# NVADG Dog Shelter Lead

## Check List

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

**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

### Set Up
- Assemble kennels, use cardboard between kennels as needed, assemble carriers for evacuation teams
- Dog Walking area: security fencing
- Design a floor plan, develop a whiteboard Kennel 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 kennel cleaning
- Post Signage and Protocols
- Supplies: Slip Leads, Neck Tags, Small Animal Care Schedules, Kennel 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

### 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 Kennel 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 kennel availability (by room), get kennel 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](http://MyVolunteerPage.com)
- NVADG – overnight Dog Shelter workers, 24-hour shift may be necessary

Revised 5/17/2021