



North Valley Animal Disaster Group Standard Operating Guidelines

Title: CAT SHELTER

Objective:

Description: Meet the needs of animals that are temporarily homeless and/or evacuated as the result of a disaster situation. Provide for the health, safety and security of these animals until they can be reunited with their owners.

Cat Shelter Lead Check List

- Initiate 214
- Check List is available in the forms tub
- Vest: Cat Shelter Lead
- Radios: 1 - Family Radio
- Briefing on Assignments
- ICS Whiteboard: Update as necessary

Operational Period is determined by Butte County Animal Control

Supervise: All Cat Room Leads

Review: with Cat Shelter Workers all Cat Shelter Protocols and SOGs

Assign: Room Leads as necessary (need vest & family radio) and update ICS Whiteboard

Staffing Needs 2 shifts per day (Recommended 1 person to 15 cats, 2 people 25 cats)
(AM & PM staffing is important)

Coordinate with:

- Small Animal Shelter Lead, other Shelter Leads, Veterinarian Staff as necessary
- Shelter Leads: Morning Briefings
- Intake Lead: Review Intake and Release Protocol
- BCAC and Small Animal Shelter Lead establishes the Owner Visiting Hours. Follow Owner Visiting Protocols, no visiting the first 48 hours

Set Up

- Assemble cages as necessary, use cardboard between cages, and assemble cat carriers
- Design a floor plan, develop a whiteboard Cage Numbering System
- Cat General: Consult with Small Animal Shelter Lead before using hallway rooms for Quarantine, Isolation, or other
- Supply storage areas, designate cleaning supplies, and ACOs makes Rescue spray bottle solution for in shelter cage cleaning
- Post Signage and Protocols
- Supplies: Neck tags, Cat Care Schedules, Cage Cards, Clipboards Litter/ Litter Boxes, Water Bowls Digital Camera, Small Whiteboard, Microchip Scanner, Sheets, Blankets, Clothespins Disposable Gloves, Protective Gloves, Watering Cans, Wet and Dry Feed (adult and kitten) Paper Food Trays, Paper Towels

Things to Consider

- Opening & Closing Safety Inspection: visual inspection of all cats and cat facilities
- 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 Nightly Routine clipboard
- Follow all animal medical treatment procedures that are documented on the Cat Care Schedule by the Veterinarian.
- Do not move cats to different rooms without informing Intake in writing of their new location
- Complete the Animal Location Inventory form by room after PM feeding. Place form in Small Animal Shelter Location Inventory Binder at Intake
- Daily Animal Count (Cats) by 1000 & 1700, post on ICS Whiteboard
- Know your cage availability (by room), get cage availability to the Small Animal Shelter Lead
- 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
- ICS 213 form (List very detailed & specific information) - give to Small Animal Shelter Lead
- Meals: estimate the counts for breakfast, lunch, dinner, and following morning. Get head counts to Small Animal Shelter Lead
- Training new volunteers on Cat Shelter Protocols and SOGs
- Remind Cat Shelter workers to sign-up on MyVolunteerPage.com
- NVADG – overnight Cat Shelter workers, 24-hour shift may be necessary
- Report All personal injuries to the Small Animal Shelter Lead

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 then 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
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 - 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 Nightly Routine clipboard
 - Check water
 - 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**
- **Turn off lights for Quiet Time**
- No personal photos of animal and/or people (respect personal privacy)

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

Attached: Cat Shelter Checklist

Date: January 11, 2020

Author: Karen Falconer/ Kim Groom



NVADG Cat Shelter Lead Check List

Time Done	Action	*All Shelter Workers must wear a name tag *								
	Initiate 214 Vest: Cat Shelter Lead Radios: 1 - Family Radio	Check List: ICS Whiteboard: Update as necessary Briefing on Assignments:								
	Operational Period Supervise: All Cat Room Leads Review: with Cat Shelter Workers all Cat Shelter Protocols and SOGs Assign: Room Leads as necessary (need vest & family radio) and update ICS Whiteboard Staffing Needs <i>2 shifts per day (Recommended 1 person to 15 cats, 2 people 25 cats)</i> (AM & PM staffing is important)									
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