of medications and other care as needed.
- Documentation of all animal care and medication administered.
- Reporting and appropriate documentation of any euthanasia or carcass disposition.
- Ensure that appropriate husbandry and care needs are met by all animals under medical care.

## Animal Response Veterinary Technicians



- **Small Animal**
- **Large Animal**
- **Exotics**

**Supervisor:** Veterinarian (Small Animal, Large Animal, Exotic, or as assigned)

**Positions:** As assigned

### ***General Position Description:***

The AR Veterinary Technician is responsible for assisting the veterinarian on scene with medical care. In the event that there is no vet on scene the vet tech will be responsible for the triage of all incoming animals, and advise on the movement of animals in need of care to appropriate medical facilities. The position will require the ability to calculate medication dosages, take vital signs, and knowledge of medical care procedures.

### ***Specific Duties:***

- Assisting the veterinarian with medical procedures.
- Assisting with intake and triage of animals for care.
- Administration of medications and vaccines as assigned.
- Documentation of medical care.
- Taking of vital signs, and documentation of changes in status.
- Assisting in euthanasia as needed.
- Assisting in surgery as needed.
- General care and husbandry of animals in the medical sector.
- Other duties as assigned.

# VDART Regional Operating Team Leader



Purpose	To develop and maintain a strong, effective, well-trained team of volunteers capable of responding to both local and statewide emergencies affecting animals.
Key Responsibilities	<ul style="list-style-type: none"> <li>• Helps establish a culture of pride, active participation and volunteer leadership in pursuit of building capacity and establishing long-term sustainability within the team.</li> <li>• Lead the team in emergency pet shelter set-up when activated</li> <li>• Assists the VDART chair to increase organizational capacity through regional team development.</li> <li>• Collaborates with fellow team leaders to identify and develop trainings for volunteers and community partners.</li> <li>• Facilitates team meetings and activities.</li> <li>• Works with VDART chair to provide supervision, mentoring and career development to support team members.</li> <li>• Acts as a point of contact for local team members.</li> <li>• Works with VDART chair to mobilize volunteers and team resources in a timely manner to respond to an incident.</li> <li>• Develops working relationships with community emergency management directors and first responders.</li> </ul>
Relationships	VDART Board of Directors, volunteers, government and community partners.
Qualifications	<ul style="list-style-type: none"> <li>• Passion for the mission of VDART.</li> <li>• Strong leadership, motivational and team building skills.</li> <li>• Good verbal and written communication skills</li> <li>• Initiative and imagination.</li> <li>• Knowledge of methods of organization, planning, management, and supervision.</li> <li>• Ability to evaluate situations and exercise good judgment in making decisions.</li> <li>• Ability to lead disaster volunteers.</li> <li>• Ability to organize, delegate and respond to emergencies and change.</li> <li>• cursory knowledge of animal husbandry and emergency management is preferred but not required.</li> </ul>
Training	<ul style="list-style-type: none"> <li>• Read Operations Manual</li> <li>• ICS 100, ICS 200, ICS 700, ICS 800</li> <li>• FEMA Animals in Disaster A and B, and Livestock in Disasters</li> <li>• Emergency Pet Sheltering Course – Basic (VDART, NH DART, Other)</li> <li>• Other relevant training as available (large animal handling, pet first aid, shelter management, technical animal rescue, etc.)</li> </ul>
Time Commitment	3-5 hours per week (will be more during a large scale disaster)
Development Opportunities	<ul style="list-style-type: none"> <li>• Leadership in high profile service organization within Vermont.</li> <li>• Enhance personal organizational and leadership skills.</li> <li>• Increase professional network.</li> <li>• Enhance knowledge of disaster preparedness and response, shelter management and animal handling skills.</li> </ul>