



# NVADG Intake Lead Check List

Time Done	Action	*All Shelter Workers must wear a name tag*
	<b>Initiate 214</b> <b>Vest:</b> Intake Lead <b>Radios:</b> 1- Bendix King (programmed) & 2 - Family Radios <b>Briefing on Assignments:</b>	<b>Check List:</b> <b>ICS Whiteboard:</b> Update as necessary
	<b>Operational Period</b> _____ <b>Supervise:</b> Intake Shelter Workers <b>Review:</b> with Intake Shelter Workers all <u>Intake</u> & <u>Release</u> Protocols and SOGs <b>Shift Assignments:</b> Intake Assistant #1 _____ Intake Lead Assistant, as needed _____ Intake Assistant #2 _____ Intake Runner _____ Evac Assistants as needed _____ Intake Runner _____	
	<b>Staffing Needs per shift:</b> <i>Intake-2 shifts per day (Recommended at least 8 people per shift)</i> (AM & PM staffing is important)	
	<b>Coordinate with:</b> <ul style="list-style-type: none"> <li>• Small Animal Shelter Lead, other Shelter Leads, Veterinarian Staff as necessary</li> <li>• Shelter Leads: Morning Briefings</li> <li>• All Shelter Leads: Review Intake and Release Protocol</li> <li>• Check regularly with ALL Intake Assistants</li> <li>• Small Animal Shelter Lead establish traffic flow for Intake, Evac, and Donations</li> <li>• BCAC and Small Animal Shelter Lead 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</li> </ul>	
	<b>Set Up</b> <ul style="list-style-type: none"> <li>• Public and Evac Intake: 4 Tables, 6 Chairs, Intake Tubs on wagon</li> <li>• Intake Tubs: Intake Forms, Intake, Release, Donation, and other Binders</li> <li>• Clipboards for Intake and Animals, Office Supplies</li> <li>• NVADG Brochures: give to owners when animals are released, others on request.</li> <li>• Miscellaneous Items: leashes, water bowls, water bottles</li> <li>• Outdoor Lights, EZ-Up or Tent</li> <li>• Post Intake Signage</li> </ul>	
	<b>Things to Consider:</b> <ul style="list-style-type: none"> <li>• The Bendix King radio is for listening <b>ONLY, NEVER</b> respond on the radio</li> <li>• ICS 213 form: (list detailed information), give to Small Animal Shelter Lead</li> <li>• Meals: estimate the counts for breakfast, lunch, dinner, and following morning. Get head counts to Small Animal Shelter Lead</li> <li>• Prepare animals counts by species using the Master Intake List, by 1100 &amp; 1700. Work with Small Animal Shelter Lead to compare physical animal counts</li> <li>• Train new volunteers on Intake Protocols and SOGs</li> <li>• Remind Intake workers to sign-up on <b>MyVolunteerPage.com</b></li> <li>• NVADG – overnight Intake Workers, 24-hour shift maybe necessary</li> </ul>	