



North Valley Animal Disaster Group

Training for New and Returning Volunteers

**Saturday, January 28th and
Sunday, January 29th, 2012**

9:00 a.m. to 5:00 p.m.

**City of Chico Fire Training Center
1466 Humboldt Rd., Chico, CA**

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North Valley Animal Disaster Group Volunteer Application

P.O. Box 441, Chico, CA 95927 www.animaldisaster.org Hotline: (530) 895-0000

This information will be used in our Emergency Response Directory (ERD).

Last Name _____ First Name _____ M _____

Street Address _____

City _____ State _____ Zip _____

Mailing Address (if different from above) _____

Day Phone _____

Night Phone _____

Mobile Phone _____

Cell Phone Text Message E-mail Address _____

Primary E-mail _____

Secondary E-mail _____

The following information will not be published, but will be kept for emergency purposes only.

Emergency Contact _____ Relationship _____

Phone(s) _____

Physician _____ Phone _____

Do you have any medical conditions that would prevent you from working as a Shelter or Evacuation Volunteer _____

Driver's License # _____ Class _____ Exp. Date _____ Copy Attached

Height _____ Hair Color _____ Eye

Color _____

Vehicle Make _____ Model _____ License Plate # _____

Horse/Livestock Trailer Size and Model _____ License Plate # _____

Note any pertinent Certificates/Titles or experience: _____

Signature

Date

North Valley Animal Disaster Group

Volunteer Contract

ID Card

When you have completed the necessary paperwork and required training, you will receive a photo identification card. This card is the property of Butte County and must be returned immediately upon your resignation or dismissal. This identification card must be on your person at all times while you are volunteering during a disaster or drill. If you do not have your ID card with you, do not expect anyone from your agency, or any other agency, to accept you as a bona fide member of the disaster team. Volunteers who have not completed training and have received an ID card are not eligible to participate in a disaster response.

Insurance

You are expected to carry your own medical insurance and vehicle insurance for personally owned equipment used during a disaster.

Attire

If your attire is inappropriate for a task, you will be reassigned to a safer position. This is for you and your co-workers safety. Please do not wear open-toed shoes or orange outer garments.

Health

If you are not in robust health, do not attempt front-line duty. There are many positions where only a healthy mind is required. Specifics of your health status do not need to be disclosed, but it is your responsibility to be sure that your work assignment is appropriate to your health status. As an incident wears on, medical problems that are not usually limiting become significant. If you begin to have difficulty, please notify your immediate supervisor promptly to be reassigned or excused.

Please remember that blood on the surface of an animal may not have originated from that animal; i.e. it may be human blood inadvertently spilled on the animal's coat during a disaster or an attempted rescue. Due to certain blood-borne viruses, such as hepatitis or AIDS, your potential exposure to human blood - especially if you have any open sores that contact the blood - is generally a much greater risk than exposure to animal blood. Please use rubber gloves, CPR masks, and other appropriate measures to protect yourself from exposure to any blood.

Please keep your tetanus vaccines up to date and carry a doctor's certification of your most recent inoculation. Rabies is a very serious risk in a disaster situation, especially in Butte County. It is strongly recommended that all volunteers get pre-exposure rabies vaccinations. Take proper precautions to avoid animal bites, and if bitten, please report immediately to your supervisor.

Behavior

Exemplary behavior from all volunteers is expected at all times. The command structure is to be respected and neither usurped nor ignored at any time. The on duty supervisor is the ultimate on-site decision-maker for all situations within the animal response program. If a duty schedule is in force, and if you are working outside your assigned time slot or work position, you may be sent home. Fatigue can cloud judgment, shorten tempers and affect quality of work on subsequent shifts. Any confrontational behavior, evidence of illegal drug use, alcohol consumption, inappropriate smoking, willful failure to follow instructions, interference with others' work or evidence of theft may incur reassignment, surrender of badge or relief of duty for a period of time. Any other obviously inappropriate behavior will be handled similarly.

Food and Shelter

You are expected to bring all necessary clothing, food, drinking water, medication, bedding, and personal care supplies needed during the first 48 hours of a disaster incident. If appropriate and feasible, bring your own shelter from rain or sun. You may not be able to return home or leave the facility to purchase necessary items.

Your Own Animals

If your own animals, home or business are at risk from a progressing disaster, please take care of your own animals and structures before reporting to help others. This includes evacuation of your own animals. If you have already committed to an immediate response, please let your supervisor know that you will be late or absent, especially if you are to fill a leadership position.

Background Check

It is a requirement of Butte County Public Health that all Volunteers pass a background check done by Public Health. This could possibly include fingerprinting. The results of the background check will be kept confidential. Any possible problems/conflicts will be discussed and decided on an individual basis.

I HAVE READ THE ABOVE INFORMATION AND UNDERSTAND THE RULES AS STATED. I AGREE TO ALL CONDITIONS OF THIS CONTRACT. I HAVE BEEN ISSUED AN IDENTIFICATION CARD AND I UNDERSTAND THAT IF I BREAK THE RULES OF THIS CONTRACT, I MAY HAVE TO SURRENDER MY ID CARD AND FORFEIT MY VOLUNTEER STATUS PERMANENTLY.

Signature _____ *Date* _____

Print Name _____

North Valley Animal Disaster Group Volunteer Agreement and Release of Liability

I, _____, **HEREBY ACKNOWLEDGE** that I have voluntarily applied to assist the North Valley Animal Disaster Group.

I AM AWARE THAT TRAINING FOR, AND WORKING IN, A DISASTER SITUATION MAY BE HAZARDOUS, AND THAT I AM VOLUNTARILY PARTICIPATING IN THESE ACTIVITIES WITH FULL KNOWLEDGE OF THE NATURE OF THE DANGER INVOLVED. I HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY OR DEATH.

Please Initial: _____

AS LAWFUL CONSIDERATION for being permitted by the North Valley Animal Disaster Group to assist in disasters and receive, disaster relief training and instruction, or other like considerations, I hereby agree that I, my heirs, distributees, guardians, legal representatives, and assigns will not make a claim against, sue, attach the property of, or prosecute the North Valley Animal Disaster Group, or any of its individual volunteers, for injury or damage resulting from negligence or other acts, howsoever caused, by any volunteer, employee, agent, or contractor of the North Valley Animal Disaster Group or its affiliates, as a result of my assisting in a disaster, or participating in any training or other function. In addition, I hereby release and discharge the North Valley Animal Disaster Group, any of its individual volunteers, and its affiliate organizations from all actions, claims, or demands that I, my heirs, distributees, guardians, legal representatives, or assigns may have for injury or damage resulting from my participation in any function involving the North Valley Animal Disaster Group.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN THE NORTH VALLEY ANIMAL DISASTER GROUP AND ME, AND I SIGN IT OF MY OWN FREE WILL.

Signature _____ *Date* _____

Witness's Signature _____ *Date* _____

**DISASTER SERVICE WORKER REGISTRATION
LOCAL AND STATE INFORMATION**



Loyalty Oath under Code of Civil Procedure §2015.5 & Title 19, Div.2, Chap.2, Sub-Chap.3, §2573.1

<p>ATTACH PHOTOGRAPH HERE</p>	<i>This block to be completed ONLY by government agency or jurisdiction</i>	
	CLASSIFICATION: ANIMAL RESCUE, CARE & SHELTER	SPECIALTY: _____
	AGENCY OR JURISDICTION: BUTTE COUNTY	
	REGISTRATION DATE: _____	RENEWAL DATES: _____
	EXPIRATION DATE:* _____	DSW CARD ISSUED?: NO? YES? #: _____
	PROCESSED BY: _____	DATE: _____ TO CENTRAL FILES: _____

TYPE OR PRINT IN INK (HIGHLIGHTED AREAS REQUIRED BY PROGRAM REGULATIONS)

NAME: LAST FIRST MI			SSN:		
ADDRESS:		CITY:		STATE	ZIP:
COUNTY:		HOME PHONE:		WORK PHONE:	
PAGER:		E-MAIL:		DATE OF BIRTH: (optional)	
DRIVER LICENSE NUMBER: (if applicable)		DRIVER LICENSE CLASSIFICATION: A? B? C?		LICENSE EXPIRATION DATE:	
PROFESSIONAL LICENSE: (if applicable)		FCC LICENSE: (if applicable)		LICENSE EXPIRATION DATE:	
IN CASE OF EMERGENCY, CONTACT:				EMERGENCY PHONE:	
PHYSICAL IDENTIFICATION:	HAIR:	EYES:	HEIGHT:	WEIGHT: (optional)	BLOOD TYPE: (optional)
COMMENTS:					

Government Code §3108-§3109:

Every person who, while taking and subscribing to the oath or affirmation required by this chapter states as true any material matter which he knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison not less than one nor more than 14 years. Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council or emergency organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony and is punishable by imprisonment in the state prison.

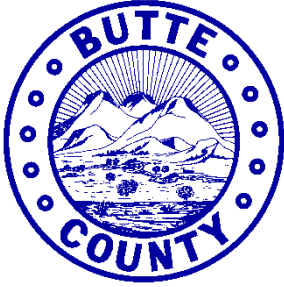
LOYALTY OATH OR AFFIRMATION (GOVERNMENT CODE §3102)

I, _____, do solemnly swear (or affirm) that I will support and defend the

PRINT NAME

Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; that I will well and faithfully discharge the duties upon which I am about to enter. I certify under penalty of perjury that the foregoing is true and correct.

DATE	SIGNATURE
IF UNDER 18 YEARS OLD, SIGNATURE OF PARENT/GUARDIAN	
SIGNATURE OF OFFICIAL AUTHORIZED TO ADMINISTER LOYALTY OATH	EMERGENCY SERVICES OFFICER
TITLE	



Butte County

LAND OF NATURAL WEALTH AND BEAUTY DEPARTMENT OF HUMAN RESOURCES

County Administration Building, 25 County Center Drive
Oroville, California 95965-3387

“EMPLOYEE RELATIONS NETWORK MEMBER”

Tel: (530) 538-7651 - Fax: (530) 538-7790
TTY (TDD): (530) 538-6833
Recruitment Hotline: (530) 538-7653

APPLICANT CERTIFICATION AND AUTHORIZATION

I hereby give **EMPLOYEE RELATIONS NETWORK MEMBER** and **EMPLOYEE RELATIONS, INC.** (hereinafter collectively referred to as “you”) the right to conduct an investigation of my background. I understand that the investigation may include inquiry into my past employment, education, and activities, including, but not limited to, credit, criminal background information and driving record, and I release from all liability all persons, companies, schools, and corporations supplying such information. I indemnify you against any liability which might result from making such investigation. Additionally, I agree that you may obtain an investigative consumer report or other information regarding me and may consult certain files which are available. I understand that **EMPLOYEE RELATIONS, INC.** will retain the results of this investigation and a copy of my application for employment and this information may, with appropriate authorization, be disclosed in subsequent investigations to other Members of the **EMPLOYEE RELATIONS NETWORK**. I understand that any false answers, statements, implications, or derogatory information made by me or which is revealed as a result of this background investigation based on information supplied in any application for employment, or other required documents, may be considered sufficient cause for denial of employment or discharge.

I understand that you may contact my previous employers and I authorize those employers to disclose to you all records pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to you, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me.

Should an investigative consumer report be obtained from an Investigative Consumer Reporting Agency in connection with my application for employment, I understand that I have the right to receive a copy of my report, free of charge from Employee Relations, Inc., by checking the box below.

PLEASE PROVIDE ME A COPY OF ANY REPORT GENERATED ON
ME AS A RESULT OF THIS APPLICATION FOR EMPLOYMENT

I have read and understand the Summary of Your Rights Under the Fair Credit Reporting Act and the Applicant Notification, a copy of which I acknowledge receiving, advising me that a comprehensive background investigation may be conducted, which may include inquiry into past employment, education, and activities, including but not limited to, credit, criminal background information and my driving record.

Date of Birth: _____

DATE OF BIRTH INFORMATION IS COLLECTED FOR THE SOLE PURPOSE OF EXPEDITING YOUR BACKGROUND INVESTIGATION; IT IS NOT A FACTOR CONSIDERED IN THE EVALUATION OF YOUR APPLICATION FOR EMPLOYMENT.

APPLICANT NAME (PRINT): _____

PHONE: _____

EMAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SOCIAL SECURITY NUMBER: _____

DRIVER'S LICENSE NUMBER: _____ STATE: _____ EXPIRATION: ____/____/____

SIGNATURE: _____ DATE: _____

APPLICANT'S SIGNATURE



Butte County

LAND OF NATURAL WEALTH AND BEAUTY

DEPARTMENT OF HUMAN RESOURCES

County Administration Building
25 County Center Drive
Oroville, California 95965-3387
Tel: (530) 538-7651 - Fax: (530) 538-7790
TTY (TDD): (530) 538-6833
Recruitment Hotline: (530) 538-7653

APPLICANT NOTIFICATION

In conjunction with your application for employment with us, we utilize the services of EMPLOYEE RELATIONS, INC. to conduct a background investigation. The investigative report may be comprehensive and include inquiry into education, residence history and activities, including, but not limited to public records, credit history, criminal background information, and driving record.

EMPLOYEE RELATIONS, INC. will, to the extent permitted by law, upon request, reasonable notice, and proper identification, provide you with information that was used in generating the report.

EMPLOYEE RELATIONS, INC. can be contacted at:

EMPLOYEE RELATIONS, INC.
20720 VENTURA BOULEVARD, SUITE 200
WOODLAND HILLS, CA 91364
(818) 887-9129
OR BY EMAIL TO: complianceofficer@erelations.com

Clear Text Examples

Conversational

I can't read you, there's too much static.

What did you say, I didn't hear you? Someone else was talking to me.

We are on our way to the animal evacuation.

We are going to the animal shelter in Chico.
shelter

We are finished with the delivery of cages to the shelter and on our way back and ready for a new job.

We are still at the shelter and unloaded, but we can take another job if you need us to.

We have arrived to evacuate the horse at 123 Elm Street.

We have just come upon a traffic accident and need to talk to you right away. Everyone needs to be quiet.

We need some additional help on this one.

We have what we need to do this job.

Okay, I understand what you want me to do.

AR COMM this is AR 15

This radio doesn't seem to be working very well.
Can you hear me okay?

Clear text

Unreadable

Repeat

Responding

Enroute Chico animal

Available

Available at scene

At scene

Emergency traffic

Resource request

Can handle

Copy

AR COMM-AR15

Radio check

Clear Text Terminology

Unreadable – signal received is not clear

Loud and Clear – self explanatory

Affirmative – yes

Negative – no

Respond, Responding – proceeding to an emergency (ex: Engine 4 Responding)

Enroute – proceeding to non-emergency location (ex: Engine 4 enroute Chico)

In Service – proceeding to function (ex: Engine 4 in service for training)

Status – What is your status? What are you doing?

Available – released from current assignment, ready for new assignment.

Available at Scene – committed to incident, available if new emergency dispatched

Committed – not available for dispatch

In Quarters – arrived at, normally followed by location

At Scene – arrived at incident

Out of Service – mechanically out of service

Uncovered – not in service due to lack of personnel

Emergency Traffic – Attention, I have emergency information

Emergency Traffic Only – used by Dispatch to gain control of the frequency

Resume Normal Traffic – cancels “Emergency Traffic Only” declaration

Code 1 – at your convenience

Code 2 – priority, proceed without red lights and siren

Code 3 – urgent, use red lights and siren

Break – used to switch units you are talking with while not releasing the microphone, or to momentarily release the microphone, but still retain the frequency

Can Handle – no other resources are needed (ex: Engine 4 can handle)

Clear – releasing the frequency, finished talking

Copy, copies – acknowledge message received

Disregard – self explanatory

Fire Under Control - self explanatory

Location – What is your location?

Repeat – repeat last transmission

Report on Conditions – what is going on?

Stand By – self explanatory

Stop Transmitting – self explanatory

Do not use: “Roger”, “10-4”, “Wilco”, “5 by 5”, or “Out”

Glossary of Radio Terms

ARES (Amateur Radio Emergency Service): ARES is a public-service organization of the ARRL.

ARRL (The American Radio Relay League): The National Association for Amateur Radio in the US. Golden Empire Amateur Radio Society (GEARS) is the local chapter.

Band: A band is a section of the Radio spectrum. Bands have been allocated for police, fire and ambulance services. Bands are often described by using an approximate wavelength for example the 144-148 MHz Amateur band is approximately 2 meters in wavelength so it is called the 2 meter band.

Currently:	Wide Band	25 Hertz
In 2007:	Narrow Band	12.5 Hertz
In 2013:	“Project 25”	6.25 Hertz

The RADIO determines whether you are transmitting Narrow Band, not the frequency!

Bandwidth: Frequency needed for particular type of emission.

Battery Pack: Generic term for portable power supply for radios.

Rechargeable: Ni-Cd (Nickel-Cadmium) or Ni-MH (Nickel-Metal Hydride)

Clamshell: term for the King Radio battery pack that holds 9 AA batteries

Battery Saver: Minimizes power consumption for extra talk-time.

Call sign: Sequence of letter and numbers used to identify radio operators and issued by the FCC.

Carrier: An unmodulated transmitted signal.

Carrier frequency offset (Carrier Shift): Distance between mark and space of the carrier for RTTY or similar communications.

Channel: Sequence of memory positions where frequency and related information is stored.

CTCSS (Continuous Tone Coded Squelch System): Adds a continuous sub-audible low frequency tone to the transmitted carrier. Receivers set for the same low frequency tone can decode signal. This is also known as Private Line or Channel Guard depending upon radio manufacturer. This is a simple tone system that minimizes disturbance from co-channel sharers, as only calls intended for your group are heard. This greatly reduces operator fatigue and confusion arising from irrelevant messages. The Private Line (PL) tone can be different on each channel, giving extra communications flexibility.

DTCS (Digital Tone Coded Squelch): A Selective call system

DTMF (Dual Tone Multi-Frequency): Used for transmit/receive numeric information such as phone number, PIN, remote radio control commands etc.

Duplex: An operation mode in which the transmit and receive frequencies are different.

Frequency: The number of repetitions that a wave makes per second. In Radio usage this refers to the frequency of the wave that acts as a carrier for the audio (the sound you can hear) signal. The measurement units of frequency are cycles per second, which are known as Hertz.

Interoperability: The ability of two or more different frequencies, bands, systems or components to exchange information and to use the information that has been exchanged.

Memory bank: A set of memory channels organized into a group.

PTT: (Push To Talk)

Priority Channel Scan: User-programmable Priority Channel Scan gives the radio operator the ability to program a list of channels to be scanned, from the keypad. Two channels of increased importance, for example a security and Community Repeater channel, may be designated as priority 1 and priority 2 channels within the scan list, and monitored more frequently.

Radio Designator: Title used while using the radio. Either issued permanently or temporarily during an assignment.

RX (Receive)

Repeater Operation: A non-audible calling tone is automatically emitted from the radio of the transmitter alerting the repeater of a call. The repeater then resends your message on a different frequency, usually at a higher power. Repeaters are usually located on tall prominent points. The term “hit the repeater” or “open the repeater” is used to signify that you have activated the repeater.

Scan: Continually sweeping frequencies looking for signals. The user can program a series of channels into predefined scan lists. Channels can also have priority levels assigned to them. This means that important messages can be received even if the user is engaged on another conversation.

Simplex: An operation mode where the transmit and receive frequency is the same.

VFO (Variable Frequency Oscillator): An operation mode in which operator can change frequency freely.

VHF: Very High Frequency includes the 144.000 - 148.000 MHz ranges. (30–300 MHz ranges signal.)

UHF: Ultra High Frequency includes the 430 - 450 MHz ranges.

VOX (Voice Operated transmission): A function that automatically puts the transmitter in transmit when the operator talks into a microphone.

Wavelength: The length of a wave from one crest to the next usually measured in meters. In Radio usage this refers to the wavelength of the wave that acts as a carrier for the audio (the sound you can hear) signal.

Codes and Acronyms

9 Codes

900 Radio Silence
901 Accident
904 Message Received
908 Out of Service
909 In Service
910 Prowler
910A Prowler (Still on Scene)
911 Vehicle Stop
912 Suspicious Person
916 Domestic
917 Drinking in public
918 Person Screaming for Help
922 Drunk Person
923 Stand By
924 Go to Station
926 Your Location
927 Repeat Your Last Transmission
935 Registration Inquiry
936 Stolen Vehicle Inquiry
937 Wanted Person Inquiry
938 Cancel
939 Wanted Use Caution
940 Meet Officer At...
945 Ambulance Needed
946 Tow Truck Needed
947 Fire Truck Needed
950 Take a Report
971 Be On the Look Out (for)
999 Officer Needs HELP

10 Codes

10-1 Receiving Poorly
10-2 Receiving well
10-3 Radio Check
10-4 Message Received
10-6 Busy
10-7 Out of Service
10-8 In Service
10-9 Repeat Last Message
10-10 Off Duty
10-11 Send Back up
10-13 Emergency Back Up

A.D.W. Assault With A Deadly Weapon

A.K.A. Also Known As

A.O.D. Assist Another Department

B.A. Burglar Alarm

B.A.C. Blood Alcohol Content

10-15 Prisoner

10-15X Female Prisoner
10-18 Report Information Needed
10-19 Go to Station
10-20 Location
10-21 Phone Call
10-22 Cancel Last Message
10-23 Stand By
10-27 Check License Status
10-28 Check Registration Status
10-29 Check For Warrants / Wants
10-33 EMERGENCY RADIO TRAFFIC ONLY
10-34 Cancel 10-33
10-36 Confidential Information Follows
10-36 A USE CAUTION Suspect has AIDS or other dangerous disease
10-36 M Suspect Has A Misdemeanor Warrant
10-36 F Suspect Has Felony Warrant
10-97 Arriving at Assignment
10-98 Assignment Complete

11 Codes

11-10 Take a Report
11-19 In route to Station
11-41 Ambulance Needed
11-44 Dead Body (either human or animal)
11-55 Suspicious Vehicle
11-57 Suspicious Person
11-48 Provide Transportation
11-80 Accident with Major Injuries
11-81 Accident with Minor Injury
11-82 Accident with Property Damage
11-83 Accident No Details
11-85 Tow Truck Needed
11-98 Meet Officer
11-99 OFFICER IN DANGER, NEED HELP NOW!!!

-----X Signifies a Female Is Involved

B & E Breaking and Entering (Not Normally Used anymore, see Burglary)
 B.O.L. Be On the Lookout (for)
 C.A.D. Computer Aided Dispatching
 C.C.W. Carry Concealed Weapon (permit)
 C.H.P. California Highway Patrol ("Chippy")
 C.L.E.T.S. California Law Enforcement Telecommunication System (Statewide computer data base to check for active warrants, stolen property, license status, and restraining orders.)
 C.O.N. Call of Nature (bathroom break)
 C.V.C. California Vehicle Code (V.C.)
 C.P. Command Post
 C.R.A.S.H. Community Resources Against Street Hoodlums (former LAPD anti-gang team)
 C.Y.A. California Youth Authority / Cover your @\$\$
 D.O.A. Dead On Arrival
 D.O.B. Date of Birth
 D.O.J. Department of Justice
 D.L. Driver's License
 D.P.S. Department of Public Safety
 D.U.I. Driving Under the Influence
 D.W.I. Driving while intoxicated (no longer used see DUI)
 E.M.T. Emergency Medical Technician (Paramedic)
 E.O.W. End of Watch (date of death or off duty)
 E.P.O. Emergency Protection Order (Emergency Restraining Order)
 E.T.A. Estimated Time of Arrival
 F.I. Field Interview / Field Interrogation
 F.L.I.R. Forward Looking InfraRed (A device used to "see" heat rather than light)
 F.S.T. Field Sobriety Test
 F.T.A. Failure to Appear (in court)
 F.Y.I. For Your Information
 G.B.H. Great Bodily Harm
 G.B.I. Great Bodily Injury
 G.O.A. Gone On Arrival
 G.S.W. Gun Shot Wound
 G.T.A. Grand Theft Auto (Not used officially anymore. See 10851 CVC)
 H.B.D. Has Been Drinking (alcohol)
 H & S Illegal Narcotics / Drugs (refers to the Health and Safety portion of California Law)
 I.C.C. Incident Command Center
 M.O. Method of Operation (the way a person usually does things)
 M.V.A. Motor Vehicle Accident
 N.C.I.C. National Crime Information Center (Computer database similar to CLETS except it is on the nationwide level)
 O.C. Oleoresin Capsicum (pepper spray)
 O.I.C. Officer In Charge
 P.A.S. Preliminary Alcohol Screener
 P.C. Penal Code / Probable Cause
 P.I.T. Maneuver Pursuit Intervention Technique
 P.N.O. Planned Non Operation (of motor vehicle)
 P.O.P. Team Problem Orientated Policing (Usually an anti-gang team)
 R.O. Registered Owner
 R.P. Reporting Person
 S.W.A.T. Special Weapons And Tactics
 T.A. Traffic Accident
 T.C. Traffic Collision

California Penal Code

- 148(a)(1) Delaying the duties of a peace officer, or EMT
- 148.9 Providing false information to any peace officer
- 187 Murder
- 191.5 Gross vehicular manslaughter
- 192 Manslaughter
- 207 Kidnapping
- 211 Robbery
- 215 Carjacking
- 240 Assault
- 242 Battery
- 243(e)(1) Committing battery against a person that lives with you.
- 245 Assault with a deadly weapon
- 246 Discharge of a firearm at an inhabited dwelling. (Drive-by shooting)
- 261 Rape
- 261.5 Unlawful sexual intercourse with a minor
- 273.5 Domestic violence
- 290 Convicted sex offender required to register with local law enforcement
- 415 Disturbing the peace / Fighting
- 422 Making threats to commit G.B.H., or death
- 451 Arson
- 459 Burglary
- 470 Forgery
- 487 Grand theft (Theft of money or property more than \$400.00)
- 488 Petty theft (Theft of money or property of \$399.99 or less)
- 594 Vandalism
- 601 Missing person / runaway (This is a Welfare and Institutions Code)
- 602 Trespassing
- 647(f) Public intoxication
- 653m Making obscene or threatening phone calls.
- 664 Attempt to commit a crime (used in conjunction with a penal or vehicle code i.e. 664/10851 is attempted vehicle theft)
- 5150 Person with a mental disability
- 12020 Possession of illegal weapon
- 12025 Concealed weapon

California Vehicle Code

2800.1 Evading peace officer
4000(A) No evidence of vehicle registration
10851 Vehicle theft
12500(a) Driving without a valid license
12500(b) Driving a motorcycle without proper license
12951 Driving without license in possession
14601(a) Driving with a suspended license
16028 Failure to provide proof of insurance
20001 Hit and run with death or injury
20002 Hit and run with property damage
21212 Bicycle rider under 18 required to wear approved helmet
21461 Must obey sign
21462 Failure to obey posted sign
21806 Drivers must yield right of way to emergency vehicle with emergency light activated.
22348(b) Exceeding 100 MPH (naughty, naughty!)
22349 Exceeding maximum posted speed limit
22350 Exceeding safe speed for conditions / posted
22400 Driving so slowly as to block normal flow of traffic
22450 Must stop at stop sign
23103 Reckless Driving
23109(c) Exhibition of speed or power
23116 No passengers allowed in cargo area of open pickup truck
23117 Animals must be restrained in cargo area of pickup truck.
23136 Minor driving with BAC greater than .01 percent measured by a PAS
23140 Minor driving with a BAC greater than .05 percent
23152 Driving under the influence of drugs or alcohol
23153 Driving under the influence of drugs or alcohol and causing injury, or death
24400 Headlight out
24409(a) Must dim high beams to oncoming traffic
24600 Must have (2) RED taillights one on right and one of left. (Not allowed to have clear lens with red bulb)
24603 Must have (2) RED brake lights activated when brake pedal is pressed.
26710 Windshield must be free from obstructions (cracks, hanging ornaments etc.)
27007 Forbidden to have audio sound level able to be heard more than 50 feet from vehicle.
(Emergency vehicles exempt)
27315 Mandatory seatbelt law

Family Radios

Motorola T5710 "Family Radios" Programming				
Order	Function	Possible Settings	Default Setting	Default Display
1 st	Channel (Frequency)	1-22	Channel 10	10
2 nd	Interface Eliminator Code	0-38	Off	0
3 rd	Call Alert	0-10	Long ring	1 CA
4 th	Voice Activation (Headset)	1-3	Medium sensitivity	2
5 th	Qt Noise Filtering	Y or -	Off	Qt -

Talk Confirmation: To turn Talk Confirmation off (default mode), press and hold the + button while turning the radio on. Confirm that there is not a graphic in the upper right hand corner of the display when Talk Confirmation is off.

"Mon" Button: Holding it for several seconds will turn off the squelch and you will hear static. Use this feature when setting volume.

To scan: Push the "MON" button for 1 second.

To alert: Push the *button.

Locking the Keyboard: Push "MENU" for 3 seconds (default mode). A padlock graphic will appear in the display.

Channel	Frequency	Usage	Wattage	License Required?
1	462.5625 MHz	GMRS/FRS	1	yes
2	462.5875 MHz	GMRS/FRS	1	Yes
3	462.6125 MHz	GMRS/FRS	1	Yes
4	462.6375 MHz	GMRS/FRS	1	Yes
5	462.6625 MHz	GMRS/FRS	1	Yes
6	462.6875 MHz	GMRS/FRS	1	Yes
7	462.7125 MHz	GMRS/FRS	1	Yes
8	467.5625 MHz	FRS	.5	No
9	467.5875 MHz	FRS	.5	No
10	467.6125 MHz	FRS	.5	No
11	467.6375 MHz	FRS	.5	No
12	467.6625 MHz	FRS	.5	No
13	467.6875 MHz	FRS	.5	No
14	467.7124 MHz	FRS	.5	No
15	462.5500 MHz	GMRS/FRS	1	Yes
16	462.5750 MHz	GMRS/FRS	1	Yes
17	462.6000 MHz	GMRS/FRS	1	Yes
18	462.6250 MHz	GMRS/FRS	1	Yes
19	462.6500 MHz	GMRS/FRS	1	Yes
20	462.6750 MHz	GMRS/FRS	1	Yes
21	462.7000 MHz	GMRS/FRS	1	Yes
22	462.7250 MHz	GMRS/FRS	1	yes

Bendix King Radio Information

This is NOT the most current frequency list. This is just an example of the way Groups are set up. There may be up to 25 groups on a Bendix king Radio

GROUP 1		USER CG			
Ch #	DISPLAY	RX FREQ	RX CTCSS	TX FREQ	TX CTCSS
1	NVADGRPT	158.9025	107.2	155.2725	107.2
2	NVADGDIR	158.9025	107.2	158.9025	107.2
3	NVADGTAC	153.7925	107.2	153.7925	107.2
4	BC SAR	155.1600		155.1600	136.5
5	BTU MR	151.4000	110.9	159.3750	146.2
6	WHITE 2	154.2650		154.2650	156.7
7	WHITE 3	154.2950		154.2950	167.9
8	CALCORD	156.0750		156.0750	103.5
9	BUT SUPP	154.4150	123.0	159.0000	100.0
10	CDF TAC 9	151.3850		151.3850	107.2
11	CDF A-G	151.2200		151.2200	114.8
12	CDF TAC11	151.4450		151.4450	127.3
13	CDF TAC 12	151.4600		151.4600	141.3
14	PRA FIRE*	153.9500	100.0	156.0150	100.0
15	PRA TAC1*	154.4300	100.0	154.4300	100.0
16	ORO TAC 1	153.8900	123.0	153.8900	123.0

GROUP 2					
Ch #	DISPLAY	RX FREQ	RX CTCSS	TX FREQ	TX CTCSS
1	NVADGRPT	158.9025	107.2	155.2725	107.2
2	NVADGDIR	158.9025	107.2	158.9025	107.2
3	NVADGTAC	153.7925	107.2	153.7925	107.2
4	BTU TN 11	151.4000	110.9	159.3750	114.8
5	WHITE 2	154.2650		154.2650	
6	WHITE 3	154.2950		154.2950	
7	CALCORD	156.0750		156.0750	
8	BUT SUPP	154.4150	123.0	159.0000	136.5
9	PRA FIRE*	153.9500	100.0	156.0150	100.0
10	PRA TAC1*	154.4300	100.0	154.4300	100.0
11	CDF A-G	151.2200		151.2200	
12	CDF TAC 9	151.3850		151.3850	
13	VCALL**	155.7525		155.7525	156.7
14	VTAC 1**	151.1375		151.1375	156.7
15	VTAC 4**	159.4725		159.4725	156.7
16	CDF CM 1	151.3550		159.3000	

NVADG Radio Users Guide

Basic information and guidelines for using the Bendix/King radios

The purpose of this guide is to instruct the user with the basic information necessary to properly operate NVADGs Bendix/King radios. It is not an instructional guide for advanced radio operations such as programming the radios, or a substitute for classroom radio operations instruction.

Using the radios:

1. Check out the radio from the communications person.
2. Verify what channels/groups/frequencies will be used for this operation.
3. Verify what your Animal Rescue Group designator will be and who will be the primary communicator.
Example: "AR Unit 51"

NVADG has its own frequency **155.2725** and will use channel 16 for communications

DO NOT use any other frequency unless authorized to do so.

4. Turn the radio on (ON/VOL). If nothing appears in the LCD display, the batteries may be installed incorrectly or dead. Listen to the noise (if it dies or drops in volume, the batteries may be low).
5. Turn the squelch up until the noise just stops.
6. Turn the channel knob (1-16) to the proper channel
7. The radio has a toggle switch labeled LO/HI to the left of the SCAN switch. Placing it in the HI position enables full transmit power, but uses up the batteries faster. When transmitting to nearby persons, try using the LO setting to conserve batteries.
8. Before leaving the Animal Staging Area, get a communications briefing and do a radio check with the Animal Evacuation Leader.
9. You will be instructed on a check-in time & procedure.
10. When you return from the field, report to the communications person and turn in the radio. Turn off the radio and turn in all batteries, antenna, chest harness, and any other items issued with the radio.

Scanning and Priority settings:

Toggles: Pulling the toggles toward you (toward the front of the radio) in most cases is turning the function "OFF". Pushing the toggles toward the radio is turning the function "ON".

Before selecting channels to be scanned and set as a priority, turn the PRI and SCAN toggle switches to the OFF position.

Select the channels to be scanned: You may wish to monitor several channels to listen for important information and updates. Turn the channel selector knob to the desired channel to scan and press the ENT key (SCN will appear in the LCD display). Repeat for each channel that you want to scan. You can scan as many channels as you wish, but only one channel can be set as a Priority. Push the SCAN toggle switch up to the on position to resume scanning. To remove a channel from the scan list, turn the SCAN and PRI toggle switches to the OFF position. Turn the channel selector knob to that channel and press the CLR key.

Priority scan enables the radio to scan and receive while monitoring for a message on the designated Priority Channel. You can only choose one channel to set for Priority. To select the Priority channel, turn the SCAN and PRI toggle switches to the OFF position. Turn the channel selector knob to the channel you choose for Priority and press the PRI key. Return the SCAN and PRI toggle switches to the ON position. Normally, channel 16 (NVADG) will be the designated Priority channel.

Changing Groups: Push the # key, then the number of the desired group, then press the ENT key. Example: #, 2, ENT. You're now in Group 2.

Transmitting on the radio:

Make sure that you are using the correct channel and frequency. Listen for 15-30 seconds to make sure transmission traffic is clear. If someone is using the frequency, wait for both parties to clear their traffic. Formulate your message before you begin transmitting. Compose a concise, easily understood message. Remember that other people will be monitoring your message.

Press the PTT (Push To Talk) switch. The transmit indicator will light. Hold the PTT for one second, then call the person or base station you wish to speak to and identify yourself. Example: If you are AR Unit 51 and want to contact the Animal Shelter Leader, you would say "Animal Shelter - AR UNIT 51". Release the PTT. Wait for them to respond. If you do not receive a response in 10-15 seconds, repeat the call. After your call is acknowledged ("Animal Shelter"), press the PTT and speak your message in a normal voice with the radio in an upright position and the microphone 1-2 inches from your mouth. The antennae should be perpendicular to the ground and not shielded by your body. Speak distinctly and clearly using clear text words and phrases. Do not shout or speak too fast. Long messages should be broken into segments. Stop at a logical point and say "break". Release the PTT, wait a few seconds, then continue the message. ("AR Unit 51 continuing with report on conditions...") When the communication is complete, sign off with your designator ("AR Unit 51") and the word "CLEAR". Keep all communications to the point and as brief as possible. Do Not Tie Up The Airwaves.

If you do not get a response from your radio call or don't hear anything for a long time.

Check your volume and squelch.

Check to make sure that you are on the correct channel and frequency.

Try moving around a little. Go to a little higher ground.

If your radio has a transmit light make sure it stays on while transmitting.

Ask if anyone else can hear you. They can relay a message.

Phonetic Alphabets

NATO, International, Aviation, Fire: Adopted worldwide in 1955

A – Alpha
B – Bravo
C - Charlie
D – Delta
E - Echo
F - Foxtrot
G - Golf
H - Hotel
I - India
J - Juliet
K – Kilo
L - Lima
M - Mike
N - November
O - Oscar
P - Papa
Q - Quebec
R - Romeo
S - Sierra
T - Tango
U – Uniform
V - Victor
W - Whiskey
X - X-ray
Y - Yankee
Z – Zulu

0 - Zero
1 - Wun (One)
2 - Two
3 - Tree (Three)
4 - Fower (Four)

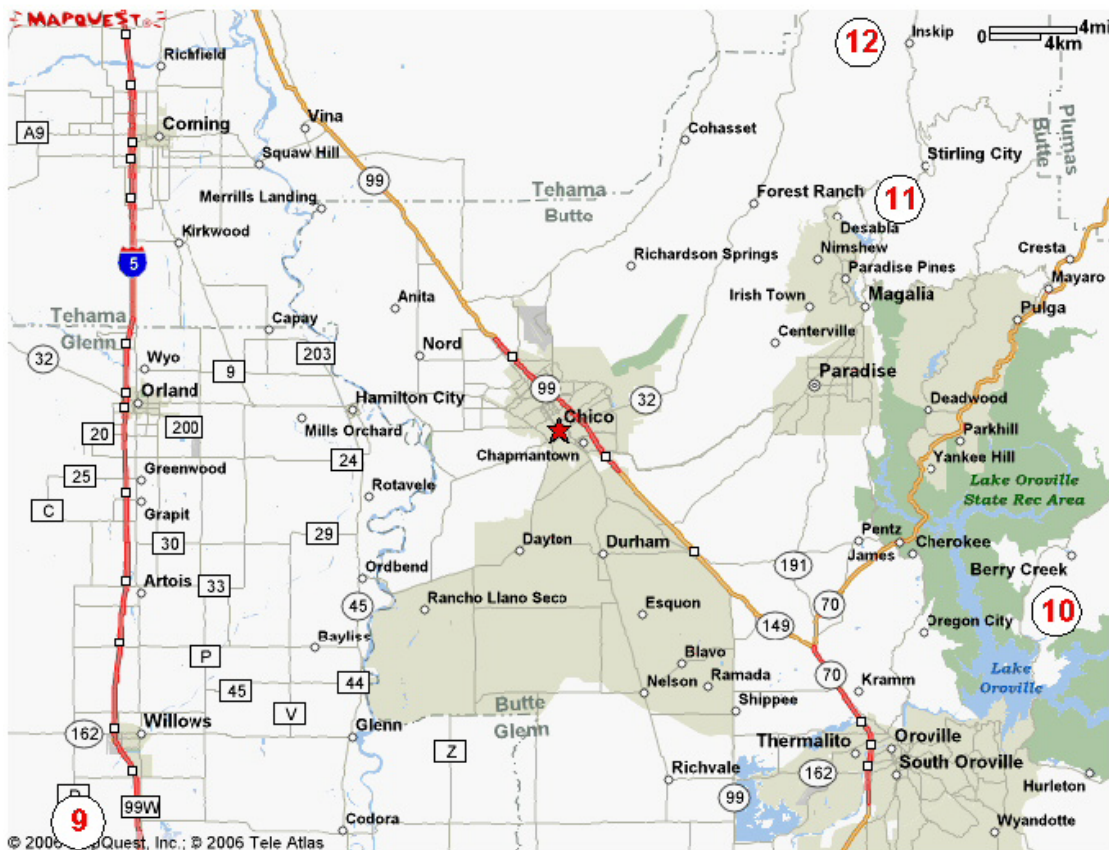
5 - Five
6 - Six
7 - Seven
8 - Ait (Eight)
9 - Niner (Nine)

Association of Public Safety Communications Officials International (APCO) LAPD created, and promotes it in tv and movies

Letter Phonetic

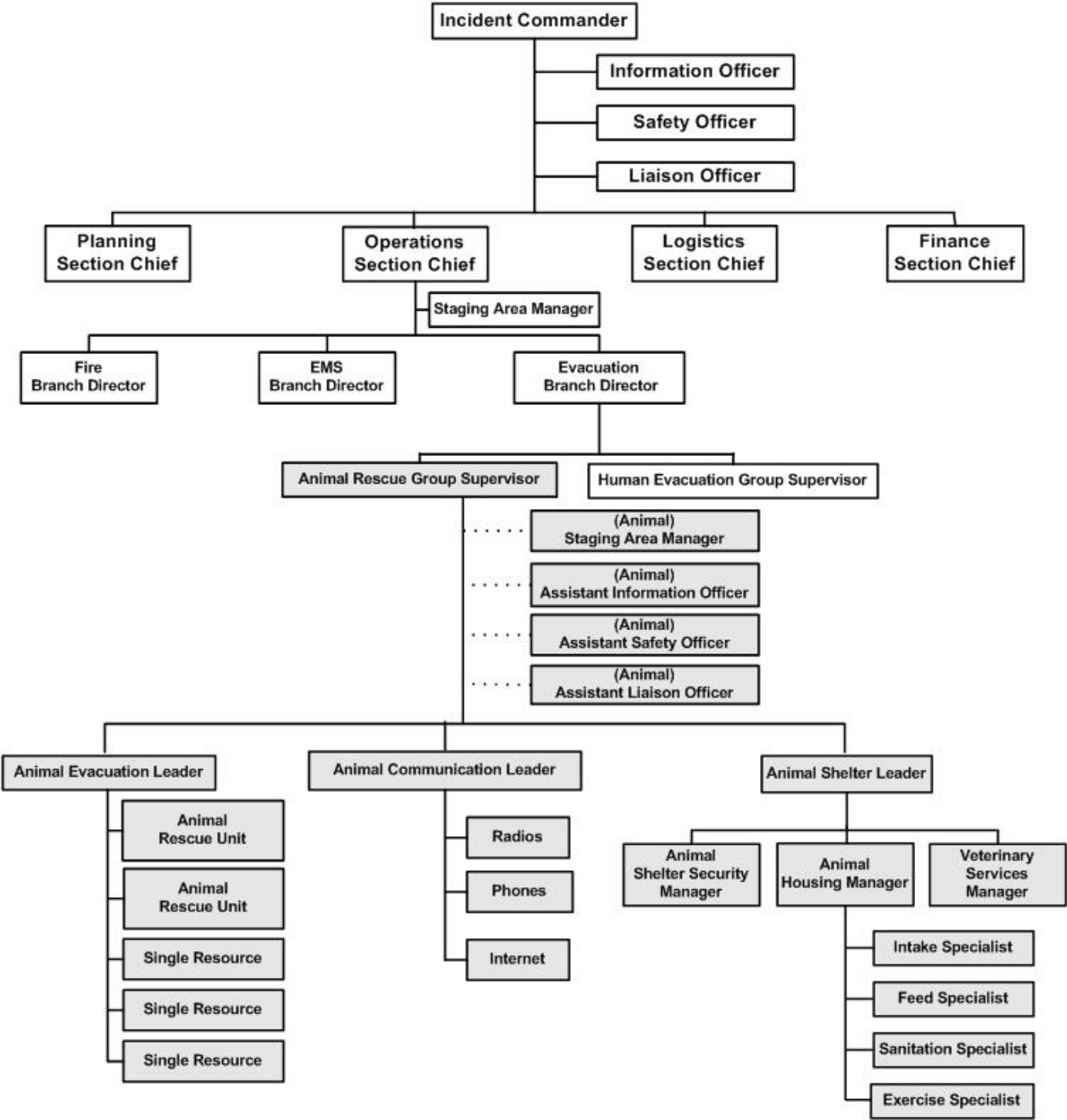
A Adam
B Boy
C Charles
D David
E Edward
F Frank
G George
H Henry
I Ida
J John
K King
L Lincoln
M Mary
N Nora
O Ocean
P Paul
Q Queen
R Robert
S Sam
T Tom
U Union
V Victor
W William
X X-ray
Y Young
Z Zebra

Butte County Radio Repeater Tones



- 9 Mount Saint John: Tone 9 (100.0)
- 10 Sunset Hill: Tone 10 (107.2)
- 11 Bald Mnt: Tone 11 (114.8)
- 12 Colby Mountain: Tone 12 (127.3)

North Valley Animal Disaster Group ICS Titles



NVADG Acronyms

ACO	Animal Control Officer
AHA	American Humane Association
AH&FSS	Animal Health and Food Safety Services
ARC	American Red Cross
ARRL	American Radio Relay League
AVMA	American Veterinary Association
BCAC	Butte County Animal Control
BCACAB	Butte County Animal Control Advisory Board
BCSCR	Butte County Sheriff's Communications Reserve
BCFSC	Butte County Fire Safe Council
BCHC	Sutter/Buttes Back Country Horseman of California
BCSO	Butte County Sheriff's Office (Sometimes abbreviated to SO)
BCS&R	Butte County Search and Rescue
Cal-Fire	California Department of Forestry and Fire Protection
CAP	Civil Air Patrol
CARDA	California Rescue Dog Association
CARES	California Animal Emergency Response System
CART	County Animal Response Team
CDF	California Department of Forestry and Fire Protection (old)
CDF&G	California Department of Fish and Game
CDFA	California Department of Food and Agriculture
CEA	Chico Equestrian Association
CERT	Certified Emergency Response Teams
CFD	City of Chico Fire Department
CHP	California Highway Patrol
Comm 2	SCR's Communications Truck a.k.a. Sheriff's Comm 2
CSHA	California State Horsemen's Association
CSTI	California Specialized Training Institute
CSUC	California State University Chico
CVMA	California Veterinary Medical Association
DART	Drowning Accident Rescue Team
DART	Disaster Animal Response Team
DSW	Disaster Service Worker
DSWVP	Disaster Service Worker Volunteer Program
EARS	Emergency Animal Rescue Services (UAN)
ECC	Emergency Command Center (CDF in Butte County)
EOC	Emergency Operating Center
EMS	Emergency Medical Services

OEM	Office of Emergency Management (often synonymous with OES)
ESN	Emergency Service Number
ESO	Emergency Service Officer
FCC	Federal Communications Commission
FRS	Family Radio Service
FEMA	Federal Emergency Management Agency
FTC	City of Chico Fire Training Center
GEARS	Golden Empire Amateur Radio Society
GIS	Geographical Information System
GRMS	General Mobile Radio Service
HSUS	Humane Society of the United States
HT	Handheld Transceiver (handheld two-way radio)
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IFAW	International Fund for Animal Welfare
IO	Information Officer
LAST	Locate, Assess, Stabilize, Transport
LCES	Lookout, Communications, Escape Route, Safety Zone
LKP	Last Known Position
MAU	Lake Oroville Mounted Assistance Unit
Mobile	Vehicle Two-way Radio
NART	National Animal Response Team
NCO	Net Control Operator
NEMS	National Emergency Management System
NIMS	National Incident Management System
NGO	Non Governmental Organization
NVADG	North Valley Animal Disaster Group
NVMA	North Valley Veterinary Medical Association
OA	Operational Area
OARS	Oroville Amateur Radio Society
OES	Office of Emergency Services
OFD	Oroville Fire Department
Ops	Operations
PAWS	Promotion of Animal Welfare
PFD	Paradise Fire Department
PHA	Paradise Horseman's Association
PLB	Personal Locator Beacon
PLS	Place Last Seen
POA	Probability of Area
POD	Probability of Detection
PIO	Public Information Officer
PSAP	Public Safety Answering Point

PTT	Push to Talk
RACES	Radio Amateur Communications Emergency System
REOC	Regional Emergency Operations Center
RIMS	Response Information Management System
RP	Reporting Party
SART	State Animal Response Team
SAR	Search and Rescue
SCBA	Self Contained Breathing Apparatus
SCR	Sheriff's Communications Reserve
SEMS	Standardized Emergency Management System
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures (Sometimes abbreviated as OP)
UAN	United Animal Nations
USAR	Urban Search and Rescue
VMAT	Veterinary Medical Assistance Team
VOX	Voice Activated
YSDADA	Yuba/Sutter Domestic Animal Disaster Assistance

PERSONAL ITEMS

NVADG ID Badge*
Red Card*
NVADG Shirt*
Watch*
Flash light*
Extra Batteries
Forms
 ICS 214
 Evac Resource Check-in
 Evac Veh/trailer Inspection
Pen/Pencil*
Notebook*
Cell phone*
Gloves (Heavy duty)*
Gloves (Rubber)
Long Sleeve, 100% cotton, white T-shirt*
Baby Wipes
Whistle*
Towels (paper or cloth)
24 hr supply water, food, clothing
Medications*
Hat*
Eyewear*
Boots* (NO tennis/loafers for fire)
Cash*

OPTIONAL ITEMS

Sun Block
Insect repellent
Ice chest
Rain gear
Head mount flashlight
Camera
Binoculars
Scanner
Jacket
Pillow/Sleeping Bag
Folding Chair

VEHICLE ITEMS

Full fuel tank
Tow strap/Chain
Trailer Hitch
Ropes
Tool Kit with
 Pliers with cutters
 Wire
 Duct Tape
 Knife
 Hammer
 Saw
First Aid kit with animal items
Fire Extinguisher

Items to be kept on your person*

NVADG ID Badge
Red Card
NVADG Shirt
Long Sleeve, 100% cotton, white T-shirt*
Watch
Flash light
Pen/Pencil
Notebook
Cell phone if possible
Gloves (Heavy duty)
Whistle
Medications
Hat
Eyewear
Boots (NO tennis/loafers for fire)
Cash



NVADG Animal Branch Director Check List

Time Done	Action
	Initiate ICS 214
	Contact BCPH and get permission to activate
	Coordinate with Animal Control: Assignment, Shelter Locations, etc
	Establish Evacuation Staging Area location(s)
	Establish Shelter location(s)
	Activate NVADG phone tree
	Assign Driver for Initial Attack Trailer
	Assign a Shelter Group Leader
	Assign an Evacuation Group Leader
	Assign an Agency Representative and send them to the ICP as soon as possible
	Assign a Safety Officer
	Assign a Communications Unit (Phones, radios, ham radios, Hotlines, etc)
	Redirect Hot lines
	Radios: Repeater, King Radios, Family Radios
	Assign a Public Information Officer (PIO)
	Initiate ICS 201 form
	Coordinate with BCSO
	Coordinate Mutual Aid Resources: HSUS, UAN, etc. as necessary
	Coordinate with Veterinarian(s) (Local, CVMA/VMAT)
	Coordinate with Red Cross
	Comfort Items (food, bathrooms, etc.)
	Request CCC
	Determine operational working period
	Provide Information and Safety Briefings to Animal Group
	Acquire an Assistant as necessary

NVADG Possible Press Questions

What is your group doing here today? What is your situation? What is going on?

We are evacuating animals from _____. We have set up a Temporary Shelter at _____.

How many people are working? What are their backgrounds and skill levels?

We have ___ Volunteers working today. They have all gone to mandatory training consisting of: Introduction to Animal Rescue, Incident Command System, Fireline Safety Training, Evacuation and Shelter Training, Radio Training, Animal First Aid, etc. We also have Volunteers that are RVTs, Vets, Firefighters, Nurses, etc.

What are YOU doing here today? I am the Public Information Officer; I am assisting in getting the information to pet owners... I am a shelter Volunteer; I am assisting in taking care of animals.

Why did YOU get involved? I love animals and am a great person...

What is the purpose of your organization? What is the main purpose of the group?

The purpose of the group is two-fold:

- 1) To educate the public to take responsibility for their animals by including them as part of the family disaster plan.
- 2) To work together with public and private agencies in the North Valley with the evacuation and sheltering of animals during a disaster.

What is the Mission Statement? Working with emergency services to educate the public about disaster preparedness, and assist in sheltering and evacuation of animals during a disaster.

How did your organization get started?/When was the group started? The NVADG was started in the Summer of 2002.

Why was the group started?

During recent disasters, Emergency Services providers have found that some people will not evacuate if they can't bring their animals with them. Unfortunately, this has proven to have fatal results in Butte County.

After the devastating Marysville Flood of 1997, the California Board of Governors directed the California Department of Food and Agriculture (CDFA) to set up an Animal Disaster Plan in each county in California. Butte County's Emergency Services began to draft a Guide to Disaster preparedness and enlisted the NVADG to complete this task

How do you receive your authority? Butte County Supervisors adopted a Resolution initiating us as a volunteer organization directed by Butte County Public Health Animal Control Department.

Why is your group providing these services? To save human and animal lives...

What type of training does your group have? They have all gone to mandatory training consisting of: Introduction to Animal Rescue, Incident Command System, Fireline Safety Training, Evacuation and Shelter Training, Radio Training, Animal First Aid, etc

Do you need additional volunteers? Who? What type of skills do they need? Where should they go?

During an incident, new Volunteers should contact Caring Choices at 1398 Ridgewood Dr, Chico (530) 899-3873. During non-emergency times, prospective Volunteers can check our webpage at www.animaldisaster.org for dates of any new training.

Do you need donations of money or supplies? What and where? Currently we need _____. Donations are tax deductible and can be sent to: PO Box 441, Chico CA 95927, or donate directly on our webpage at www.animaldisaster.org by using Paypal.

How is the group funded? We are a non-profit organization that relies on the generosity of our community and on grants. Donations are tax deductible and can be sent to: PO Box 441, Chico CA 95927, or donate directly on our webpage at www.animaldisaster.org by using Paypal.

What should the public be doing to help protect their own animals? Have agreements with your neighbors that you will take care of each other's animals when you are gone. Have a safe place to take your animals if you have to evacuate.

How many animals have you saved so far? Statistics?

How can you rationalize spending resources on animals when people need help? Humans are a priority. Professional Law Enforcement and Firefighters are all assisting with human needs. All of the Volunteers in our group are ADDITIONAL personnel that have been assigned specifically for animal issues.

Where can people go to reclaim their pets? The Temporary Animal Shelter is located at: _____.

Are any recovered animals up for adoption? All unclaimed animals will be turned over the local Shelters. They may be adopted after the required waiting period.

Are there local Veterinarians involved? Yes. The CVMA (and VMAT) and local Vets have trained with our group and are assisting today.

Is there any cost to the owner of the animals? No. We ask for no donations during an emergency. This is not the time for fund-raising.

What is considered a "disaster" and who will make the call on it? State, County? The County or City will determine if a local disaster is declared. A disaster does not have to be declared for NVADG to be activated.

What give your group the legal right to come on a stranger's property and remove their animals without their permission? We only respond when specifically requested by a property owner.

We heard a rumor of... Don't respond to any rumors.

Don't answer any questions about the cause of the fire/flood, or acreage burned, etc. Direct the person to the Fire Information Officer.

The Golden Rule: If you don't know the answer – say, "I don't know the answer, but will find out and get back to you."

Who makes up the membership of the group? We have been very fortunate in our volunteer recruitment, which includes Veterinarians, Registered Veterinary Technicians, Nurses, Firefighters, Search and Rescue Personnel, Animal Trainers, Animal Control Officers, and dedicated lay people.

How many volunteers to you have? - Do you need more volunteers? At the present time we have approximately ____ volunteers at this time.

Who are the “co-operating” groups?

City of Chico
Cal-Fire/Butte County Fire
Butte County Search and Rescue
Chico, Paradise, Oroville and Butte County Animal Control
Butte Humane Society
Butte County Fire Safe Council
Butte County Sheriff’s Office Communications Reserve Unit
American Red Cross
Humane Society of the United States (HSUS)
International Fund for Animal Welfare (IFAW)
United Animal Nations (EARS)
American Humane Association
Chico Equestrian Association
Paradise Horseman’s Association
UC Davis
California Animal Response Emergency System (CARES)

NVADG Standard Operating Guideline

Purchases and Reimbursement

The Treasurer, President, and Animal Group Supervisor have authority to make purchases without the direct approval of the Board of Directors for purchases up to the amount of \$500. Whenever convenient, it is preferred to put the purchase on the Monthly Meeting Agenda and have the entire Board discuss the purchase.

Whenever possible it is preferred to pay directly with the NVADG Check Card, or a NVADG Check. If you have pre-authorization to purchase something and pay for it yourself, the Treasurer will reimburse you with a check as soon as possible. The receipt must be given to the Treasurer in order to receive reimbursement.

There is a possibility (not a guarantee) that we may be reimbursed for items used during an incident, including fuel used in personal vehicles. This is up to the discretion of the Animal Group Supervisor, and Board of Director approval. There is no guarantee, nor shall there be any expectation that any expense will be reimbursed at any time. It is essential that we have proper documentation to receive reimbursement. The following are a bare minimum of what is required:

Original Receipt: Write on the receipt your name and a complete description of the item(s) purchased. Make sure the date and time are on the receipt. This must be legible. If specific items are not itemized, they must be hand-written on the receipt.

Photocopy of the Volunteer's ICS 214 (Unit Log) with complete explanation of expense, including mileage when appropriate. The specific entry shall be highlighted.

County of Butte General Claim Form properly filled out and signed.

Photocopy of the Sign in Sheet for the day the Volunteer worked. The Volunteer's name shall be highlighted.

Fuel: If requesting reimbursement for fuel, a fuel log is required of dates, times, locations, assignments, and mileage of each individual trip. There is no official form for this. It may be done on a separated sheet, or included in your Unit Log.

These four (or five) items must be stapled together, in the above order with the receipt on top, and given to the Finance Section Chief of the Animal Branch for transfer to the proper location. A second photocopied set of these documents must be supplied at this time by the Volunteer for NVADG's permanent record.

The more information that you can provide and the more specific that you can be, the better chance that you will be reimbursed.

Request for reimbursements must be made within 7 calendar days of the purchase to be eligible for consideration of reimbursement by NVADG.

The Finance Section Chief of the Animal Branch will submit an Invoice (with a specific invoice number) summarizing the expenses, with all the receipts and required paperwork to Butte County within 14 days following the demobilization of an incident.

Class Feedback

NVADG Annual Training: January 28& 29, 2012

Name (Optional): _____

E-Mail or Phone - if you wish to be contacted: _____

Any feedback on classes and instructors would be greatly appreciated!

Introduction to NVADG: _____

ICS 100: _____

Radio Awareness: _____

Evacuation Awareness and Operational: _____

Overhead Positions: _____

Shelter Intake and Forms: _____

Shelter Awareness and Operational: _____

Large Animal Shelter: _____

Simulation: _____

NVADG Update: _____

Animal First Aid: _____

Animal Handling: _____

Psychological First Aid: _____

BCPH Update: _____

Epidemiology: _____

Media/PIO/ Community Outreach: _____

General Feedback: Facility, Parking, Professionalism: _____
