NVADG Large Animal Shelter

Check List

Time Done	Action
	Initiate 214 **Vest:** Livestock Shelter Leader **Check List:** Laminated **Radios:** King / Family **White Board:** **Briefing on Assignment(s):**
	Sign In / Out Sheets - Place at Intake desk **Operational Period** _____ **Schedules:** **Briefings:** Schedule a meeting at the beginning of each shift. **Assignments** ▪ Assign: Intake **Name** _____ ▪ Assistant: **Name** _____ **Staffing Needs** Intake (2) _____ # of individuals Animal Runners (2) _____ Shelter _____ # of individuals Feeders / Cleaners (2) _____
	Coordinate with: ▪ Facility supervisor (Determine where to loading and unloading, feed storage, security, etc.) ▪ Animal Group Supervisor to establishing the shelter / operational period ▪ Butte County Animal Control and Butte County Sheriff's ▪ Hotline ▪ Veterinarian(s) (Local, CVMA/VMAT) ▪ Cat Shelter Manager and Dog Shelter Manager ▪ Volunteer(s)
	Set Up ▪ ICS flow chart on white board – Create a Site Map ▪ Acquire necessary items from trailer (white boards, NVADG sign-in sheets**,** forms, tables, hairs, etc.) ▪ Fencing / Enclosures ▪ Triage Area / Veterinary Room (Veterinary Services documents to be returned to Intake) ▪ Exotic Animal Area ▪ Quarantine Area(s) ▪ Assemble a few carries and cages ▪ Waste Disposal: general vs. contaminated ▪ Donation area and policies ▪ Visitors: Owners and Other ▪ Security: Check-In table
	ICS 213 – Message (Requests) ▪ Meals, Water / Ice, etc. ▪ Personal Hygiene – Stations
	Things To Consider ▪ Traffic Flow: Ingress / Egress ▪ Protocol signage ▪ Overnight accommodations ▪ Post any special instructions (example: type of feed, specific care, etc. ▪ No personal requests (example: horse shoeing, horse training during the disaster.)

Last Update: 4/23/2014