Napa Community Animal Response Team
Animal Search & Rescue
(Field Operations)
HOME STUDY LESSONS 3 & 4
Staging Center, Communications (Radios), & Forms
Lesson 3: Estimated time to complete: 1 hour, 30 minutes
Lesson 4: 20 Minutes
Videos In This Lesson

Some people prefer to watch all the videos at once. If that is your preference, here they are:

How To Use NapaCART Radios:
https://youtu.be/E0YtwRLzvYE

NVADG Forms Video:
http://www.youtube.com/watch?v=gshHX90aw7E
Lesson 3:

Staging Area Procedures
Radios
Forms Used in ASAR
PPE’s (Personal Protective Equipment)
Incident Staging

• Some Incidents will be small and short, and may not even involve a staging area. 
  Example: 4 trailers go to X Stables to pick up 8 horses and take them to VBEC.

• For larger or longer Incidents, we will need to set up an official Staging Area with a staging support crew.

• Our Cargo Trailer contains everything needed. (Thanks, JARR!)
Staging Area Set-Up

• Erect Pop-Up Tent, secure tent poles to the ground with sandbags, driven stakes or 5 gallon buckets filled with sand, gravel, dirt or water.
• Set up folding tables with chairs at front of tent, bring out box of forms, office supply box, and lighting with extension cord.
• Set up Equipment Manager and Asst. in Cargo Trailer
• Mount whiteboards to back of tent or trailer wall.
COVID-19 Staging Center Protocol

- Maintaining physical distancing will be very difficult this year at the staging center, but it must be done!
- Be extra vigilant about physical distancing, mask-wearing, shared handling of supplies and equipment, and immediate and frequent disinfection of surfaces touched by multiple people.
- If you must handle things that others have touched (such as paperwork), wear disposable gloves and change them often. Try to send electronically.
- If enough volunteers are available, use masking tape or chalk to mark off 6 ft. lengths at sign-in table and back of equipment (cargo) trailer, to guide people in proper distancing.
Staging Center COVID-19, cont.

- Post signs to remind people to wear a mask and practice physical distancing in prominent places.
- Everyone is a Safety Officer!
- If you See something, Say something.
- Respectfully remind others to keep their mask on, maintain their distance, etc.
Upon Arrival at Staging Area

- Sign in at check-in table and note on 214
- Wait in designated Volunteer Area until given your assignment
- Expect Chaos.
- Be ready to do whatever is needed as incident begins
- Stay clear of moving vehicles!
- Everyone is a Safety Officer!
- Notify leader if you have a health issue (like bee allergy and you carry an epipen)
- Hydrate while you wait
Staging Area Roles

- Staging Lead
- Volunteer Check-In
- Volunteer Management and Care
- Scheduling
- Vehicle Check-In/Inspection
- Equipment Manager/Check Out and Back In
- Communications
- General Ground Support
- Desk Support (taking calls, managing forms, etc)
- Set-up, Take-Down
- Trailer Cleaning & Biosecurity
- Run Errands, Runners
Communications

- Includes people who are both Ham Radio Operators as well as proficient in using our County radios;
- Comms monitors Scanners, Hand-Held Radios, and Walkie-Talkies;
- Keeps all team Electronics charged (Tip: Always have some device plugged into the car charger while travelling);
- Instructs volunteers who may be unfamiliar with their devices;
- Electronic devices must be checked out and back in.
NapaCART Radios

• Owned, Loaned to us, and maintained by Napa County
• One Channel for Talk: County Government Channel - be concise, clear, and professional - others may hear you!
• 3 Scanner Channels - Listen Only: Fire, Police, General Government
• Four Repeaters located throughout Napa Valley (American Canyon to Calistoga)
• If reception or transmission is not good, try another Repeater.
• Repeater are not Channels
Watch: How to Use Our Radios
Staging Area Check-In

- Go to the Right Check-In Center for your Status.
- If you are a DSW, report directly to Staging.
- If you are not yet a DSW, **go to the Volunteer Center** (usually at Crosswalk Community Church) for Single-Incident swear-in. Then come to our Staging.
- **Volunteer Manager** (with assistants as needed) checks in volunteers, checks eligibility.
Protect Your Lungs & Health

- All Volunteers must wear N95 Breathing Masks if Air Quality Index (AQI) is over 150. Ask supervisor or check [www.AirNow.Gov](http://www.AirNow.Gov).
- During COVID-19 Pandemic, all volunteers must wear cloth mask at all times, if not wearing an N95.
- Smoke from Wildland-Urban Interface Fires is far more harmful than “simple” forest or brush fire smoke. Smoke from burning buildings includes household, agricultural, automotive, garden, and lawn care chemicals and plastics, as well as construction materials (such as asbestos) and pharmaceuticals.
Thanks to John Maretti of North Valley Animal Disaster Group (NVADG) for sharing this excellent training video with us. Watch it all the way through, and follow along with your own printouts for the forms we use in ASAR. If you need them, ask info@napacart.org or nancy@napacart.org. NapaCART ASAR does not use all of the forms used in this video, but it doesn’t hurt to become familiar with each form because you may need it sometime.
Vehicles used for Field Operations

- Fill your fuel tank on your way to Staging! Only vehicles with at least 3/4 tank will be deployed.
- At the staging area, each vehicle and each trailer to be used for operations will be checked for readiness.
- Pre-inspecting your vehicle yourself and filling out the Vehicle Inspection Form will save a lot of time.
- Only vehicles and trailers that pass inspection will be deployed.
Vehicle Forms

Save Time at Check-in: Print out and fill in this Vehicle Inspection Form at home, and send a copy of it to allen@napacart.org. Otherwise, your vehicle will need to be checked before you can be deployed.

Keeping an accurate mileage log may allow you to be reimbursed for travel expenses. Even if not, keeping your mileage helps our County to get FEMA funding.
Request For Animal Services (RFAS, aka RAS)

- Generated by Dispatch, called into Field Teams.
- Make sure you get a RFAS # and job details from Dispatch, including owner’s phone number, if applicable.
- This Document goes with each animal from the first call (or discovery in the field) to Shelter to Discharge.
- This document is critical not only to tell you what to do, it is also critical for reunification of animal with owner at end of Incident.
Form 214 and Incident Report Form

Each volunteer needs a new 214 every day of deployment. Take a photo of 214 before turning it in, for your own records and to submit with Mileage Claim Form.

When filling out the 214, it is critical that your check-in time be the same as listed on the official volunteer check-in/checkout sheet. This will be cross-checked and non-conforming forms could be thrown out. Like the mileage report, the main function of the 214 and Incident Log are for NapaCART’s accountability to our County. Our County is good to us – be good to our County! Fill both out to the best of your ability.
Field Teams

- Field Teams will be chosen by Leadership from the pool of volunteers who have checked in. Most teams will be 2 to 4 people. Maximum team size = 8.
- Team Scribe submits Team Roster to Dispatch. Roster includes, names, roles for each member, phone and radio info, and vehicle identification. Team members keep a digital copy on phone.
- When Team is ready, Dispatch will call Team Scribe with RFAS instructions.
This is a NapaCART-specific form that was not on the NVADG Forms video.

The info on this form allows our Dispatch and ASAR Leadership to keep track of volunteers.

Each Team Scribe fills out this form, and calls or texts the info in to Dispatch. Cellphone pic is fine.

Give hard-copy to Field Ops Check-out Desk for our records.
Field Team Name and Number

- Leadership will assign a name and alphabet letter (County wants letters, not numbers) for each team.
- This name and number should be clearly marked on the upper passenger side windshield of each vehicle in the team. (Use shoe polish, special glass sharpie, or livestock crayon)
- Example: AR-A, AR-B, etc. (AR is conventional for “Animal Response” or, the County may request “N-CART-A” or “ASAR-A” etc.)
- This number shall also be recorded on the “Team Personnel Roster for Dispatch” Form
Field Team Kits

Volunteers should familiarize themselves with contents of Team Kits, so you can go directly to what you need in the field. (Rooting around looking for things can waste a lot of time).

Check them out while en route.

A list of contents should be included in kit. Write down things you take out of the box or use up.
Equipment Sign-Out

• Equipment Manager and assistants shall issue relevant equipment to each team.

• Equipment must be officially signed out with time and signature.

• Upon return, sign it back in

• Note any missing or broken items.
<table>
<thead>
<tr>
<th>Date</th>
<th>Item(s)</th>
<th>Received By</th>
<th>Returned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/8/18</td>
<td>Nomex top and bottoms, shelter,</td>
<td>J Smith – Napa AC</td>
<td>J Smith – Napa AC</td>
</tr>
<tr>
<td></td>
<td>car light</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/15/18</td>
<td>(example)</td>
<td>T Jones - Napa CART</td>
<td>S Brown - Napa CART</td>
</tr>
</tbody>
</table>
PPE*’s

Teams going into Warm Zones** will be issued N95 masks, goggles, and possibly Nomex (Fire Resistant) Jackets and Pants, fire shelters.

If the Air Quality Index is above 150, you must wear an N95. For COVID-19 protection, wear a cloth mask all other times.

- *PPE = Personal Protective Equipment
- **Warm Zone = Area that has already burned but still may be experiencing Flare Ups and Hot Spots
COVID-19 Bio-Security

Avoid Having Multiple People touching the same object
Everything used must be disinfected before returning.
For latex/nitrile gloves, throw away and replace with new;
For hard surfaces (tools, pens, helmets, etc) wipe down with disinfectant wipes; for clothing, halters, ropes, etc., take home and run through the laundry overnight.
Trailers have a multi-step bio-security protocol which will be covered in another unit.
REVIEW

• Familiarize yourself with each form.
• Fill out a sample of each form.
• The more familiar and comfortable you are with the forms before an incident, the easier it will be during the pressure of an incident response.
You are sent to 6464 Wild Turkey Ave, in an evacuated warm zone. The fire broke out while the owner was at work in town, so was unable to retrieve pets. The owner is concerned about 2 French Bulldogs who should be in the backyard, and 2 miniature horses in a stable and fenced field on the side of the house. Owner requests welfare check and possible evacuation to a NapaCART shelter.

1. What equipment & supplies should you take with you, and why?
2. What Forms should you take with you, and why?
3. Send (can be brief) response to nancy@napacart.org
Napa Community Animal Response Team
Animal Search & Rescue
(Field Operations)
HOME STUDY SECTION 4
TEAM PROCEDURES
Estimated time to complete: 20 minutes
Unit Topics

If you are a returning volunteer, much of this is review, but still do take the time to review, since it is very important.

- Team Member Roles and Responsibilities
- Team Vehicles
- Staging Center - Preparations
- Procedures En Route to Assignment
- Safety Procedures in the Field
- Animal Identification and Numbering
Field Team Role Assignments

• Each team includes several distinct responsibilities and roles.
• Each role/responsibility area must be assigned to a specific person.
• Each person may be assigned multiple roles, but every role must have a specific person assigned to it. (Don’t just assume people will know to do something)
• Make sure you understand your role(s) before heading out. Don’t be afraid to ask!
Field Team Roles

1. Leader
2. Safety Officer
3. Driver (each vehicle)
4. Co-Pilot (each vehicle)
6. Scribe (Usually the Co-Pilot)
7. Communications Specialist
8. Animal Health Expert
9. Animal Handlers (2 or more)
Field Team Leader

- Leads Team in all operations
- Leads team in planning
- Everyone’s ideas count, but Leader’s decision goes!
- If you disagree with Leader’s decision, discuss it in de-briefing later.
Field Team Safety Officer:

- Acts as “Team Mom/Dad.”
- Looks after team’s health, safety & well-being.
- Reminds people to drink water, eat, use sunscreen, take a break, etc. as well as strict observance of COVID-19 safeguards.
- Monitors and assesses overall mission safety.
- Has the power to terminate the mission immediately, if in Safety Officer’s judgement, it has become too risky.
- Safety Officer should be neither too cautious & fearful, nor too reckless and risk-taking.
Field Team Drivers

Required For All Drivers (including those driving their own car):

- DMV record on file with training@napacart.org
- Vehicle must be currently registered and insured, and in good working condition
- Valid Driver's License
- Trailer Drivers:
  - License must be adequate for size and weight of trailer, according to new 2019 DMV Regulations.
  - Driver must pass NapaCART-certification test OR hold a Class A drivers license
  - Contact Allen@napacart.org if you need to be tested
Co-Pilot - Every Vehicle

- In a 2-person vehicle, co-pilot does everything but drive!
- Gives driver clear and timely driving instructions
- Manages driver’s cell-phone
- Keeps logs-photos odometer and address if visible
- Fills out 214’s-watches time
- Keeps an eye out for risks and hazards
- Hands driver water at regular intervals
Field Team Scribe

- Is often co-pilot, or can assist co-pilot
- Keeps log
- Fills out forms as needed
- Keeps 214’s for both self and driver. Can fill out one 214 for vehicle, but must copy it to driver’s (and any other occupants') 214 before turning them in.
Team Communications Person:

- Ideally is a Ham Radio operator, as well as familiar with our County radios and smartphones
- Monitors police and fire scanners
- Communicates with Dispatch, Staging & Shelters
- Maintains communication with other vehicles and personnel in the team
ACS = Animal Care (& Handling) Specialist

- Works under veterinary guidance
- Assesses animals for health and care needs
- Helps decide whether SIP, Evac, or transport to veterinary center.
- Provides emergency first aid for injuries or illnesses in animals if necessary.
ACS = Animal Care (& Handling) Specialist

Each Field Team Needs at least Two.  
For Evac, These are the people who actually go out, find, catch, and load the animals.  
For SIP, Handlers do the feeding, watering, and general caring for the animals.  
SIP & EVAC: Handlers should be familiar with a variety of species of companion animals and livestock.  
Handlers need to be physically fit. They may have to carry heavy objects and/or walk long distances.
Team Vehicles

A Field Team may include:

- A Pilot Car
- One or more Truck-Trailer rigs (Mainly for Evac)
- Supply and Water Truck (Mainly for SIP)
- However, a Team may consist of a single vehicle and 2 people: driver and co-pilot
- No one EVER goes alone!
The Pilot Car

• The pilot car goes ahead to ensure safe and negotiable road conditions.

• Although the pilot car crew are not driving a trailer, they must understand how much space a trailer rig needs to turn around.

• Pilot Car personnel: See for yourself – don’t take the property owner’s word!
Pilot Car’s Critical Role

• The worst thing a pilot car crew can do is send a trailer into a situation they can’t get out of.
• If you aren’t sure, ask the driver of the trailer to go with you in the pilot car to assess it.
• Err on cautious side, better to walk to trailer if tight
Scouts

- The Scout Team - also called the Assessment Team - systematically goes up and down roads, calling Dispatch whenever animals (or evidence of animals) are seen, especially those needing help.
- Scout Vehicle has one driver and one co-pilot.
- Not every incident will use a Scout Team.
Animal Technical Rescue (ATR)

NapaCART is starting an Animal Technical Rescue Team.

- Email Claudia@napacart.org if you are interested in learning ATR and being part of that team.
- ATR can be called throughout the year for such things as traffic accidents, animals getting stuck places, etc.
- ATR will work closely with First Responders and Veterinarians
- ATR requires advanced training and certification
Trailer Rig(s):

- Truck-trailer rig(s) follows the pilot car and stays in communication with it.
- The truck-trailer rig waits to go up driveways until the pilot car has determined there is enough room to turn around.
Supply Truck:

- Primarily used for Shelter-In-Place
- Supply Truck carries water, feed, and supplies.
Before Heading Out

• Test radios and walkie-talkies. Check radios with Dispatch.
• Check each vehicle’s fuel supply.
• Make sure each vehicle has enough water! Stay hydrated!
• Make sure you have your Form 214.
• Know where you are going and why.
• Check all assignments to see how many animals you will need food, crates, halters & leashes for and pack vehicle accordingly.
On the Road

- Plan route to all assignment locations before leaving.
- Vehicles must stay together in a caravan.
- Have a Plan B if vehicles get separated.
- Drive carefully! The public is in Panic Mode and not thinking straight.
- Keep emergency vehicles in mind, never block road
Stay In Touch With Dispatch

• Notify Dispatch when you arrive at destination and when you are leaving destination.
• Check in with Dispatch every 30 minutes throughout mission.
• When assignment(s) are complete, notify Dispatch that you are ready for a new assignment.
Arriving at Your Destination:

- Turn around and park facing out BEFORE picking up any animals.
- Leave area if it appears unsafe. Your own safety is your priority.
Make a Plan!
Then make a Plan B!

Conduct **SRPR**:

- **S = Scene**: What do you see? What’s going on? What happened?
- **R = Risks**: What risks do you see or anticipate?
- **P = Plan**: Make a Plan to carry out your mission, given the scene and the risks; Discuss possible alternatives;
- **R = Resources**: Do you have the resources to carry out your plan successfully? If not, call for help.

Always look for **Alternate Exit Routes** in case the main route becomes blocked.
Downed Wires

Downed but live electrical wires pose a life-threatening risk to people and animals in the vicinity. The risk is made worse if there is water on the ground.

NapaCART volunteers will never be knowingly sent into an area where still-live downed wires are present.

However, s#!+ happens, so know what to do!
Downed power lines and car safety

If you’re ever involved in a car accident with a power line or utility pole, **DO NOT** exit your vehicle unless it catches fire.

**Car safety tips:**
- Never touch a car (or someone in a car) that is in contact with power lines.
- Never touch an object that is touching power lines.
- Never approach a car that has hit a utility pole. There could be lines on the ground. Instead call for help.
- Never drive over downed power lines; they may be energized or become entangled in your car.

**If your car catches fire:**
1. Jump clear and land on both feet.
2. Keep both feet together.
3. Shuffle away from the car.

**Downed Power Lines**
Stay away. Don’t touch. Call 911.
What to do if a wire falls on your car

Keep feet touching each other to keep you grounded. Two feet separated become conductors, allowing electricity to flow through your body.
**Downed Wire Tips**

If downed electrical lines are in the vicinity, even if down the road a piece, approach any wire or water as though potentially charged, including wire fencing, until you are sure that it is safe.

**RISK:** DIY SOLAR AND GENERATOR POWER:
Many homes have solar panels and/or generators. *Improperly installed* solar panels or generators (DIY and unpermitted installation) may continue to feed a charge into downed lines that are otherwise dead. If you see solar panels or hear a generator in the area, proceed with caution - or don’t go there - until you are sure the panels’ emergency switch has functioned properly and they are turned off. Call owner and/or PG&E if unsure.
Team Safety

- Always work in Groups of 2 or more.
- NO ONE searches a property alone, or goes inside a structure alone, EVER!
- Stay In Communication with each other and with Dispatch.
- Use Walkie-Talkies, 2-Way Radios, Cell phones (if service available)
- Wear an Emergency Whistle.
Communication In the Field:

• Each Team member shall wear a whistle.
• At least one Handler shall carry a walkie talkie.
• Use 3 successive 3 second blasts of whistle or car horn (“beeeep beeeep beeeep” or “whooooo whoooooo whoooooo whoooooo”) to signal a problem, that you need help, or need to make a quick exit.”
• Return to vehicles at once if you hear three blasts
Animal Numbering & Paper Trail

- Mark each animal with identification
- Team Kits include neck collars, neck tags, stick-on auction-style tags, livestock crayons, and sharpies
- Record ID on RFAS. This record should be handed to the shelter when you get back
- SIP animals need a RFAS form and number as well to reference care sheet/note any issues.
Animal ID in the Field

Use whatever works, whatever you can; Shelter will assign “permanent” ID number for the duration of the Incident once the animal gets to the shelter.
Unit 4 Assignment

1. How long did it take you to complete Lessons 3 and 4?
2. What Team Role(s) do you prefer? Why?
3. If a wire is on the ground and it crosses a puddle, what should you do?
4. Why is accurate animal identification so important?
5. True or False: If a power line falls on your car, you should jump out immediately.
6. True or False: When travelling in a team caravan, the fastest vehicle should go first.

Send responses (brief is fine) to nancy@napacart.org