Lessons Learned at Operation Slow Rise Exercise Oct 23, 2014

Prior to Event:

1. Be sure all necessary forms are available in Field Boxes AHEAD of an event. Be sure to replace any forms taken out during an exercise. Asses state of materials (dry pens), need hold punch in Field Boxes. Revise Vol Manager sign-in sheet to include check-off for Evaluations & 214s

2. Be sure team is knows location of event and clearly understands how to get there.

3. Plan for food requirements for volunteers and residents, also water.

Prior to Opening Shelter for Intake:

1. Police site prior to set-up for hazards, including animal waste. Mark with flags and dispose of hazard asap. Complete the location checksheet to know where water, power, restrooms, trash, etc are located, ESP know if the sprinkler system will activate during time the shelter is set up. Include contact information.

2. Use as many banners as possible to provide maximum public awareness: hang banner on CCT

3. ALL tables must have sign indicating their function. Signs are available in Security Field Box.

4. Situate TRIAGE outside restricted area: if animal is NOT processed into shelter, but returned to owner after vet check, no "responsibility" lies with YSDADA.

5. Sanitation mgr should be assigned early on.

6. Assign historian and be sure to get a group picture of volunteers.

7. ABD should make frequent "rounds" to ascertain status.

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**GENERAL POLICIES AND PROCEDURES**

It should be clear that assignments are made in a specific order. Initially, all volunteers assist with setting up the shelter in the order the positions were assigned. That allows the entire set-up to be complete before the shelter is opened to accept animals. Only after the required positions are filled does the shelter become a safe and secure environment for volunteers and pet owners as well as for any other members of the community.

The order of setup is as follows: **Branch Director**(1) appoints an **Equipment Manager(**2). That individual's first task is to provide the Field Box, table, chair and any other critical items needed by the **Volunteer Manager**(3), who is the next person assigned a post. As volunteers are checked in, they are issued IDs, complete any required form such as the Liability Release and provide updated Emergency Information. Assignments are made, followed by the Update and Safety Briefing by the ABD and Safety Officer. ALL VOLUNTEERS ARE ENCOURAGED TO READ THE INSTRUCTIONS IN THEIR REPECTIVE FIELD BOXES TO BE SURE THEY ARE COMPLETING ALL THE TASKS REQUIRED.

Volunteers then proceed to assist in setting up the remaining stations in the following order:

4. **Security and Safety**

5**. Communications**

6**. Information Table**

7**. Triage**

8**. Intake**

9**. Housing**

This includes tables, chairs, signage and banners, canopies, fencing, pallets, and crates. If there are additional volunteers, they may act as **runners**(10) or **handymen**(11) who assist with set-up of heavy items, etc.Any additional responsibilities are either added to a volunteer's assignment, such as **PIO**(12) and **Liaison**(13) or as qualified volunteers become available. Every effort is made to have Spanish or Punjabi translators available for those residents who need assistance.

If the emergency extends beyond 12 hours, a request is sent out for replacements. YSDADA operates a shelter 24-hrs a day, using a 12-hour shift plan. Due to the limited number of available and qualified volunteers, convergents are necessary. They are required to undergo a training session from 1-4 hours in length, depending on the nature of the positions in need of replacement.

Following event, thank you's to all "outside" assistants, hold "demob party" asap. Complete & submit reports, update contact list, equipment & supplies list, & ERD as needed.