



# Cat Shelter Steps for



## Intake and Release

### **Intake**

#### **Cat Shelter Manager**

1. Listen to radio call
  - a. Know what animal(s) are coming into the shelter.
2. Know where you are going to put the animal(s) and have the cage(s) ready.
  - a. Fill the furthest cages first.
  - b. Try to keep a cage space between them to decrease exposure: (unless the animals came in together.)
  - c. Advise any cleaners/handlers cats are coming in.
3. Assign Cat Shelter Runner(s)

#### **Cat Shelter Runners**

1. Be assigned by Cat Shelter Manager
  - a. Wear a name tag saying you are “Cat Shelter”.
2. Know what animal(s) you are going to get and where you are going to put the animal(s).
  - a. Go to the Intake desk to pick up your shelter clipboard with the yellow “Impound” form / plastic sheet protector.
  - b. Speak to the owner: make sure you have the right animal.
  - c. Ask any questions you might have.
3. Place the cat (in its carrier if possible) into the cage and **immediately** fill out white-paper collar and place on cage. (Date, Owner, Animal ID #)
4. Complete the Animal Care Schedule: be as specific as possible on your animal descriptions. Attach the ringed clipboard to the animal cage.
5. Place a cat water dish in the cage.
6. On the “Cat Shelter Housing” white board: add cat ID Number, owner last name, etc. to the correct cage number.
7. (When Time Allows) When taking photos: place small dry erase board with this information (Date, Owner, Animal ID #) next to animal for the picture.
8. Other duties as Required

**Don't Forget Personal Hydration!**

**Report All Personal Injuries to YOUR Shelter Leader**

# Release

## **Cat Shelter Manager**

1. Listen to radio call
2. Know which animal(s) are being released.
3. Assign Cat Shelter Runner(s)

## **Cat Shelter Runners**

1. Be assigned by Cat Shelter Manager
  - a. Wear a name tag saying you are “Cat Shelter”.
2. Know what animal that is going to be released.
  - a. Take animal out in their own carrier. (Never take a cat out of the Cat Shelter without being in a carrier!)
1. Check over the clipboard/Animal care schedule.
  - a. Be able to advise the owner.
    - i. Eating/drinking
    - ii. Last walk with results
    - iii. Sickness, etc.
3. Return Clipboard with “Animal Care Schedule” to the Intake desk.
  - a. Meet owner with their animal.
    - i. Answer any questions regarding the animal.
    - ii. Help the owner load the animal if necessary.
4. Return to the Cat Shelter
  - a. Erase cat information from the “Cat Shelter Housing” white board.
  - b. Put an “X” on cage until cleaned and ready for a new cat.

**Continue the same process if multiple animals are assigned to be released!**

5. Clean cage by removing and scrubbing at the shelter wash station, if possible.
  - a. Replace with clean/dry cage, or leave the spot empty until one is available.
6. Other duties as Required

**Don't Forget Personal Hydration!**

**Report All Personal Injuries to YOUR Shelter Leader**