



# Cat Shelter Protocols



## General Considerations

- Opening Safety Inspection: visual inspection of all cats and the cat facilities by **Cat Shelter Lead**
  - Review the Nightly Routine sheet from previous night
  - Write any cat health concerns on **Cat Care Schedule**
    - Any new medical assessment findings are to be recorded on the Daily Medical Treatment Log, attach Vet Visit Needed cage card
  - Report any safety abnormalities to **Small Animal Shelter Lead**
- Cat Shelter Lead Assigns Cat Room Leads as necessary (need vest & family radio) and update ICS Whiteboard
- Cat Shelter Lead Reviews Cat Shelter Protocols with Cat Shelter workers
- Cat Shelter Lead works with Veterinary Staff as necessary
  - Follow all animal medical treatment procedures that are documented on Cat Care Schedule by the Veterinarians
- Label cages with CAGE CARDS if needed
  - Clean – Dirty – Caution – Vet Visit Needed – Special Food – Shelter Lead Only
- Label Special Food (Date - Owner – Animal ID #)
- Do **Not** move cats to different rooms without informing Intake **in writing** of their new location
- BCAC and Small Animal Shelter Lead establishes the Owner Visiting Hours. Follow Owner Visiting Protocols, no visiting the first 48 hours
- **Daily Animal Count (Cats) by 1000 & 1700**, post on ICS Whiteboard
- ICS 213 form (List very detailed & specific information) - give to Small Animal Shelter Lead
- Complete the Animal Location Inventory form by room after PM feeding
  - Place form in Small Animal Shelter Location Inventory Binder at Intake
- 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
  - Check water and Make sure all cages are secure
- Closing Safety Inspection: visual inspection of all cats and the cat facilities by **Cat Shelter Lead**

## **Immediate Cat Shelter Set Up**

- Open Cat General and get Cat Shelter Lead Vest and Family Radio from comms room
- Find cardboard and cage templates. Cut cardboard to fit between cages, separate cages as necessary
- Hang sheets with clothes pins along back side of cages when time allows
- Find litter, litter boxes, wet and dry food, water bowls, watering cans, paper food trays, paper towels, disposable gloves, blankets, cat care schedules, small whiteboards, camera, clipboards, sheets, clothes pins
- Put water in every cage, fill ½ way
- Put 3 to 4 cups (8 oz. cup) of litter in each litter box and put in cage
- Have carries assembled and ready to use to transport cats from owner during Intake if needed
- Make a feeding and cleaning station (use carts)
- Put Signage up on doors
- **Draw Cat Shelter floor plan on whiteboard and put cats Animal ID# in proper spot**
  - Count cats and recheck whiteboard numbers to crosscheck count when time allows
- Decide where Isolation, Quarantine and overflow will be with the **Small Animal Shelter Lead**

## **Feeding Cats**

- Feed all cats wet food (**2-3 tablespoons**) in a new paper food tray
  - **Check for special needs food**
  - Document dry food eaten on the **Cat Care Schedule**, use military time
  - Replace dry food **1/3 cup**. Use a separate paper food tray for wet food
- Note feed and water consumption on Cat Care Schedule
  - **AMOUNT OF FOOD EATEN, and WATER DRANK as a % eaten or drank (75% is ¾ eaten)**
  - Dump water, wipe water bowl with paper towels and **fill ½ way** and then document on the **Cat Care Schedule**

## **Cleaning Cat Cages**

- When all cats are fed and done eating start cleaning
- Work in pairs if possible and use an organized system to ensure no animal is missed
- Do **Not** remove cage or clipboard unless necessary
- Do **Not** move cats to different cages and/or rooms without informing your Cat Lead and update whiteboard
- Remove all bedding, litter, food, water and dirty pee pads
- **DOCUMENT URINE and FECES as (+ is yes) or (- as no)**
- Clean cage with paper towels and use a **Rescue** (made by ACO) spray bottle, wipe thoroughly
  - Always dry the cage, use paper towels
- Clean litter box. If excessively dirty replace with a clean litter pan **NEVER USE POOP SCOOP, use DISPOSABLE GLOVES ONLY** - If replacing litter add 3 to 4 cups of non-clumping litter only
- Replace blankets and pee pads. If very dirty start over with new items. Throw away soiled blankets
- **REMOVE DISPOSABLE GLOVES AND MOVE TO NEXT CAGE**
- Dump garbage after 8 to 10 cages
- Take dirty empty cages to the Cleaning Station and clean with Rescue (made by ACO)
  - Return any clean/dry items to where they belong
- Double/ Triple check
  - **Make sure all latches are secure**
  - Update any changes to whiteboard
  - Make sure animals and clipboards match with proper information
  - **Double check that all cat photos, microchip scanning, and cat neck tags are completed**
- No personal photos of animal and/or people (respect personal privacy)
- **Turn off lights for Quiet Time**

## **Cat Intake and Release**

- Intake Lead: Review Intake and Release Protocol with **Cat Shelter** workers
  - **Listen for Intake on radio to inform you of Cat Intake**
- Cat Shelter Lead and / or Cat Room Lead will tell the Cat Shelter worker which cages to use
  - Put cat in the cage and give carrier back
  - Check for any special instructions, attach appropriate cage cards to cage
- Update Yellow Intake Form with detailed description of animal then transfer information to Cat Care Schedule (Place yellow Intake form in tray for BCAC)
- Make sure all cats have food, water and litter (non-clumping only)
- Take **Pictures** with (Date-Owner- Animal ID #) written on small whiteboard, check box on Cat Care Schedule
- **Scan** for microchip, check box on Cat Care Schedule once completed
- Put **Neck Tags** on cat with (Date-Owner-Animal ID #) written on the neck tag, check box on Cat Care Schedule once completed
- Intake uses Family Radio to request specific cats for release
  - 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
  - Once cat has gone home remove the Animal ID # from the whiteboard
  - Clean cat cage and place a **Clean** cage card in the cage