



# NVADG Cat Shelter Lead Check List

Time Done	Action								
	<b>*All Shelter Workers must wear a name tag*</b>								
	<p><b>Initiate 214</b></p> <p><b>Vest:</b> Cat Shelter Lead</p> <p><b>Radios:</b> 1 - Family Radio</p> <p><b>Check List:</b></p> <p><b>ICS Whiteboard:</b> Update as necessary</p> <p><b>Briefing on Assignments:</b></p>								
	<p><b>Operational Period</b> _____</p> <p><b>Supervise:</b> All Cat Room Leads</p> <p><b>Review:</b> with Cat Shelter Workers all Cat Shelter Protocols and SOGs</p> <p><b>Assign:</b> Room Leads as necessary (need vest &amp; family radio) and update ICS Whiteboard</p> <p><b>Staffing Needs</b> 2 shifts per day (Recommended 1 person to 15 cats, 2 people 25 cats) (AM &amp; PM staffing is important)</p>								
	<p><b>Coordinate with:</b></p> <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>• Intake Lead: Review Intake and Release Protocol</li> <li>• BCAC and Small Animal Shelter Lead establishes the Owner Visiting Hours. Follow Owner Visiting Protocols, no visiting the first 48 hours</li> </ul>								
	<p><b>Set Up</b></p> <ul style="list-style-type: none"> <li>• Assemble cages as necessary, use cardboard between cages, and assemble cat carriers</li> <li>• Design a floor plan, develop a whiteboard Cage Numbering System</li> <li>• Cat General: Consult with Small Animal Shelter Lead before using hallway rooms for Quarantine, Isolation, or other</li> <li>• Supply storage areas, designate cleaning supplies, and ACOs make Rescue spray bottle solution for in shelter cage cleaning</li> <li>• Post Signage and Protocols</li> <li>• Supplies:               <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Litter/ Litter Boxes, Water Bowls</td> <td>Neck tags, Cat Care Schedules, Cage Cards, Clipboards</td> </tr> <tr> <td>Sheets, Blankets, Clothespins</td> <td>Digital Camera, Small Whiteboard, Microchip Scanner</td> </tr> <tr> <td>Wet and Dry Feed (adult and kitten)</td> <td>Disposable Gloves, Protective Gloves, Watering Cans</td> </tr> <tr> <td></td> <td>Paper Food Trays, Paper Towels</td> </tr> </table> </li> </ul>	Litter/ Litter Boxes, Water Bowls	Neck tags, Cat Care Schedules, Cage Cards, Clipboards	Sheets, Blankets, Clothespins	Digital Camera, Small Whiteboard, Microchip Scanner	Wet and Dry Feed (adult and kitten)	Disposable Gloves, Protective Gloves, Watering Cans		Paper Food Trays, Paper Towels
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	<p><b>Things to Consider</b></p> <ul style="list-style-type: none"> <li>• Opening &amp; Closing Safety Inspection: visual inspection of all animals and cat facilities</li> <li>• 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, Cat Care Schedule and Cage Card applied, completed sheet returned to the Night Routine clipboard</li> <li>• Follow all animal medical treatment procedures that are documented on the Cat Care Schedule by the the Veterinarian.</li> <li>• Do not move cats to different rooms without informing Intake <b>in writing</b> of their new location</li> <li>• Complete the Animal Location Inventory form by room after PM feeding. Place form in Small Animal Shelter Location Inventory Binder at Intake</li> <li>• Daily Animal Count (Cats) by 1100 &amp; 1700, post on ICS Whiteboard</li> <li>• Know your cage availability (by room), get cage availability to the Small Animal Shelter Lead</li> <li>• Cat Care Schedules are to come to the Intake desk upon release: Review what is on the Cat Care Schedule, so you are prepared to answer questions from owners</li> <li>• ICS 213 form (List very detailed &amp; specific 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>• Training new volunteers on Cat Shelter Protocols and SOGs</li> <li>• Remind Cat Shelter workers to sign-up on <b>MyVolunteerPage.com</b></li> <li>• NVADG – overnight Cat Shelter workers, 24-hour shift may be necessary</li> </ul>								