# NVADG Cat Shelter Lead

## Check List

<table>
<thead>
<tr>
<th>Time Done</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>All Shelter Workers must wear a name tag</em></td>
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<tr>
<td></td>
<td>Initiate 214</td>
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<td>Check List:</td>
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<td></td>
<td>Vest: Cat Shelter Lead</td>
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<tr>
<td></td>
<td>ICS Whiteboard: Update as necessary</td>
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<td></td>
<td>Radios: 1 - Family Radio</td>
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<td>Briefing on Assignments:</td>
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### Operational Period

- **Supervise:** All Cat Room Leads
- **Review:** with Cat Shelter Workers all Cat Shelter Protocols and SOGs
- **Assign:** Room Leads as necessary (need vest & family radio) and update ICS Whiteboard

**Staffing Needs**

2 shifts per day *(Recommended 1 person to 15 cats, 2 people 25 cats)*

(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

### Set Up

- Assemble kennels as necessary, use cardboard between kennels, and assemble cat carriers
- Design a floor plan, develop a whiteboard Kennel Numbering System
- Cat General: Consult with Small Animal Shelter Lead before using hallway rooms for Quarantine, Isolation, or other
- Supply storage areas, designate cleaning supplies, and ACOs makes Rescue spray bottle solution for in shelter kennel cleaning
- Post Signage and Protocols

**Supplies:**

- Neck tags, Cat Care Schedules, Kennel Cards, Clipboards
- Litter/ Litter Boxes, Water Bowls
- Digital Camera, Small Whiteboard, Microchip Scanner
- Sheets, Blankets, Clothespins
- Disposable Gloves, Protective Gloves, Watering Cans
- Wet and Dry Feed (adult and kitten)
- Paper Food Trays, Paper Towels

### Things to Consider

- Opening & Closing Safety Inspection: visual inspection of all cats and cat 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, Cat Care Schedule and Kennel Card applied, completed sheet returned to the Nightly Routine clipboard
- Follow all animal medical treatment procedures that are documented on the Cat Care Schedule by the Veterinarian.
- Do not move cats 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 (Cats) by 1000 & 1700, post on ICS Whiteboard
- Know your kennel availability (by room), get kennel availability to the Small Animal Shelter Lead
- Cat Care Schedules are to come to the Intake desk upon release: Review what is on the Cat 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 Cat Shelter Protocols and SOGs
- Remind Cat Shelter workers to sign-up on MyVolunteerPage.com
- NVADG – overnight Cat Shelter workers, 24-hour shift may be necessary

Revised 5/17/2021