Putnam County PFS Team - Levels

All volunteers will report directly to PFS (Pet-Friendly Shelter) Manger on arrival at shelter.
At this time they will be given their work assignments.

Levels reflect the amount of training and experience of each individual.
These levels do not show the Chain of Command.
All volunteers report directly to the Shelter Manager.

The PFS Team is on-site to care for the pets of those housed in the Mass Care Shelter.
The Team will also be trained in other basic emergency knowledge to assist as needed and directed (non pet tasks) by the PFS Shelter Manager.

Level #1 Team volunteers: Shelter Set-Up

Volunteers will be trained to prepare them for their duties.
PFS Set-up Volunteer Duties:
*Setting up the rooms for incoming animals
*Take down and pack up after closing

Level #1 Team volunteers: PFS Staff, Assistant

Shelter staff assistants will attend meetings and undergo training to prepare them for their duties.
To work under the guiding instructions of PFS Manager or PFS Staff
PFS Staff Assistant Duties:
Assist in set-up as needed.
Intake
~ Registration
~ Cage Cards
~ ID Bands
~ Review policies with caregiver (owner)
Check-out paperwork - sign out of pet by caregiver/owner.

Level #1 Team volunteers: Animal Care Technician, Assistant

Animal Care Technician Assistants will attend meetings and undergo training to prepare them to work in an emergency evacuation situation.
The Animal Care Technician Assistant’s main duty is to ensure that the animals' basic needs are met to the best of their abilities.
~ Animal Care Technician Assistants will help monitor health and welfare of animals.
~ Animal Care Technician Assistants will sign off daily on each animal's cage card if instructed to by Shelter Manager.
Highly recommended to have had animal First Aid & CPR.

Level #2 Team volunteers: PFS Staff

Shelter Staff will attend meetings and undergo training to prepare them for their duties.
PFS Staff Duties:
Assist in set-up as needed.
Intake
~ Registration
~ Cage Cards
~ ID Bands
~ Review policies with caregiver/owner
Check-out paperwork - sign out of pet by caregiver/owner
Training includes
Federal Emergency Management Agency (FEMA) Coursework:
IS-07 A Citizen's Guide to Disaster Assistance
IS 100.a - Introduction to Incident Command System

Level #2 Team volunteers: Animal Care Technician

Animal Care Technicians will attend meetings and undergo training to prepare them to work in an emergency evacuation situation.
The Animal Care Technician's main duty is to ensure that the animals' basic needs are met to the best of their abilities.
~ Animal Care Technician will monitor health and welfare of animals.
~ Animal Care Technician will sign off daily on each animal's cage card.
Animal Care Technicians have training/experience in animal care as vet techs or shelter or boarding workers. Have a knowledge of animal First Aid & CPR.

Level #3 Team volunteers: PFS Room Supervisor

PFS Room Supervisors will attend meetings and workshops and undergo training to prepare them to oversee all activities in their room/section.
PFS Room Supervisor Duties:
Placement of Crates/Cages
Track number of pets in room
Monitor pets in room - notify Animal Care Technician if needed
Tracking caregiver (owner) visitations - log entry
Tracking pet care by caregiver (owner) - log entry
Track location of all volunteers assigned to their room
Compile list of needed supplies
Report any problems or concerns to PFS Manager
Federal Emergency Management Agency (FEMA) Coursework:
IS-07 A Citizen's Guide to Disaster Assistance
IS 100.a - Introduction to Incident Command System
IS-200.a - ICS for Single Resources and Initial Action Incidents
IS 700.a - NIMS An Introduction

Level #4 Team volunteers: Pet-Friendly Shelter Manager

PFS Manager will train for disaster planning and pre- and post-disaster operations.
PFS Manager reports directly to County PFS Coordinator
Pet-Friendly Shelter Manager Duties:
PFS Manager is responsible for the overall shelter opening, shelter operations, and closure of their shelter.
PFS Manager is responsible for the safety of PFS Team volunteers
PFS Manager is responsible for the safety and welfare of all animals located at the shelter.
PFS Manager verifies all forms, cage cards, paperwork, and logs.
PFS Manager submits Situation Reports (SitRep) as requested by EOC.
Federal Emergency Management Agency (FEMA) Coursework:
IS-07 A Citizen's Guide to Disaster Assistance
IS-010 - Animals in Disaster: Module A
IS -011 - Animals in Disaster: Module B
IS 100.a - Introduction to Incident Command System
IS-200.a - ICS for Single Resources and Initial Action Incidents
IS-324 - Community Hurricane Preparedness
IS 700.a - NIMS An Introduction
IS-800.b - National Response Framework, An Introduction
American Red Cross (ARC), FEMA, or other approved Agencies, Organizations, or Facilities:
First Aid/CPR
Pet First Aid
Working in Disaster Services
Shelter Operations
On the Job Experience can substitute for some of the required coursework.
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Team members will be encouraged to attend available conferences, symposiums, and workshops to increase their knowledge.