



# Dog Shelter Protocols



## General Considerations

- Opening Safety Inspection: visual inspection of all dogs and the dog facilities by **Dog Shelter Lead**
  - Review the Nightly Routine sheet from previous night
  - Write any dog health concerns on **Animal 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**
- Dog Shelter Lead Assigns Dog Room Leads as necessary (need vest & family radio) and update ICS Whiteboard
- Dog Shelter Lead Reviews Dog Shelter Protocols with Dog Shelter workers
- Dog Shelter Lead works with Veterinary Staff as necessary
  - Follow all animal medical treatment procedures that are documented on Animal Care Schedule by the Veterinarians
- **LOOSE DOG = 3 blasts of a whistle. Close all doors and gates**
- 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 dogs to different rooms without informing Intake in writing of their new location
- Dog Walking area: security fencing
- BCAC and Small Animal Shelter Lead establishes the Owner Visiting Hours. Follow Owner Visiting Protocols, no visiting the first 48 hours
- **Daily Animal Count (Dogs) 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, Animal 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 dogs and the dog facilities by Dog Shelter Lead

## **Immediate Dog Shelter Set Up**

- Open Dog General and get Dog Shelter Lead Vest and Family Radio from comms room
- Cut cardboard to fit between cages, separate cages as necessary
- Have carries assembled and ready for evac teams to use
- Make a feeding and cleaning station
- Put Signage up on doors
- **Draw Dog Shelter floor plan on whiteboard and put dogs Animal ID# in proper spot**
  - Count dogs 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 Dogs** (Feed the dogs once they have **ALL** been walked and the cages cleaned!)

- Feed all dogs dry food in a new paper food tray. Feed appropriate amount for size and condition of dog.
  - **Check for special needs food**
  - Document dry food eaten on the **Animal Care Schedule**, use military time
  - Remove paper food tray when finished
  - Feed twice daily
- Walk all dogs approximately one hour after feeding
  - Use an organized system to ensure no animal is missed
- 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 dog photos, microchip scanning, and dog neck tags are completed**
- **Turn off lights for Quiet Time**

## **AM Cleaning and Walking Dogs**

In Teams of 2 (Cleaner and Walker) Use an organized system to ensure no animal is missed

- **One person walks dog** (Only use slip leads to walk dogs)
  - No nose to nose contact with other dogs
  - Short walk for restroom purposes only
  - Pick up feces immediately and discard in outside trash
  - Update Animal Care Schedule when dog is returned to its cage
  - Spot cleaning/ walking thought out the day as directed by Dog Shelter Lead
  - No Treats / No Toys
  - **One person cleans and** dumps water, wipe water bowl with paper towels and **fill ½ way** and then document on the **Animal Care Schedule**
- **DOCUMENT any URINE and FECES in cage**
- Clean cage with paper towels and use a **Rescue** (made by ACO) spray bottle, wipe thoroughly
  - Always dry the cage, use paper towels
- Replace pee pads if they are used
- **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
- Do **Not** remove cage or clipboard unless necessary
- Do **Not** move dogs to different cages and/or rooms without informing your Dog Lead and update whiteboard
- No personal photos of animal and/or people (respect personal privacy)

## **Dog Intake and Release**

- Intake Lead: Review Intake and Release Protocol with **Dog Shelter** workers
  - **Listen for Intake on radio to inform you of Dog Intake**
- Dog Shelter Lead and / or Dog Room Lead will tell the Dog Shelter worker which cages to use
  - Put dog in the cage and attach clipboard to cage
  - Check for any special instructions and attach appropriate cage cards to clipboard
- Update Yellow Intake Form with detailed description of animal then transfer information to Animal Care Schedule (Place yellow Intake form in tray for BCAC)
- Make sure all dogs have food and water
- Take **Pictures** with (Date-Owner-Animal ID#) written on small whiteboard, check box on Animal Care Schedule
- **Scan** for microchip, check box on Animal Care Schedule once completed
- Put **Neck Tags** on dog with (Date-Owner-Animal ID #) written on the neck tag, check box on Animal Care Schedule once completed
- Intake uses Family Radio to request specific dogs for release
  - Animal Care Schedules are to come to the Intake desk upon release:  
Review what is on the Animal Care Schedule, so you are prepared to answer questions from owners
  - Once dog has gone home remove the Animal ID # from the whiteboard
  - Clean dog cage and place a **Clean** cage card in the cage