



North Valley Animal Disaster Group Standard Operating Guidelines

Title: LARGE ANIMAL SHELTER

Objective: Provide basic guidelines to the Large Animal Shelter operations

Description: Meet the needs of animals that are temporarily homeless and/or evacuated as the result of a disaster situation. Provide for the health, safety, and security of these animals until they can be reunited with their owners.

Large Animal Shelter Lead Check List

- Initiate 214
- Large Animal Shelter Check List is available in the forms tub
- Vest: Large Animal Shelter Lead
- Radios: 1 - King Bendix (Programmed) & 1- Family Radio
- Grab & Go: Sign In / Out Sheets
- Briefing on Assignment(s)
- ICS Whiteboard: update as necessary

Operational Period is determined by Butte County Animal Control
Supervise Intake Lead, Large Livestock Shelter Lead, Small Live Stock Shelter Lead,
Other Leads & Assistants as necessary

Review and follow Shelter Protocols and SOGs as approved by BCAC with Shelter Leads

Shift Assignments: (first 48 hours could be 24-hour shifts)

- Assign: Intake Lead
- Assign: Large Livestock Shelter Lead
- Assign: Small Livestock Shelter Lead
- Assign: Other Lead as needed
- Assign: Assistant as needed

Staffing Needs per shift: # of NVADG Volunteers: AM _____ PM _____

Coordinate with:

- Butte Co Animal Control / Animal Group Supervisor to establishing the shelter /operational period
- ICS 201 Incident Briefing: make a copy for your use (morning) & Shelter Lead Briefing
- 3 blasts of a whistle = Loose Animal! Close all doors and Gates!
- Hotline / Dispatch / PIO
- Work with BCAC to establishes the Owner Visiting Hours. Follow Owner Visiting Protocols, no visiting the first 48 hours, owner must use the Sign In / Out Sheet at Intake
- Additional staffing needs: contact ERDSupport@nvadg.org with your specific staffing needs
- Veterinarian(s) as directed by BCAC: Veterinary Medical Binder: Daily Medical Treatment Log

Set Up

- ICS Whiteboard, Grab and Go, create a Site Map – Consider the need for a digital Hot Spot
- Safety and Traffic Flow: Ingress / Egress
 - Evac Rapid entry and release
 - Public staging line-up
- Shelter Banners & Signs, Fencing, Enclosures, and Supplies
- Triage Area / Veterinary Area (Veterinary Services as approved by BCAC)
- General Population Areas and Other Areas for different species
- Quarantine and Isolation Areas
- Cleaning Station with wash tubs and brushes
- Post Signage and Protocols
- Waste Disposal: general, contaminated, and recycling
- Create a sheltered Donation Area near Intake / Operations, use NVADG Donation form and Donation Tracking Form on all items (no cash is listed on Donation Tracking form)
- Manage all cash donations: NVADG Donation form, Bank Bag, and access to the NVADG Safe
- Create a Public Information Area as necessary

Things to Consider

- Opening & Closing Safety Inspection - visual inspection of all animals and shelter facilities
- Nightly Routine sheets are to be completed each night before closing: any new medical assessment findings are to be recorded on Daily Medical Treatment Log, Animal Care Schedule and Cage Card applied, completed sheet returned to the Nightly Routine clipboard
- Follow all animal medical treatment procedures that are documented on the Care Schedule by the Veterinarian. The Veterinary Medical Binder is returned to Ops at the end of the visit

- Movement of any animals within the shelter must be given to Intake in writing to update new location
- Complete the Animal Location Inventory forms after PM feeding, put in their binder at Intake
- Daily Animal counts by species by 1000 & 1700, compare with Intake counts and post on ICS Whiteboard
- Know your Stall availability (by barn), get stall room availability from leads
- Animal Care Schedules are to come to the Intake desk upon release: Review what is on the Animal Care Schedules, so you are prepared to answer questions
- Documentation Team: Grease Marking or Neck Tags / Pictures / Animal Care Schedules as necessary
- ICS 213 General Message (detailed information for shelter needs), Personal Hygiene Stations, supplies
- NVADG Equipment availability: speak to NVADG Animal Group Supervisor
- Meals: estimate the counts for breakfast, lunch, dinner, and following morning. Get head counts from Leads
- New volunteers must be trained on Shelter Protocols and SOGs
- Mutual Aid: Red Rover, IFAW, CCC, Butte Co employees and convergent volunteers such as Caring Choices must be approved by BCAC
- NVADG – overnight Large Animal Shelter workers required, a 24-hour shift may be necessary
- No Psittacine (parakeets, parrotlets, and parrots), or other exotic avian can be accepted at the Large Animal Shelter. Refer all non-livestock avian species to small animal shelter

Related Documents:

- Large Animal Shelter Check List
- Livestock Shelter Initial Set up
- Large Animal Location Inventory



NVADG Large Animal Shelter

Check List

Time Done	Action
	Initiate 214 Vest: Livestock Shelter Leader Check List: Laminated Radios: King / Family White Board: Briefing on Assignment(s):
	Sign In / Out Sheets - Place at Intake desk Operational Period _____ Schedules: Briefings: Schedule a meeting at the beginning of each shift. Assignments ▪ Assign: Intake Name _____ ▪ Assistant: Name _____ Staffing Needs Intake (2) _____ # of individuals Animal Runners (2) _____ Shelter _____ # of individuals Feeders / Cleaners (2) _____
	Coordinate with: <ul style="list-style-type: none"> ▪ Facility supervisor (Determine where to loading and unloading, feed storage, security, etc.) ▪ Animal Group Supervisor to establishing the shelter / operational period ▪ Butte County Animal Control and Butte County Sheriff's ▪ Hotline ▪ Veterinarian(s) (Local, CVMA/VMAT) ▪ Cat Shelter Manager and Dog Shelter Manager ▪ Volunteer(s)
	Set Up <ul style="list-style-type: none"> ▪ ICS flow chart on white board – Create a Site Map ▪ Acquire necessary items from warehouse (white boards, NVADG sign-in sheets, forms, tables, chairs, etc.) ▪ Fencing / Enclosures ▪ Triage Area / Veterinary Room (Veterinary Services documents to be returned to Intake) ▪ Exotic Animal Area ▪ Quarantine Area(s) ▪ Assemble a few carries and cages ▪ Waste Disposal: general vs. contaminated ▪ Donation area and policies ▪ Visitors: Owners and Other ▪ Security: Check-In table
	ICS 213 – Message (Requests) <ul style="list-style-type: none"> ▪ Meals, Water / Ice, etc. ▪ Personal Hygiene – Stations ▪ Lighting
	Things To Consider <ul style="list-style-type: none"> ▪ Traffic Flow: Ingress / Egress ▪ Protocol signage ▪ Overnight accommodations ▪ Post any special instructions (example: type of feed, specific care, etc.) ▪ No personal requests (example: horse shoeing, horse training during the disaster.)



LIVESTOCK SHELTER Initial Set Up



If you are the first one at the Large Animal Shelter, you are the Shelter Lead, Intake Lead, Equine Lead, and Lead Mucker! Read over the Livestock Shelter's Initial Set-Up Instructions.

- If you are not the first to show up:
 - Check in with Livestock Shelter Manager.
 - If approved to work, sign in. (Did you start your 214)?
 - If not approved to work, schedule future time/date with Shelter Manager about when to return.
 - Follow plan that is designated by Livestock Shelter Manager for set up and instructions.

- 1. **Set up INTAKE.** (Public and Evac)
 - a. Instructions and Intake Set-Up items are located in the large building, on the shelves on the far right side.
- 2. **Begin setting up Emergency Shelter Signage.**
 - a. Refer to Shelter Plan Layouts for locations.
- 3. **Create a Supply Staging Area.**
 - a. Plan for food, buckets, fly spray, halters and leads, etc.
 - b. Make sure all labels are clear and understandable.
- 4. **Other Duties as Required.**

Don't Forget Personal Hydration

Report All Personal Injuries to the Livestock Shelter manager

Revised 01/20/2020



_____ of _____

Date _____

Large Animal Location Inventory

Barn & Stall #	Animal ID #	Species	<input type="checkbox"/>	Barn & Stall #	Animal ID #	Species	<input type="checkbox"/>	Barn & Stall #	Animal ID #	Species	<input type="checkbox"/>

* H=Horse, G=Goat, S=Sheep, P=Pig, L=Llama, A=Alpaca, Chick=Chicken, D=Duck, G=Geese, B=Bird, Rp=Reptile, D=Dog, C=Cat, Other SL=Small Livestock Barn

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