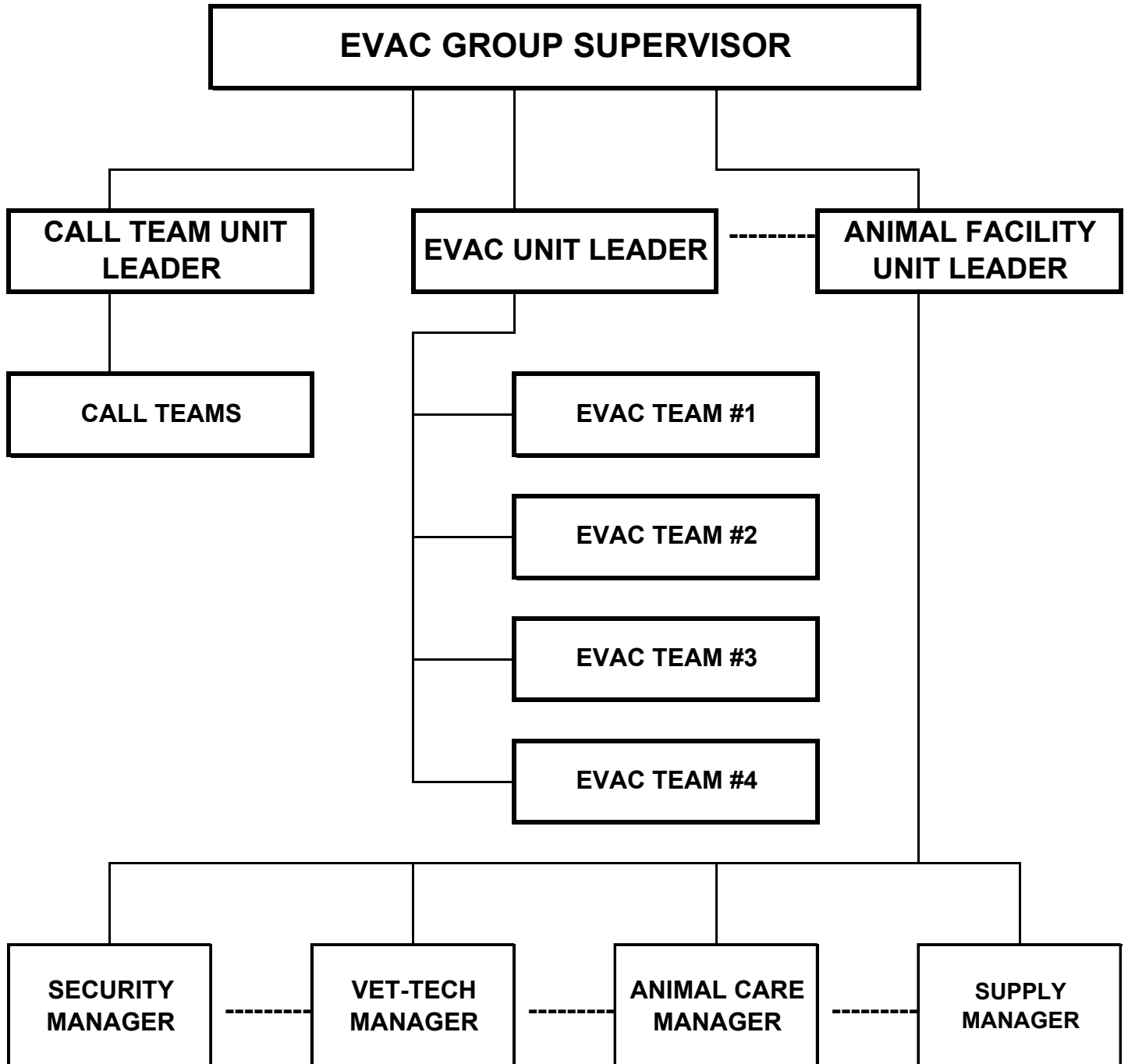




**ALTA LOMA RIDING CLUB
EMERGENCY RESPONSE TEAM
ANIMAL EVAC
ORGANIZATIONAL CHART**



----- = COMMUNICATIONS PATH



ALTA LOMA RIDING CLUB EMERGENCY RESPONSE TEAM ANIMAL EVAC - CHECKLIST EVAC GROUP SUPERVISOR

EVAC GROUP SUPERVISOR _____

DATE OF INCIDENT _____

- 1) RESPOND TO THE INCIDENT COMMAND POST AS DIRECTED BY REQUESTING AGENCY
NAME OF REQUESTING AGENCY _____
NAME OF REQUESTING OFFICIAL _____
TIME OF REQUEST _____
COMMAND POST LOCATION _____
- 2) CONTACT CALL TEAM UNIT LEADER TO PUT CALL TEAM MEMBERS ON STAND-BY
NAME OF CALL TEAM UNIT LEADER _____
- 3) REPORT TO THE OPERATIONS SECTION CHIEF @ INCIDENT COMMAND POST
OPERATIONS SECTION CHIEF NAME _____
TIME OF ARRIVAL _____
DISCUSS TYPE AND SCOPE OF INCIDENT WITH OPERATIONS SECTION CHIEF AND DETERMINE ESTIMATED
NUMBER OF ALRC EVACUATION TEAMS AND SUPPORT PERSONNEL LEVEL
TYPE OF INCIDENT _____
SCOPE OF INCIDENT _____
EVAC TEAMS REQUESTED _____
ESTIMATED SUPPORT PERSONEL _____
DETERMINE SUITABLE EVAC COMMAND POST AND STAGING AREA LOCATION(S)
ALRC COMMAND POST LOCATION _____
ALRC STAGING AREA LOCATION(S) _____
- 4) INITIATE AND MAINTAIN EVAC GROUP SUPERVISOR INCIDENT LOG
- 5) CONTACT CALL TEAM UNIT LEADER ADVISING TYPE & SCOPE OF INCIDENT, ALRC COMMAND POST AND
STAGING AREA(S) LOCATIONS, ESTIMATED NUMBER OF EVAC TEAMS REQUIRED AND ADVISE
SUPPORT LEVEL ANTICIPATED FOR EVAC STAGING AREA
TIME OF ASSISTANCE REQUEST _____
- 6) BRIEF ALRC EVAC UNIT LEADER UPON HIS/HER INITIAL CALL FROM ALRC COMMAND POST
EVAC UNIT LEADER NAME _____
- 7) PROVIDE ALRC EVAC UNIT LEADER WITH EVACUATION LOCATIONS AND ESTIMATED NUMBER
OF ANIMALS AT EACH LOCATION ON AN ONGOING BASIS
- 8) UPDATE OPERATIONS SECTION CHIEF UPON COMPLETION OF EACH EVACUATION AS COMPLETED
ON AN ONGOING BASIS
- 9) COMMUNICATE REQUESTS FROM EVAC UNIT LEADER AND ANIMAL FACILITY UNIT LEADER FOR SUPPLIES
OR FIELD ASSISTANCE FROM FIRE DEPARTMENT AND/OR LAW ENFORCEMENT OFFICIALS TO OPERATIONS
SECTION CHIEF
- 10) COORDINATE OPERATIONS WITH EVAC UNIT LEADER AND ANIMAL FACILITY UNIT LEADER
- 11) DOCUMENT DE-BRIEFING MEETING WITH OPERATIONS SECTION CHIEF AT TERMINATION OF INCIDENT
NAME OF DE-BRIEFING SECTION CHIEF _____
DATE AND TIME OF TERMINATION _____
- 12) PROCEED TO COMMAND POST/STAGING AREA(S) TO OVERSEE SHUTDOWN OF OPERATIONS
- 13) CONDUCT DE-BRIEFING MEETING WITH ALRC EVAC COMMAND GROUP PERSONNEL



ALTA LOMA RIDING CLUB EMERGENCY RESPONSE TEAM ANIMAL EVAC - CHECKLIST CALL TEAM UNIT LEADER

CALL TEAM UNIT LEADER _____

DATE OF INCIDENT _____

- 1) UPON RECEIPT OF THE INITIAL CALL FROM THE GROUP SUPERVISOR BEGIN CONTACTING EMERGENCY RESPONSE TEAM MEMBERS SETTING UP AN EVAC UNIT LEADER, ANIMAL FACILITY UNIT LEADER AND THREE CALL TEAM MEMBERS (TWO AND YOURSELF). DIVIDE THE CALL LIST EQUALLY BETWEEN THE CALL TEAM MEMBERS. OBTAIN CELL PHONE AND LAND LINE NUMBERS FOR EACH VOLUNTEER ADVISING ALL TO STAND BY UNTIL CONTACTED WITH EVAC SPECIFICS.

GROUP SUPERVISOR / PHONE / CELL _____

EVAC UNIT LEADER / PHONE / CELL _____

ANIMAL FACILITY LEADER / PH / CELL _____

CALL TEAM MEMBER / PHONE / CELL _____

CALL TEAM MEMBER / PHONE / CELL _____

CALL TEAM MEMBER / PHONE / CELL _____

CALL TEAM MEMBER / PHONE / CELL _____

- 2) UPON RECEIVING EVAC SPECIFICS FROM GROUP SUPERVISOR ADVISE HIM/HER OF EVAC UNIT LEADER AND ANIMAL FACILITY LEADER INFORMATION.

TYPE OF INCIDENT _____

SCOPE OF INCIDENT _____

EVAC TEAMS REQUESTED _____

ESTIMATED SUPPORT PERSONNEL _____

ALRC COMMAND POST LOCATION _____

PRIMARY STAGING AREA LOCATION _____

ALT. STAGING AREA LOCATION(S) _____

PRIMARY VETERINARIAN _____

- 3) INITIATE AND MAINTAIN CALL TEAM UNIT LEADER INCIDENT LOG
- 4) CONTACT CALL TEAM MEMBERS ADVISING EVAC SPECIFICS SO THEY CAN BEGIN CALLING VOLUNTEERS
- 5) COMMUNICATE WITH GROUP SUPERVISOR AND CALL TEAM MEMBERS TO ENSURE PROPER STAFFING OF COMMAND POST AND STAGING AREA(S)
- 6) PROCEED TO PRIMARY EVAC STAGING AREA TO ASSIST OPERATIONS PERSONNEL AND CONTINUE TO CALL VOLUNTEERS FROM THAT LOCATION SO AS TO MAINTAIN PROPER STAFF LEVELS
- 7) ASSIST WITH STAGING AREA SHUTDOWN OF OPERATIONS AND PARTICIPATE IN DE-BRIEFING



ALTA LOMA RIDING CLUB EMERGENCY RESPONSE TEAM ANIMAL EVAC - CHECKLIST EVAC UNIT LEADER

EVAC UNIT LEADER _____

DATE OF INCIDENT _____

- 1) RESPOND TO ALRC COMMAND POST AS DIRECTED BY THE EVAC GROUP SUPERVISOR / CALL TEAM MEMBER
 - DIRECTED BY _____
 - TIME OF REQUEST _____
 - ALRC COMMAND POST LOCATION _____
 - TIME OF ARRIVAL _____

- 2) CONTACT THE EVAC GROUP SUPERVISOR UPON ARRIVAL AT THE ALRC COMMAND POST AND RECEIVE BRIEFING REGARDING THE FOLLOWING:
 - TYPE OF INCIDENT _____
 - SCOPE OF INCIDENT _____
 - EVAC TEAMS REQUESTED _____
 - PRIMARY STAGING AREA _____
 - 1ST ALTERNATE STAGING AREA _____
 - 2ND ALTERNATE STAGING AREA _____
 - CALL TEAM UNIT LEADER NAME _____
 - FACILITY UNIT LEADER NAME _____
 - PRIMARY VETERINARIAN NAME _____

- 3) INITIATE AND MAINTAIN GROUP SUPERVISOR INCIDENT LOG

- 4) COMMUNICATE WITH FACILITY UNIT LEADER AS NECESSARY

- 5) ASSIGN EVAC TEAMS AS VOLUNTEERS ARRIVE AT ALRC COMMAND POST (CONTINUE OF BACK OF PAGE) AND ASSIGN BLOCKS OF NUMBERS TO EACH TEAM FOR USE AS ANIMAL EVAC LOG NUMBERS FOR EACH ANIMAL THEY PICK UP (TEAM #1=101THRU 199 - TEAM #2=201 THRU 299 - ETC.)
 - EVAC TEAM #1 - EVAC TEAM LEADER _____
 - EVAC TEAM SPECIALIST _____
 - EVAC TEAM SPECIALIST _____

 - EVAC TEAM #2 - EVAC TEAM LEADER _____
 - EVAC TEAM SPECIALIST _____
 - EVAC TEAM SPECIALIST _____

 - EVAC TEAM #3 - EVAC TEAM LEADER _____
 - EVAC TEAM SPECIALIST _____
 - EVAC TEAM SPECIALIST _____

 - EVAC TEAM #4 - EVAC TEAM LEADER _____
 - EVAC TEAM SPECIALIST _____
 - EVAC TEAM SPECIALIST _____

- 6) UPDATE EVAC GROUP SUPERVISOR OF AVAILABLE EVAC UNITS (ONGOING)

- 7) DISPATCH EVAC TEAMS TO EVAC LOCATIONS AS DIRECTED BY THE GROUP SUPERVISOR (ONGOING)

- 8) DISPATCH EVAC TEAMS TO ANIMAL STAGING AREA(S) AND INFORM GROUP SUPERVISOR OF ANIMAL HEAD COUNT (ONGOING) AND LOG ANIMAL EVAC NUMBERS

- 9) COMMUNICATE REQUESTS FROM EVAC TEAMS FOR FIRE / LAW ENFORCEMENT ASSISTANCE AND / OR PROVISIONS

- 10) ASSIST EVAC TEAMS AS NECESSARY WHILE MAINTAINING COMMUNICATION WITH EVAC GROUP SUPERVISOR

- 11) PROCEED TO STAGING AREA TO ASSIST WITH SHUTDOWN OF OPERATIONS AND PARTICIPATE IN DE-BRIEFING



ALTA LOMA RIDING CLUB EMERGENCY RESPONSE TEAM ANIMAL EVAC - CHECKLIST EVAC TEAM LEADER

EVAC TEAM LEADER _____

DATE OF INCIDENT _____

- 1) INITIATE AND MAINTAIN EVAC TEAM INCIDENT LOG BY OBTAINING NECESSARY INFORMATION TO COMPLETE TOP PORTION OF LOG FROM EVAC UNIT LEADER. IT MAY NOT BE POSSIBLE TO COMPLETE ALL SECTIONS OF THE LOG AT TIME OF DISPATCH. OBTAIN STAGING AREA PERSONNEL INFORMATION UPON ARRIVAL AT THE STAGING AREA LOCATION - NOT BY RADIO COMMUNICATION - HELP KEEP THE RADIO FREQUENCY OPEN.
- 2) RESPOND TO EVAC LOCATION(S) AS DIRECTED BY THE EVAC UNIT LEADER
- 3) PREPARE ANIMAL IDENTIFICATION FORM FOR EACH HORSE EVACUATED
- 4) MARK EACH ANIMAL WITH APPROPRIATE ANIMAL I.D. NUMBER
- 5) REPORT ANY INJURIES, LOADING PROBLEMS ETC. TO THE EVAC UNIT LEADER IMMEDIATELY
- 6) REPORT TO THE EVAC UNIT LEADER UPON COMPLETION OF LOADING AT EVAC LOCATION TO OBTAIN STAGING AREA LOCATION
- 7) PROCEED TO STAGING AREA LOCATION, CHECK IN WITH MAIN GATE SECURITY PERSONNEL AND DELIVER ANIMAL(S) TO THE VET-TECH MANAGER
- 8) REPORT AVAILABILITY OF TEAM TO EVAC UNIT LEADER FOR FURTHER ASSIGNMENT
- 9) COMMUNICATE NEED FOR SUPPLIES OR FIRE/LAW ENFORCEMENT ASSISTANCE TO EVAC UNIT LEADER
- 10) ASSIST WITH TRANSPORTING ANIMALS TO ALTERNATE STAGING AREA(S) OR LONG TERM CARE FACILITIES AS DIRECTED BY THE EVAC UNIT LEADER
- 11) PROCEED TO STAGING AREA TO ASSIST WITH SHUTDOWN OF OPERATIONS AND PARTICIPATE IN DE-BRIEFING



**ALTA LOMA RIDING CLUB
EMERGENCY RESPONSE TEAM
ANIMAL EVAC - INCIDENT LOG
EVAC TEAM LEADER**

<u>RADIO NUMBER</u>
<u>RADIO FREQUENCY</u>

1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. GROUP SUPERVISOR NAME	5. EVAC TEAM NUMBER/ANIMAL I.D. NO'S.	6. OPERATIONAL PERIOD
7. EVAC UNIT LEADER NAME	8. PRIMARY STAGING AREA LOCATION	9. ALRC COMMAND POST LOCATION
10. EVAC TEAM LEADER NAME	11. EVAC TEAM SPECIALIST NAME	12. EVAC TEAM SPECIALIST NAME
13. VETERINARIAN NAME	14. VET-TECH MANAGER NAME	15. ANIMAL CARE MANAGER NAME

ACTIVITY LOG (CONTINUE ON REVERSE)

TIME	MAJOR EVENTS	ANIMAL I.D. NUMBER



ALTA LOMA RIDING CLUB EMERGENCY RESPONSE TEAM ANIMAL IDENTIFICATION FORM

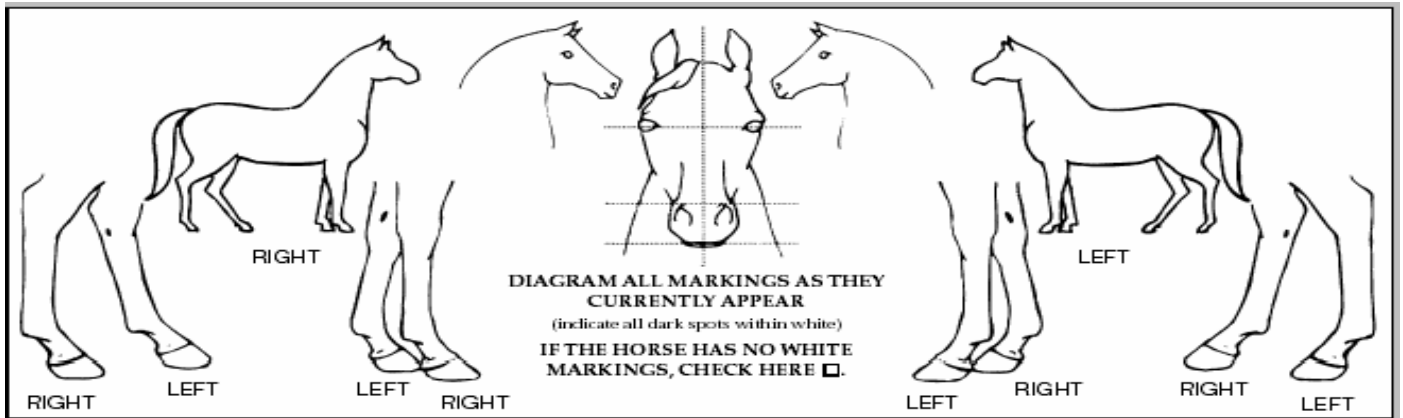
<u>ANIMAL I.D. NUMBER</u>

1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. GROUP SUPERVISOR NAME	5. PREVIOUS/SUBSEQUENT ANIMAL I.D. NO.	6. OPERATIONAL PERIOD
7. EVAC PICK-UP LOCATION / ADDRESS	8. FIRE/LAW ENFORCEMENT CONTACT NAME	9. PRIMARY STAGING AREA LOCATION
10. EVAC TEAM LEADER NAME	11. EVAC TEAM SPECIALIST NAME	12. EVAC TEAM SPECIALIST NAME
13. VETERINARIAN NAME	14. VET-TECH MANAGER NAME	15. ANIMAL CARE MANAGER NAME

IDENTIFICATION/ INJURY LOG

NOTE IDENTIFYING MARKINGS AND DIAGRAM BELOW

NOTE INJURIES OR SYMPTOMS OF ILLNESS AND DIAGRAM BELOW



OWNER'S SIGNATURE (IF APPL.)		PRINT NAME	
VET-CHECK / TIME & DATE		PRINT NAME	
ANIMAL CARE/TIME & DATE		PRINT NAME	
RELEASED TO / TIME & DATE		PRINT NAME	
RECEIPT NO. / RELEASE NOTES			

USE BACK OF FORM FOR ADDITIONAL NOTES OR INFORMATION REGARDING RELOCATION TO SECONDARY STAGING AREA OR LONG TERM CARE FACILITY.



ALTA LOMA RIDING CLUB EMERGENCY RESPONSE TEAM ANIMAL EVAC - CHECKLIST ANIMAL FACILITY UNIT LEADER

EVAC FACILITY UNIT LEADER _____

DATE OF INCIDENT _____

- 1) RESPOND TO ALRC PRIMARY STAGING AREA AS DIRECTED BY THE EVAC GROUP SUPV / CALL TEAM MEMBER
DIRECTED BY _____
TIME OF REQUEST _____
PRIMARY STAGING AREA LOCATION _____
TIME OF ARRIVAL _____
- 2) CONTACT THE EVAC GROUP SUPERVISOR UPON ARRIVAL AT THE ALRC PRIMARY STAGING AREA AND RECEIVE BRIEFING REGARDING THE FOLLOWING:
TYPE OF INCIDENT _____
SCOPE OF INCIDENT _____
EVAC TEAMS REQUESTED _____
ESTIMATED SUPPORT PERSONNEL _____
ALTERNATE STAGING AREA(S) _____
CALL TEAM UNIT LEADER / PHONE _____
EVAC UNIT LEADER / PHONE _____
PRIMARY VETERINARIAN _____
- 3) INITIATE AND MAINTAIN FACILITY UNIT LEADER INCIDENT LOG
- 4) COMMUNICATE WITH EVAC UNIT LEADER AS NECESSARY (ONGOING)
- 5) ASSIGN VOLUNTEERS TO THE FOLLOWING FOUR DIVISION MANAGER POSITIONS AS THEY ARRIVE AT THE PRIMARY STAGING AREA
SECURITY MANAGER _____
VETERINARIAN SUPPORT MANAGER _____
ANIMAL CARE MANAGER _____
SUPPLY MANAGER _____
- 6) ASSIGN VOLUNTEERS TO STAFF EACH DIVISION PER DIVISION MANAGER'S PERSONNEL REQUESTS
- 7) UPDATE EVAC GROUP SUPERVISOR OF STAGING AREA STAFFING AND CAPACITY (ONGOING)
- 8) COMMUNICATE REQUESTS FROM DIVISION MANAGERS FOR PROVISIONS AND LAW ENFORCEMENT ASSISTANCE.
- 9) ASSIST MANAGERS WHERE NEEDED TO MAINTAIN STAGING AREA OPERATIONS
- 10) OVERSEE DISPERSAL OF ANIMALS TO LONG TERM CARE FACILITIES OR THE ANIMAL'S OWNERS
- 11) OVERSEE SHUTDOWN OF STAGING AREA OPERATIONS AND PARTICIPATE IN DE-BRIEFING



**ALTA LOMA RIDING CLUB
EMERGENCY RESPONSE TEAM
ANIMAL EVAC - INCIDENT LOG
ANIMAL FACILITY UNIT LEADER**

<u>RADIO NUMBER</u>
<u>RADIO FREQUENCY</u>

1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. EVAC GROUP SUPERVISOR NAME	5. INCIDENT COMMAND LOCATION	6. OPERATIONAL PERIOD
7. ANIMAL FACILITY UNIT LEADER NAME	8. PRIMARY STAGING AREA LOCATION	9. ALRC COMMAND POST LOCATION
10. CALL TEAM UNIT LEADER NAME	11. EVAC UNIT LEADER NAME	12. ANIMAL CARE MANAGER NAME
13. VETERINARIAN NAME	14. VET-TECH-MANAGER NAME	15. SUPPLY MANAGER NAME
16. SECURITY MANAGER NAME	17. MAIN GATE SECURITY SPECIALIST(S)	18. ALTERNATE STAGING AREA LOCATION(S)

ACTIVITY LOG (CONTINUE ON REVERSE)

TIME	MAJOR EVENTS



ALTA LOMA RIDING CLUB EMERGENCY RESPONSE TEAM ANIMAL EVAC - CHECKLIST SECURITY MANAGER

SECURITY MANAGER _____

DATE OF INCIDENT _____

- 1) INITIATE AND MAINTAIN SECURITY MANAGER INCIDENT LOG BY OBTAINING NECESSARY INFORMATION TO COMPLETE TOP PORTION OF LOG FROM ANIMAL FACILITY UNIT LEADER
- 2) STAFF MAIN GATE WITH ADEQUATE PERSONNEL TO ENSURE ALL TRAFFIC IS LOGGED IN AND OUT.
 PROVIDE MAIN GATE PERSONNEL WITH SIGN-IN / SIGN-OUT LOG
 PROVIDE MAIN GATE PERSONNEL WITH ANIMAL CHECK-IN FORMS FOR OWNER & NON-EVAC TEAM ARRIVALS
 ASSIGN BLOCK OF NUMBERS FOR USE AS ANIMAL I.D. NUMBERS ON ANIMAL CHECK-IN FORMS (G901 THRU G999)
 INSTRUCT MAIN GATE SECURITY PERSONNEL ON PROPER COMPLETION OF ANIMAL CHECK-IN FORM

MAIN GATE LEAD SECURITY OFFICIAL _____
 MAIN GATE SECURITY ASSISTANT _____
 MAIN GATE SECURITY ASSISTANT _____
 MAIN GATE SECURITY ASSISTANT _____
 MAIN GATE SECURITY ASSISTANT _____
 MAIN GATE SECURITY ASSISTANT _____

- 3) IDENTIFY ALL OTHER INGRESS/EGRESS LOCATIONS AND STAFF WITH VOLUNTEERS TO ESTABLISH PERIMETER SECURITY. INSTRUCT SECURITY STAFF THAT ALL TRAFFIC IS TO ENTER AND EXIT ONLY THROUGH THE MAIN GATE EXCEPT IN CASE OF AN EMERGENCY (EMERGENCY TRAFFIC MUST BE APPROVED BY SECURITY MANAGER)

INGRESS/EGRESS LOCATION	SECURITY OFFICIAL NAME

- 4) MAINTAIN CONSTANT COMMUNICATION WITH ANIMAL FACILITY UNIT LEADER AND ALL SECURITY PERSONNEL TO ENSURE ALL SECURITY ISSUES ARE ADEQUATELY ADDRESSED.
- 5) COMMUNICATE SUPPLY REQUESTS TO THE SUPPLY MANAGER
- 6) ASSIST WITH SHUTDOWN OF OPERATIONS AND PARTICIPATE IN DE-BRIEFING



**ALTA LOMA RIDING CLUB
EMERGENCY RESPONSE TEAM
ANIMAL EVAC - INCIDENT LOG
SECURITY MANAGER**

<u>RADIO NUMBER</u>
RADIO FREQUENCY

1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. EVAC GROUP SUPERVISOR NAME	5. PRIMARY STAGING AREA LOCATION	6. OPERATIONAL PERIOD
7. SECURITY MANAGER NAME	8. MAIN GATE LEAD SECURITY SPECIALIST NAME	9. MAIN GATE ANIMAL I.D. NUMBERS G-001 THRU G-099
10. CALL TEAM UNIT LEADER NAME	11. EVAC UNIT LEADER NAME	12. ANIMAL FACILITY UNIT LEADER NAME
13. VETERINARIAN NAME	14. VET-TECH MANAGER NAME	15. ANIMAL CARE MANAGER NAME
16. SUPPLY MANAGER NAME	17. MAIN GATE ASST. SECURITY SPECIALIST NAME(S)	18. PERIMETER SECURITY SPECIALIST NAME(S) / LOC

ACTIVITY LOG (CONTINUE ON REVERSE)

TIME	MAJOR EVENTS



ALTA LOMA RIDING CLUB
EMERGENCY RESPONSE TEAM
ANIMAL EVAC - INCIDENT LOG
MAIN GATE SECURITY LOG

<u>RADIO NUMBER</u>
<u>RADIO FREQUENCY</u>

1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. EVAC GROUP SUPERVISOR NAME	5. PRIMARY STAGING AREA LOCATION	6. OPERATIONAL PERIOD
7. SECURITY MANAGER NAME	8. MAIN GATE LEAD SECURITY SPECIALIST NAME	9. MAIN GATE ANIMAL I.D. NUMBERS G-001 THRU G-099
10. EVAC UNIT LEADER NAME	11. ANIMAL FACILITY UNIT LEADER NAME	12. ANIMAL CARE MANAGER NAME
13. VETERINARIAN NAME	14. VET-TECH MANAGER NAME	15. MAIN GATE ASST. SECURITY SPECIALIST NAME(S)

ACTIVITY LOG (CONTINUE ON REVERSE)

TIME	MAJOR EVENTS	ANIMAL I.D. NUMBER



ALTA LOMA RIDING CLUB EMERGENCY RESPONSE TEAM ANIMAL EVAC - CHECKLIST VET-TECH MANAGER

VET-TECH MANAGER _____

DATE OF INCIDENT _____

1) INITIATE AND MAINTAIN VET-TECH INCIDENT LOG BY OBTAINING NECESSARY INFORMATION TO COMPLETE TOP PORTION OF LOG FROM ANIMAL FACILITY UNIT LEADER

2) STAFF VOLUNTEER PERSONNEL TO CHECK IN ANIMALS EVACUATED TO THE STAGING AREA

CHECK IN VOLUNTEER NAME

CHECK IN VOLUNTEER NAME

3) STAFF VOLUNTEER PERSONNEL TO ASSIST VETERINARIAN WITH VET-CHECK OF ANIMALS

VET ASSISTANT NAME

VET ASSISTANT NAME

4) COMMUNICATE WITH ANIMAL FACILITY MANAGER AND UNIT MANAGERS ON AN ONGOING BASIS

5) COMMUNICATE SUPPLY REQUESTS TO SUPPLY MANAGER

6) ASSIST VOLUNTEERS WITH CHECK IN AND VET-TECH DUTIES

7) ASSIST WITH SHUTDOWN OF OPERATIONS AND PARTICIPATE IN DE-BRIEFING



**ALTA LOMA RIDING CLUB
EMERGENCY RESPONSE TEAM
ANIMAL EVAC - INCIDENT LOG
VET-TECH MANAGER**

<u>RADIO NUMBER</u>
RADIO FREQUENCY

1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. GROUP SUPERVISOR NAME	5. PRIMARY STAGING AREA LOCATION	6. OPERATIONAL PERIOD
7. VET-TECH MANAGER NAME	8. EVAC UNIT LEADER NAME	9. ANIMAL FACILITY UNIT LEADER NAME
10. ANIMAL CARE MANAGER NAME	11. SECURITY MANAGER NAME	12. SUPPLY MANAGER NAME
13. VETERINARIAN NAME	14. VET-TECH SPECIALIST NAME	15. VET-TECH SPECIALIST NAME

ACTIVITY LOG (CONTINUE ON REVERSE)

TIME	MAJOR EVENTS



ALTA LOMA RIDING CLUB
EMERGENCY RESPONSE TEAM
ANIMAL EVAC - INCIDENT LOG
VET-TECH CHECK IN LOG

<u>RADIO NUMBER</u>
RADIO FREQUENCY

1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. EVAC GROUP SUPERVISOR NAME	5. PRIMARY STAGING AREA LOCATION	6. OPERATIONAL PERIOD
7. VET-TECH MANAGER NAME	8. EVAC UNIT LEADER NAME	9. ANIMAL FACILITY UNIT LEADER NAME
10. ANIMAL CARE MANAGER NAME	11. SECURITY MANAGER NAME	12. SUPPLY MANAGER NAME
13. VETERINARIAN NAME	14. VET-CHECK SPECIALIST NAME	15. VET CHECK SPECIALIST NAME

ACTIVITY LOG (CONTINUE ON REVERSE)

TIME	MAJOR EVENTS	AMINAL
		I.D. NUMBER



ALTA LOMA RIDING CLUB EMERGENCY RESPONSE TEAM ANIMAL EVAC - CHECKLIST ANIMAL CARE MANAGER

ANIMAL CARE MANAGER _____

DATE OF INCIDENT _____

1) INITIATE AND MAINTAIN ANIMAL CARE MANAGER INCIDENT LOG BY OBTAINING NECESSARY INFORMATION FROM ANIMAL FACILITY UNIT LEADER

1) STAFF VOLUNTEER PERSONNEL TO CHECK IN ANIMALS FROM VET-CHECK PERSONNEL

2) STAFF VOLUNTEER PERSONNEL TO FEED AND WATER ANIMALS

3) COMMUNICATE WITH ANIMAL FACILITY MANAGER AND UNIT MANAGERS ON AN ONGOING BASIS

4) COMMUNICATE SUPPLY REQUESTS TO THE SUPPLY MANAGER

5) ASSIST VOLUNTEERS WITH CHECK-IN AND CARE OF ANIMALS

6) ASSIST WITH SHUTDOWN OF OPERATIONS AND PARTICIPATE IN DE-BRIEFING



**ALTA LOMA RIDING CLUB
EMERGENCY RESPONSE TEAM
ANIMAL EVAC - INCIDENT LOG
ANIMAL CARE MANAGER**

<u>RADIO NUMBER</u>
<u>RADIO FREQUENCY</u>

1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. EVAC GROUP SUPERVISOR NAME	5. PRIMARY STAGING AREA LOCATION	6. OPERATIONAL PERIOD
7. ANIMAL CARE MANAGER NAME	8. EVAC UNIT LEADER NAME	9. ANIMAL FACILITY UNIT LEADER NAME
10. SECURITY MANAGER NAME	11. SUPPLY MANAGER NAME	12. ANIMAL CARE SPECIALIST NAME
13. VETERINARIAN	14. VET-TECH MANAGER NAME	15. ANIMAL CARE SPECIALIST NAME

ACTIVITY LOG (CONTINUE ON REVERSE)

TIME	MAJOR EVENTS



**ALTA LOMA RIDING CLUB
EMERGENCY RESPONSE TEAM
ANIMAL EVAC - INCIDENT LOG
ANIMAL CARE CHECK IN LOG**

1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. EVAC GROUP SUPERVISOR NAME	5. PRIMARY STAGING AREA LOCATION	6. OPERATIONAL PERIOD
7. ANIMAL CARE SPECIALIST NAME	8. EVAC UNIT LEADER NAME	9. ANIMAL FACILITY UNIT LEADER NAME
10. ANIMAL CARE MANAGER NAME	11. SECURITY MANAGER NAME	12. SUPPLY MANAGER NAME
13. VETERINARIAN NAME	14. VET-CHECK MANAGER NAME	15. VET CHECK SPECIALIST NAME

ACTIVITY LOG (CONTINUE ON REVERSE)

TIME	MAJOR EVENTS	<small>ANIMAL I.D. NUMBER</small>



ALTA LOMA RIDING CLUB EMERGENCY RESPONSE TEAM ANIMAL EVAC - CHECKLIST SUPPLY MANAGER

SUPPLY MANAGER _____

DATE OF INCIDENT _____

- 1) INITIATE AND MAINTAIN SUPPLY MANAGER INCIDENT LOG BY OBTAINING NECESSARY INFORMATION FROM THE ANIMAL FACILITY UNIT LEADER
- 2) THE SUPPLY MANAGER'S DUTIES ARE TO INTERFACE WITH THE ANIMAL FACILITY UNIT LEADER, SECURITY MANAGER, VET-TECH MANAGER AND ANIMAL CARE MANAGER AS WELL AS THE EVAC UNIT LEADER TO ASSIST THEM WITH SUPPLY REQUESTS
- 3) ALL SUPPLY REQUESTS ARE TO BE SUBMITTED TO THE ANIMAL FACILITY UNIT LEADER FOR FORWARDING TO THE EVAC GROUP SUPERVISOR
- 4) IN THE EVENT SUPPLY REQUESTS ARE NOT ABLE TO BE FILLED THROUGH THE INCIDENT COMMAND THE SUPPLY MANAGER WILL CONTACT VENDORS TO OBTAIN SOURCES FOR THE REQUIRED SUPPLIES AND WILL OBTAIN THE NECESSARY PURCHASE ORDERS FROM THE OPERATIONS SECTION CHIEF THROUGH THE EVAC GROUP SUPERVISOR
- 6) ASSIST WITH SHUTDOWN OF OPERATIONS AND PARTICIPATE IN DE-BRIEFING



**ALTA LOMA RIDING CLUB
EMERGENCY RESPONSE TEAM
ANIMAL EVAC - INCIDENT LOG
SUPPLY MANAGER**

<u>RADIO NUMBER</u>
<u>RADIO FREQUENCY</u>

1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. GROUP SUPERVISOR NAME	5. EVAC STAGING AREA LOCATION	6. OPERATIONAL PERIOD
7. SUPPLY MANAGER NAME	8. EVAC UNIT LEADER NAME	9. ANIMAL FACILITY UNIT LEADER NAME
10. CALL TEAM UNIT LEADER NAME	11. SECURITY MANAGER NAME	12. ANIMAL CARE MANAGER NAME
13. VETERINARIAN NAME	14. VET-TECH MANAGER NAME	15. ALRC COMMAND POST LOCATION

ACTIVITY LOG (CONTINUE ON REVERSE)

TIME	MAJOR EVENTS

