North Valley Animal Disaster Group Standard Operating Guidelines

Title: SMALL ANIMAL SHELTER

Objective: 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.

Description:
The pre-designated Small Animal Shelter is located at: 2279 Del Oro Ave, Suite E, Oroville. Our first option would be to work out of this facility. If safety conditions, or census number demand it, an off-site facility may be utilized.

Small Animal Shelter Lead Check List

- Initiate 214
- Small Animal Shelter Lead Check List is available in the forms tub and included at the end of this SOG.
- Vest: Small Animal Shelter Lead
- Radios: 1 - King Bendix (Programmed) & 1- Family Radio
- Grab & Go: Sign In / Out Sheets
- Briefing on Assignment(s)
- ICS Whiteboard: update 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)
- 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:

- Butte County Animal Control/Animal Group Supervisor to establishing the shelter operational period
- Hotline/Dispatch/PIO
- Work with BCAC to establishes the Owner Visiting Hours. Follow Owner Visiting Protocols. Refer to the Visitor Protocol SOG for additional information
- 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

- 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
- 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 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, 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, 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. Try to give 24 hour notice to Logistics
• Mutual Aid must be approved by BCAC
• A 24-hour shift may be necessary
• Psittacine (parakeets, parrotlets, and parrots) should not be housed with poultry. Assign different shelter staff because of potential zoonotic concerns
• Air Scrubbers: please keep them ON in all rooms as necessary. Add air scrubber filters to your first 213 if needed
• 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!

Attached:
• Small Animal Shelter Lead Checklist
• Del Oro Intake Map
• Del Oro Signage Map
# NVADG Small Animal Shelter Lead Check List

<table>
<thead>
<tr>
<th>Time</th>
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## 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)

- Assign: Intake Lead
  - 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)
  - Assign: Intake Lead
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  - Assign: Other Lead as needed
  - Assign: Assistant as needed

Staffing Needs per shift: # of NVADG Volunteers: AM PM

## Coordinate with:
- 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
- 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)
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Revised 1/9/2020
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<td>• New volunteers must be trained on Shelter Protocols and SOGs</td>
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