



North Valley Animal Disaster Group Standard Operating Guidelines

Title: TRAINING GUIDELINES 2025

Objective: Set a standard for minimum training for positions.

Description: Below is the required and recommended training for various positions. The Team Lead has the discretion to substitute outside training and/or experience to meet any requirement on an individual case-by-case basis.

Position	Requirement	Recommended
Small Animal Sheltering	New Volunteer Training	Small Animal Handling Intake and Forms Animal First Aid Shelterly Intake and Documentation
Large Animal Sheltering	LAS Operations Large Animal Handling Experience with Large Animals	Intake and Forms Animal First Aid Shelterly Intake and Documentation
Evacuation Team	Small & Large Animal Handling Bi-annual Animal First Aid Radio Operational Evacuation Operational Evac Towing * Fireline Safety and Fire Shelter** Pass Driving Rodeo Pass Physical Fitness Test Pass Interview by Team Lead	Human CPR & First Aid Intake and Forms Shelterly Operational – Dispatch/Debrief
Technical Rescue Team	Low Rope Rescue Operational Pass Physical Fitness Test Attend min of 2 trainings/year	Rope Rescue Technician River and Flood Rescue Technician Animal Technical Rescue
Technical Rescue	Low Rope Rescue Operational	Rope Rescue Technician

Single Incident Response	Animal Technical Rescue Small & Large Animal Handling Pass Physical Fitness Test Pass Interview by Team Lead Attend min of 4 trainings/year	Swiftwater – if water related
Dispatch/Radio Operator	Dispatch Training – Shelterly Radio Operations Intake and Forms Shelterly – all elements	Hotline Training Shelterly Administration Evacuation Operations
Hotline***	Hotline Basic Training Intake and Forms Shelterly – all functions Pass interview	All NVADG training classes will help answer caller questions Critical Incident Stress Management
Data Entry Specialists for Shelterly	Shelterly – all functions Strong keyboarding skills Shelter intake	Dispatch/Radio Operations Evacuation Operational
EOC/ABOC	ICS 100, 200, 700, 300 Animal Focus ICS-300 for ABOC Google Workspace Hotline Basics Evacuation Operational Shelter Operations	ICS 800 The more you understand NVADG functions, the better you will be at ABOC positions.
Supervisory/Lead	Team Requirements for Area ICS 200, 700 Shelterly Operations for Area Solid Volunteer Management skills Critical Incident Stress Management	ICS 300, 800 Shelterly Operations for all functions

*In-person or Virtual

**Recommended Annually, Required Bi-annually, Fire Shelter practice required

***Hotline remote by special authorization only

For the purpose of this document, Animal Handling is synonymous with Animal Behavior.

Virtual Training: Certain requirements may be met by virtual training depending on circumstances and approval of Lead/Instructor. This may include (live or recorded) Zoom, videos, etc.

Reciprocity: Certain requirements may be met by non-NVADG classes by approval of Lead/Instructor.

Proficiency: In obvious areas where an individual shows proficiency, the training requirement may be waived by the Lead/Instructor. For example, a Veterinarian or RVT is automatically assumed to be proficient in Animal First Aid, and a Firefighter is automatically assumed to be proficient in Fire Line Safety.

Shelterly: Due to the enormous risk, **only extremely proficient volunteers will enter information during an incident.**

- **Volunteers will be asked to practice at home, and to use the Quick Reference Guides for training. (<https://www.calcarts.org/shelterly>).** Final approval for the Administration level is determined by Shelterly Management.