North Valley Animal Disaster Group Standard Operating Guidelines

Title: DOG SHELTER

Objective: Support safety, efficiency, health and reunification efforts

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.

Dog Shelter Lead Check List

- Initiate 214
- Check List is available in the forms tub
- Vest: Dog 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 Dog Room Leads

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

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

Staffing Needs: 2 shifts per day (Recommended 2 people to 11 dogs, 4 people 22 dogs, etc.)
(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

Date: January 11, 2020         Author: Kim Groom
Set Up

- Assemble cages, use cardboard between cages as needed, assemble carriers for evacuation teams
- Dog Walking area: security fencing
- Design a floor plan, develop a whiteboard Cage Numbering System
- Dog General: Consult with Small Animal Shelter Lead before using rooms in the hallway 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

Things to Consider

- LOOSE DOG = 3 blasts of a whistle. Close all doors and gates!
- Opening & Closing Safety Inspection: visual inspection of all dogs and dog 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
- Do not move dogs 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 (Dogs) by 1000 & 1700, post on ICS Whiteboard
- Know your cage availability (by room), get cage availability to the Small Animal Shelter Lead
- 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
- 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 Dog Shelter Protocols and SOGs
• Remind Dog Shelter workers to sign-up on MyVolunteerPage.com
• NVADG – overnight Dog 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 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
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• 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
  - Check water
  - 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

**Attached:** Dog Shelter Lead Checklist

Date: January 11, 2020 
Author: Kim Groom
**NVADG Dog Shelter Lead**

**Check List**

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- Post Signage and Protocols
- Supplies: Slip Leads, Neck Tags, Small Animal Care Schedules, Cage Cards, Clipboards
  - Digital Camera, Small Whiteboard, Microchip Scanner, Feed (adult and puppies), Paper Food Trays, Water Bowls, Watering Cans, Paper Towels, Poop Bags, Disposable Gloves, and Protective Gloves

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