NVADG Intake

Check List

Time Done	Action
	Initiate 214 **Vest:** Intake **Check List:** Laminated **Radios:** King Radio / Family **White Board:** **Briefing on Assignment(s):**
	Set Up • Intake Tubs Intake forms - Intake binders Animal Care – Veterinary – Donations Office Supplies - etc. • NVADG Brochures – (Give to owners upon release of animal) • Donation – container / NVADG receipt binder • Miscellaneous Items: leashes, water bowls, water, animal tags, etc. • signage **Operational Period** _____ **Schedule:** Intake Personnel
	Coordinate with: ☐ **Dog Shelter and Cat Shelter Managers** ☐ Intake and Release Protocol ☐ Owner Protocol ☐ Visitor Protocol ☐ Safety Officer: Traffic flow for Intake and Evacuation teams ☐ Secured area / fencing for safety ☐ Shelter Leader on **owner visitation** (ID, age limit, numbers, etc.) ☐
	Coordinate Intake Personnel • 2 person Teams: 3 Teams (out in front of Intake table working with public.) • 2 people at Intake table
	Things To Consider • ICS 213 General Message • Owner Identification – could use white neck animal tags (owner name and animal Intake Number) • Visitors

Last Update: 2/28/13