



NVADG Small Animal Shelter Lead

Check List

Time Done	Action	* All Shelter Workers Must Wear a Name Tag*
	Initiate 214 Vest: Small Animal Shelter Lead Radios: 1 - King Bendix (Programmed) & 1- Family Radio Briefing on Assignment(s):	Check List: Grab & Go: Sign In / Out Sheets ICS Whiteboard: update as necessary
	Operational Period _____ Supervise Intake Lead, Cat Shelter Lead, Dog Shelter Lead, Other Leads & Assistants as necessary Review and follow Shelter Protocols and SOGs as approved by BCAC with Shelter Leads Shift Assignments: (first 48 hours could be 24-hour shifts) <ul style="list-style-type: none"> • Assign: Intake Lead _____ / _____ • Assign: Cat Shelter Lead _____ / _____ • Assign: Dog Shelter Lead _____ / _____ • Assign: Other Lead as needed _____ / _____ • Assign: Assistant as needed _____ / _____ Staffing Needs per shift: # of NVADG Volunteers: AM _____ PM _____	
	Coordinate with: <ul style="list-style-type: none"> • Butte Co Animal Control / Animal Group Supervisor to establishing the shelter /operational period • ICS 201 Incident Briefing: make a copy for your use (morning) & Shelter Lead Briefing • 3 blasts of a whistle = Loose Animal! Close all doors and Gates! • Hotline / Dispatch / PIO • Work with BCAC to 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 • Additional staffing needs: contact ERDSupport@nvadg.org with your specific staffing needs • Veterinarian(s) as directed by BCAC: Veterinary Medical Binder: Daily Medical Treatment Log 	
	Set Up <ul style="list-style-type: none"> • ICS Whiteboard, Grab and Go, create a Site Map – Consider the need for a digital Hot Spot • Safety and Traffic Flow: Ingress / Egress • Shelter Banners & Signs, Fencing, Enclosures, and Supplies • Triage Area / Veterinary Room (Veterinary Services as approved by BCAC) • General Population Areas and Other Areas for different species • Quarantine and Isolation Areas • Have carriers assembled for evacuation teams and a place to drop dirty carriers • Cleaning Station with wash tubs, ACOs makes Rescue spray bottle solution for in shelter cage cleaning • Post Signage and Protocols • Waste Disposal: general, contaminated, and recycling • Create a sheltered Donation Area near Exit Gate, use NVADG Donation Form and Donation Tracking Form on all items (no cash is listed on Donation Tracking Form) • Manage all cash donations: NVADG Donation Form, Bank Bag, and access to the NVADG Safe • Create a Public Information Area as necessary 	

Things to Consider

- Opening & Closing Safety Inspection - visual inspection of all animals and shelter 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, Animal 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 Animal Care Schedule by the Veterinarian. The Veterinary Medical Binder is returned to Comms at the end of the visit
- Movement of any animals within the shelter must be given to Intake **in writing** to update new location
- Complete the Animal Location Inventory forms after PM feeding, they are put in their binder at Intake
- Daily Animal Counts by species by 1000 & 1700, compare with Intake counts and post on ICS Whiteboard
- Know your cage availability (by room), get cage room availability from leads
- Animal Care Schedules are to come to the Intake desk upon release: Review what is on the Animal Care Schedules, so you are prepared to answer questions
- Documentation Team: Neck Tags / Pictures / Animal Care Schedules as necessary
- ICS 213 General Message (detailed information for shelter needs), Personal Hygiene Stations and supplies
- NVADG Equipment availability: speak to NVADG Animal Group Supervisor
- Meals: estimate the counts for breakfast, lunch, dinner, and following morning. Get head counts from Leads
- New volunteers must be trained on Shelter Protocols and SOGs
- Mutual Aid: Red Rover, IFAW, CCC, Butte Co employees and convergent volunteers must be approved by BCAC
- NVADG – overnight Small Animal Shelter workers, a 24-hour shift may be necessary
- Psittacine (parakeets, parrotlets and parrots) should not be housed with poultry. Different shelter staff because of potential zoonotic concern
- Air Scrubbers: please keep them ON in all rooms as necessary. Add air scrubber filters to your first 213 if needed

Notes: