



NVADG Dog Shelter Lead Check List

Time Done	Action	*All Shelter Workers must wear a name tag*
	Initiate 214 Vest: Dog Shelter Lead Radios: 1- Family Radio	Check List: ICS Whiteboard: Update as necessary Briefing on Assignments:
	Operational Period _____ Supervise: All Dog Room Leads Review: with Dog Shelter Workers all Dog Shelter Protocols and SOGs Assign: Room Leads as necessary (need vest & family radio) and update ICS Whiteboard Staffing Needs: 2 shifts per day (Recommended 2 people to 11 dogs, 4 people 22 dogs, etc.) (AM & PM staffing is important)	
	Coordinate with: <ul style="list-style-type: none"> • Small Animal Shelter Lead, other Shelter Leads, Veterinarian Staff as necessary • Shelter Leads: Morning Briefings • Intake Lead: Review Intake and Release Protocol • BCAC and Small Animal Shelter Lead establishes the Owner Visiting Hours. Follow Owner Visiting Protocols, no visiting the first 48 hours 	
	Set Up <ul style="list-style-type: none"> • Assemble cages, use cardboard between cages as needed, assemble carriers for evacuation teams • Dog Walking area: security fencing • Design a floor plan, develop a whiteboard Cage Numbering System • Dog General: Consult with Small Animal Shelter Lead before using rooms in the hallway for Quarantine, Isolation, or other • Supply storage areas, designate cleaning supplies, and ACOs makes Rescue spray bottle solution for in shelter cage cleaning • Post Signage and Protocols • Supplies: Slip Leads, Neck Tags, Small Animal Care Schedules, Cage Cards, Clipboards Digital Camera, Small Whiteboard, Microchip Scanner, Feed (adult and puppies), Paper Food Trays, Water Bowls, Watering Cans, Paper Towels, Poop Bags, Disposable Gloves, and Protective Gloves 	
	Things to Consider <ul style="list-style-type: none"> • LOOSE DOG = 3 blasts of a whistle. Close all doors and gates! • Opening & Closing Safety Inspection: visual inspection of all animals and dog 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 Night Routine clipboard • Follow all animal medical treatment procedures that are documented on the Animal Care Schedule by the Veterinarian. • Do not move dogs to different rooms without informing Intake in writing of their new location • Complete the Animal Location Inventory form by room after PM feeding. Place form in Small Animal Shelter Location Inventory Binder at Intake • Daily Animal Count (Dogs) by 1100 & 1700, post on ICS Whiteboard • Know your cage availability (by room), get cage availability to the Small Animal Shelter Lead • Animal Care Schedules are to come to the Intake desk upon release: Review what is on the Animal Care Schedule, so you are prepared to answer questions from owners • ICS 213 form (List very detailed & specific information) - give to Small Animal Shelter Lead • Meals: estimate the counts for breakfast, lunch, dinner, and following morning. Get head counts to Small Animal Shelter Lead • Training new volunteers on Dog Shelter Protocols and SOGs • Remind Dog Shelter workers to sign-up on MyVolunteerPage.com • NVADG – overnight Dog Shelter workers, 24-hour shift may be necessary 	