

## WILDLIFE RESCUE GROUP SUPERVISOR JOB AID

**Position:** Wildlife Rescue Group Supervisor

**Section:** Operations Section

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**Mission:**

To implement branch's portions of the Incident Action Plan pertaining to field reconnaissance, hazing, capture and stabilization of injured or oiled birds and mammals.

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**Duties:**

- ❑ Report to the director of Wildlife Branch for situation briefing and assist in identifying equipment, services and personnel.
  - ❑ Identify leaders for field crews and inform them of their responsibilities.
  - ❑ Review assignment lists (ICS 204).
  - ❑ Coordinate activities with other groups within the branch.
  - ❑ Assign specific work tasks to strike team/task force leaders.
  - ❑ Inform all leaders of reporting relationships, communication procedures, and safety requirements.
  - ❑ Prepare equipment acquisition forms for additional equipment and/or manpower.
  - ❑ Prepare shift-rotation schedules, de-briefing meetings, and crew logs for team/task force leaders.
  - ❑ Participate in developing branch plans for next operational period.
  - ❑ Submit situation and resource status information to branch director.
  - ❑ Report special occurrences or events such as accidents or sickness.
  - ❑ Address logistics issues for the transportation, feeding, and care of field workers.
  - ❑ Maintain unit/activity log (ICS form 214)
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