# NVADG Intake Lead Check List

**Time Done** | **Action** | **Check List:**
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Initiate 214 | *All Shelter Workers must wear a name tag* | 
Vest: Intake Lead | | 
Radios: 1- Bendix King (programmed) & 2 - Family Radios | | 
Briefing on Assignments: | | 

**Operational Period**

**Supervise:** Intake Shelter Workers

**Review:** with Intake Shelter Workers all Intake & Release Protocols and SOGs

**Shift Assignments:**

<table>
<thead>
<tr>
<th>Intake Assistant #1</th>
<th>Intake Assistant #2</th>
<th>Intake Runner</th>
<th>Intake Runner</th>
<th>Intake Runner</th>
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**Staffing Needs per shift:** *Intake-2 shifts per day (Recommended at least 8 people per shift)*

*AM & PM staffing is important*

### Coordinate with:
- Small Animal Shelter Lead, other Shelter Leads, Veterinarian Staff as necessary
- Shelter Leads: Morning Briefings
- All Shelter Leads: Review Intake and Release Protocol
- Check regularly with ALL Intake Assistants
- Small Animal Shelter Lead establish traffic flow for Intake, Evac, and Donations
- BCAC and Small Animal Shelter Lead establishes the Owner Visiting Hours. Follow Owner Visiting Protocols, no visiting the first 48 hours, owner must use the Sign In / Out Sheet at Intake

### Set Up
- Public and Evac Intake: 4 Tables, 6 Chairs, Intake Tubs on wagon
- Intake Tubs: Intake Forms, Intake, Release, Donation, and other Binders
- Clipboards for Intake and Animals, Office Supplies
- NVADG Brochures: give to owners when animals are released, others on request.
- Miscellaneous Items: leashes, water bowls, water bottles
- Outdoor Lights, EZ-Up or Tent
- Post Intake Signage

### Things to Consider:
- The Bendix King radio is for listening ONLY, NEVER respond on the radio
- ICS 213 form: (list detailed 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
- Prepare animals counts by species using the Master Intake List, by 1000 & 1700. Work with Small Animal Shelter Lead to compare physical animal counts
- Train new volunteers on Intake Protocols and SOGs
- Remind Intake workers to sign-up on MyVolunteerPage.com
- NVADG – overnight Intake Workers, 24-hour shift maybe necessary

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