



North Valley Animal Disaster Group Standard Operating Guidelines

Title: SMALL ANIMAL SHELTER

Objective: 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.

Description:

The pre-designated Small Animal Shelter is located at: 2279 Del Oro Ave, Suite E, Oroville. Our first option would be to work out of this facility. If safety conditions, or census number demand it, an off-site facility may be utilized.

Small Animal Shelter Lead Check List

- Initiate 214
- Small Animal Shelter Lead Check List is available in the forms tub and included at the end of this SOG.
- Vest: Small 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

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: Cat Shelter Lead
- Assign: Dog Shelter Lead
- Assign: Other Lead as needed
- Assign: Assistant as needed

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

Coordinate with:

- Butte County Animal Control/Animal Group Supervisor to establishing the shelter operational period
- Hotline/Dispatch/PIO
- Work with BCAC to establish the Owner Visiting Hours. Follow Owner Visiting Protocols. Refer to the Visitor Protocol SOG for additional information
- 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
- Shelter Banners & Signs, Fencing, Enclosures, and Supplies
- Triage Area/Veterinary Room (Veterinary Services as approved by BCAC)
- General Population Areas and Other Areas for different species
- Quarantine and Isolation Areas
- Have carriers assembled for evacuation teams and a place to drop dirty carriers
- Cleaning Station with wash tubs
- Rescue spray bottle solution for in shelter cage cleaning
- Post Signage and Protocols
- Waste Disposal: general, contaminated, and recycling
- Create a sheltered Donation Area near Exit Gate, 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 Comms 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 cage availability (by room), get cage 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: 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. Try to give 24 hour notice to Logistics
- Mutual Aid must be approved by BCAC
- A 24-hour shift may be necessary
- Psittacine (parakeets, parrotlets, and parrots) should not be housed with poultry. Assign different shelter staff because of potential zoonotic concerns
- Air Scrubbers: please keep them ON in all rooms as necessary. Add air scrubber filters to your first 213 if needed
- 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!

Attached:

- Small Animal Shelter Lead Checklist
- Del Oro Intake Map
- Del Oro Signage Map



NVADG Small Animal Shelter Lead

Check List

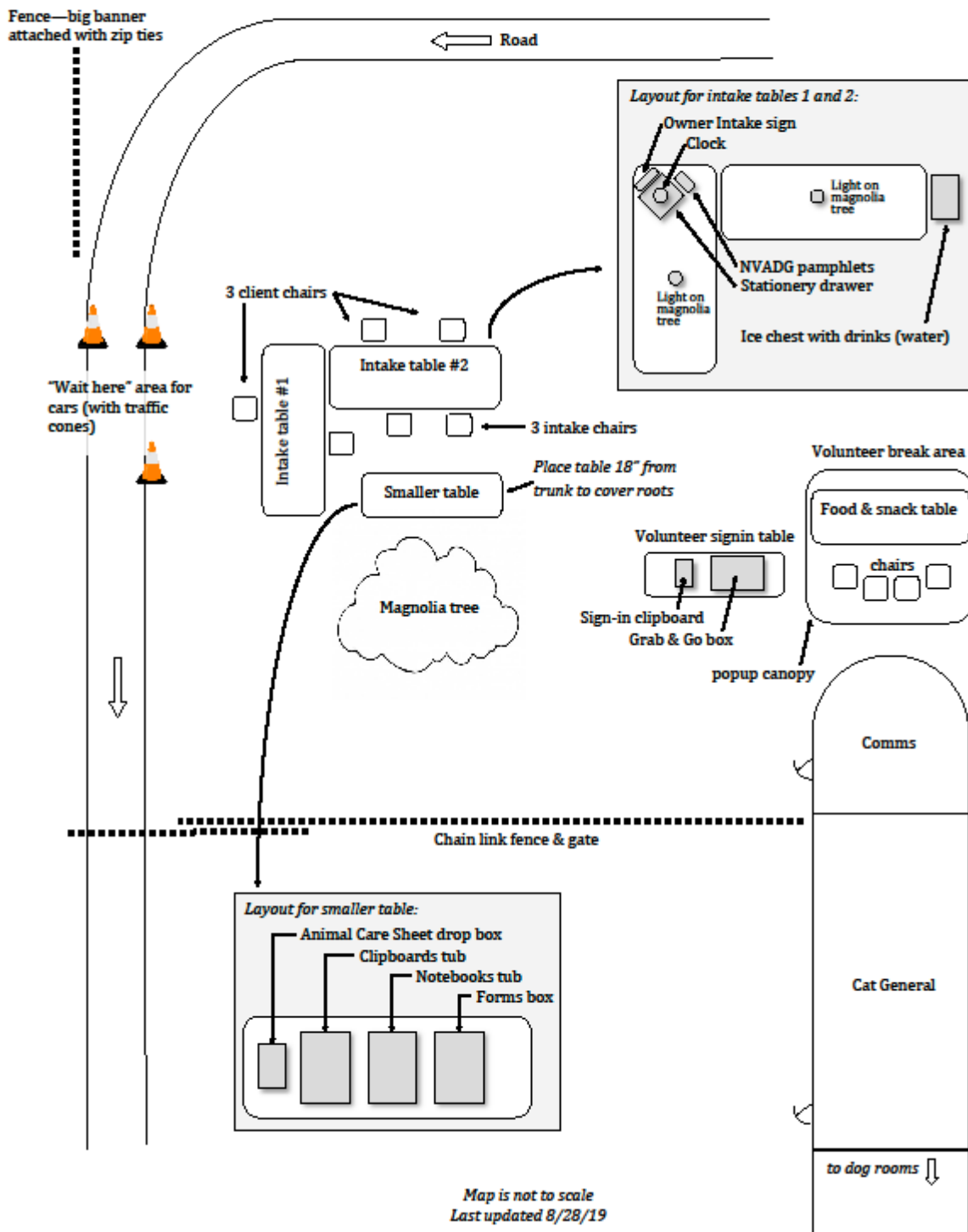
Time Done	Action
	* All Shelter Workers Must Wear a Name Tag*
	<p>Initiate 214</p> <p>Vest: Small Animal Shelter Lead</p> <p>Radios: 1 - King Bendix (Programmed) & 1- Family Radio</p> <p>Briefing on Assignment(s):</p> <p style="text-align: right;">Check List: Grab & Go: Sign In / Out Sheets ICS Whiteboard: update as necessary</p>
	<p>Operational Period _____</p> <p>Supervise Intake Lead, Cat Shelter Lead, Dog Shelter Lead, Other Leads & Assistants as necessary</p> <p>Review and follow Shelter Protocols and SOGs as approved by BCAC with Shelter Leads</p> <p>Shift Assignments: (first 48 hours could be 24-hour shifts)</p> <ul style="list-style-type: none"> • Assign: Intake Lead _____ / _____ • Assign: Cat Shelter Lead _____ / _____ • Assign: Dog Shelter Lead _____ / _____ • Assign: Other Lead as needed _____ / _____ • Assign: Assistant as needed _____ / _____ <p>Staffing Needs per shift: # of NVADG Volunteers: AM _____ PM _____</p>
	<p>Coordinate with:</p> <ul style="list-style-type: none"> • 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
	<p>Set Up</p> <ul style="list-style-type: none"> • ICS Whiteboard, Grab and Go, create a Site Map – Consider the need for a digital Hot Spot • Safety and Traffic Flow: Ingress / Egress • Shelter Banners & Signs, Fencing, Enclosures, and Supplies • Triage Area / Veterinary Room (Veterinary Services as approved by BCAC) • General Population Areas and Other Areas for different species • Quarantine and Isolation Areas • Have carriers assembled for evacuation teams and a place to drop dirty carriers • Cleaning Station with wash tubs, ACOs makes Rescue spray bottle solution for in shelter cage cleaning • Post Signage and Protocols • Waste Disposal: general, contaminated, and recycling • Create a sheltered Donation Area near Exit Gate, 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

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- 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 must be approved by BCAC
- NVADG – overnight Small Animal Shelter workers, a 24-hour shift may be necessary
- Psittacine (parakeets, parrotlets, and parrots) should not be housed with poultry. Different shelter staff because of potential zoonotic concern
- Air Scrubbers: please keep them ON in all rooms as necessary. Add air scrubber filters to your first 213 if needed

Notes:

Map of Intake Setup, Del Oro Shelter

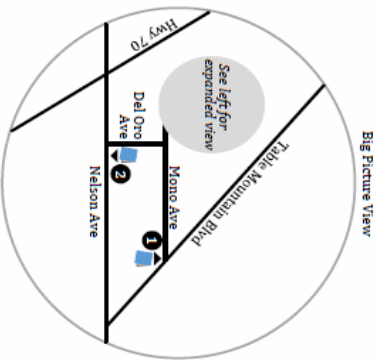
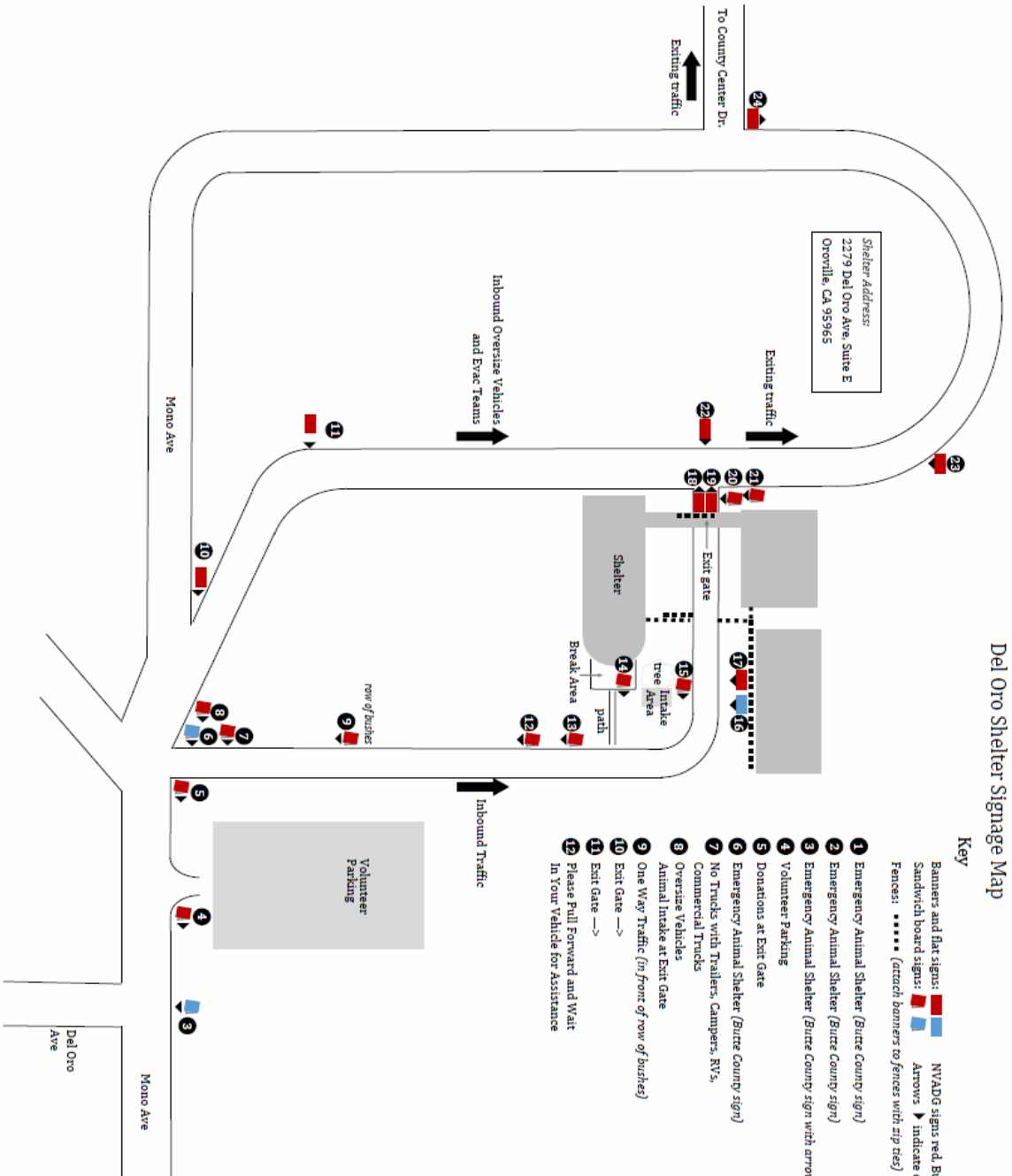


Del Oro Shelter Signage Map

Key

- 1 Emergency Animal Shelter (Butte County sign)
- 2 Emergency Animal Shelter (Butte County sign)
- 3 Emergency Animal Shelter (Butte County sign with arrows)
- 4 Volunteer Parking
- 5 Donations at Exit Gate
- 6 Emergency Animal Shelter (Butte County sign)
- 7 No Trucks with Trailers, Campers, RVs, Commercial Trucks
- 8 Oversize Vehicles
- 9 Animal Intake at Exit Gate
- 10 One Way Traffic (in front of row of bushes)
- 11 Exit Gate ->
- 12 Please Pull Forward and Wait In Your Vehicle for Assistance
- 13 Animal Pick Up
- 14 Volunteer Sign In
- 15 Intake Animal Drop Off
- 16 Emergency Animal Shelter (Butte County banner)
- 17 North Valley Animal Disaster Group Shelter (banner)
- 18 Evac Teams (attach to fence)
- 19 Exit Gate (attach to fence)
- 20 Donations
- 21 Exit Only
- 22 Exit -> (attach to garbage dumpster fence)
- 23 Exit ->
- 24 Exit ->

Banners and flat signs: ■ NVADG signs red, Butte County signs blue
 Sandwich board signs: ■ ■ Arrows: ▶ ▶ indicate direction signs should face
 Fences: (attach banners to fences with zip ties)



last updated 12/27/19