



# NVADG Animal Shelter

## Check List

Time Done	Action
	<p><b>Initiate 214</b>  <b>Vest:</b> Animal Shelter Leader                      <b>Check List:</b> Laminated  <b>Radios:</b> King / Family                                <b>White Board:</b>  <b>Briefing on Assignment(s):</b></p>
	<p><b>Sign In / Out Sheets</b> - Place at Intake desk  <b>Operational Period</b> _____  <b>Schedules:</b> Intake, Dog Shelter and Cat Shelter  <b>Assignments</b></p> <ul style="list-style-type: none"> <li>• Assign: Cat Shelter Manager                      <b>Name</b> _____</li> <li>• Assign: Dog Shelter Manager                      <b>Name</b> _____</li> <li>• Assign: Intake    <b>Name</b> _____</li> <li>• Assign: Attack Trailer personnel                      <b>Name</b> _____</li> <li>• Volunteer Coordinator                                      <b>Name</b> _____</li> <li>• Assistant:    <b>Name</b> _____</li> </ul> <p><b>Staffing Needs</b>  Intake _____ # of individuals  Cat Shelter _____ # of individuals  Dog Shelter _____ # of individuals</p>
	<p><b>Coordinate with:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Animal Group Supervisor to establishing the shelter / operational period</li> <li><input type="checkbox"/> Butte County Animal Control and Butte County Sheriff's</li> <li><input type="checkbox"/> Hotline</li> <li><input type="checkbox"/> Veterinarian(s) (Local, CVMA/VMAT)</li> <li><input type="checkbox"/> Cat Shelter Manager and Dog Shelter Manager</li> <li><input type="checkbox"/> Volunteer(s)</li> </ul>
	<p><b>Set Up</b></p> <ul style="list-style-type: none"> <li>• ICS flow chart on white board – Create a Site Map</li> <li>• Acquire necessary items from trailer (white boards, NVADG sign-in sheets, forms, etc.)</li> <li>• Fencing / Enclosures</li> <li>• Triage Area / Veterinary Room (Veterinary Services documents to be returned to Intake)</li> <li>• Exotic Animal Area</li> <li>• Quarantine Area(s)</li> <li>• Assemble carries and cages</li> <li>• Cleaning Stations</li> <li>• Waste Disposal: general vs. contaminated</li> <li>• Donation area and policies</li> <li>• Visitors: Owners and Other</li> </ul>
	<p><b>ICS 213 – Message (Requests)</b></p> <ul style="list-style-type: none"> <li>• Meals, Water / Ice, etc.</li> <li>• Personal Hygiene – Stations</li> </ul>
	<p><b>Things To Consider</b></p> <ul style="list-style-type: none"> <li>• ICS 201 Incident Briefing</li> <li>• Traffic Flow: Ingress / Egress</li> <li>• Protocol signage</li> <li>• Leadership briefings</li> <li>• Overnight accommodations</li> </ul>