

NVADG Animal Intake Form Tutorial

A blank form is mainly filled out by a volunteer in the position of Intake Runner

Please write all information in block letter print (sample at end of tutorial)

Section 1: Evac Event #, Animal ID #, Incident Name, Received By



Animal Intake Form

Evac Event #:	Animal ID #:
Incident Name:	Received By:

Disaster Shelter 530.538.7019 - NVADG Hotline 530.895.0000 - BCAC Office 530.538.7409

- **Evac Event #** is not used by NVADG, leave blank
- **Animal ID #** will be filled in at the Intake desk by the volunteer taking on the duties of Intake Assistant #2. They will assign an Animal ID # and fill it in this space before separating the Intake Form sheets.
- As the Intake Runner
 - **Incident Name:** enter the name of the incident being worked, i.e., Camp Fire, Bear fire, etc.
 - **Received By:** enter your AR# and your Initials

Section 2: Date, Time # of animals by the owner at this shelter

Date:	Time:	# of animals by the owner at this shelter:
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- **Date:** enter date that the animal is brought to the shelter MM/DD/YY
- **Time:** enter time animal is brought to the shelter (always use Military Time) 24 hour clock i.e., for 1:12 pm enter 13:12
- **# of animals by the owner at this shelter:** write in the number of animals that the owner is bringing in to the shelter
 - Note: They may have 3 dogs and 1 cat with them, but are only bringing in two dogs and one cat for us to shelter – you would list 3 and enter detail of 2 dogs, 1 cat

Updated Note: Each animal must have its own Intake Form completed

Section 3: Owner Name, Cell #, DL#, Address (2 lines), Alt. Contact Name, Alt. Contact #, Where will the owner be staying during the emergency, Stray animal picked up at

Owner:		
Name:	Cell #:	DL#:
Address:		Alt. Contact Name:
		Alt. Contact #:
Where will the owner be staying during the emergency:		
Stray animal picked up at:		

- **Owner Name:** enter the name of the animal’s owner, first and last name
 - If owner is unknown, enter **O’unID** in small lettering to leave room if we later identify the owner and can then enter their first and last name
- **Cell #:** enter the owner’s cell phone number (if no cell phone number, enter owner’s home number)
- **DL#:** enter the owner’s driver’s license number
 - notate state if not a California driver’s license
 - if no driver’s license, ask for another picture ID card or take a picture of their car’s license plate
- **Address:** Physical address (imperative for our records; No PO Boxes). We use their physical address to keep track of where they are located (i.e., evac area, warning area, etc.) Use the first open box to enter the house number and street name, use the second box to enter the town and zip code
- **Alt. Contact Name** and **Alt. Contact #:** it is important to get an Alternate Contact Name and Alternate Phone Number. It can be family or friend but needs to be someone we can reach if we need to contact the owner
- **Where will the owner be staying during the emergency:** We need to know where the owner is staying during the incident. Could be Red Cross Shelter, motel, friend’s house, etc. If they do not know, refer them to the Disaster Shelter Number given for the event (check with your lead for that number if not visibly posted)
- **Stray animal picked up at:** If the animal was brought in by a good Samaritan, Police, etc., and we do not know the owner, enter where it was found. This is also to help us find the correct owner so try to be specific. If the good Samaritan is willing, also list their name/contact number, on this same line, in case we have additional information as to where they located the animal.

Section 4a: Animal Description: Dog, Cat, Other, Male, Female, Spayed, Neutered, Breed, Approx. Age, Color, Markings, Collar (Yes/No) If yes, describe, Tags (Yes/No) If yes, describe, Microchipped (Yes need scan, Yes #, No)

Animal Description:								
Dog <input type="checkbox"/>	Cat <input type="checkbox"/>	Other			Male <input type="checkbox"/>	Female <input type="checkbox"/>	Spayed <input type="checkbox"/>	Neutered <input type="checkbox"/>
Breed:					Approx. Age:			
Color:				Markings:				
Animal Wearing Collar?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, describe					
Animal Wearing Tags?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, describe					
Microchipped?	Yes need scan <input type="checkbox"/>			Yes (#)		No <input type="checkbox"/>		
Special Needs/Remarks								
Has the owner been notified?	No <input type="checkbox"/>	Phoned <input type="checkbox"/>	Results:			Paperwork Left <input type="checkbox"/>		

- **Animal Description:** In the gray box after the words Animal Description: list Animal Name, i.e., "Gizmo"
- Check appropriate box:
 - **Dog, Cat, Other.** If Other, list species (i.e., Bird, Rabbit, Guinea Pig, etc.
- **Breed:** Breed is important, i.e., DSH (Domestic Short Hair), Smooth coat Chihuahua, Fox Terrier. Ask owner if they know the breed and if they are not sure, refer to the Animal ID Binder (will be found at the Intake Desk). Unclaimed animals (**O'unID**) must be identified as well as you can
- **Approx. Age:** ask owner. If **O'unID**, leave blank. (may fill in later after check by Vet Tech or Animal Control Officer)
- **Color:** Be specific, Black & White, White with black spots, Tan, Tri-color: blk/tan/white
- **Markings:** Be very specific with markings. I.e., Black with white tip on tail, white diamond on chest, gray right ear, clipped left ear, etc.
- **Animal Wearing Collar?** Check Yes or No
 - **If yes, describe:** Red collar, has star charm; Blue Martingale collar, etc.

Note: if animal is wearing a choke chain collar or harness, it is given back to the owner and not brought into the shelter
- **Animal Wearing Tags?** Check Yes or No
 - **If yes, describe:** Name Tag, License, Rabies
- **Microchipped?** Ask owner
 - **Yes need scan:** If yes, check the "Yes" box and ask owner if they know the number
 - **Yes (#)** enter number if known by owner
 - **No:** if answer from owner is no microchip, check the "No" box

Section 4b: Animal Description: Special Needs

Special Needs/Remarks

- **Special Needs/Remarks:** This is where you mark anything the owner tells you! Aggressive towards other animals (ask Intake Lead to notify BCAC and they will assess). Special food brought in by owner (mark food with owner's name and when assigned, the Animal ID #. If they have meds (ask Intake Lead to contact BCAC and they will assess). **ANY special instructions from the owner go into this section!**

Section 4c: Animal Description: Has the owner been notified – *This section is not always filled out at the time the animal is originally brought into the shelter.*

Has the owner been notified?	No <input type="checkbox"/>	Phoned <input type="checkbox"/>	Results:	Paperwork Left <input type="checkbox"/>
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- **Has the owner been notified?** There are two reasons for when this section is filled out.
 - **The First:**
 - When the animal is brought in by the evacuation team
 - Ask team if they notified the owner and/or if they left paperwork at the owner pickup site
 - If owner was not notified by Evac team, check No
 - If they left a notice, check Paperwork Left
 - If phoned, under Results, notate if they talked to owner or left a message
 - If they left a notice, check Paperwork Left
 - **The Second:**
 - This section is also used at the time the shelter is closing and instructions for use will be given that time

Section 5: Liability Release

Liability Release

Due to a declared emergency, I am requesting Butte County Animal Control/NVADG to board my animal(s) (listed above) and agree to all of the following:

- 1) I understand that my animal(s) may be exposed to disease and other risks while being housed at the shelter or other facilities and therefore I will not hold Butte County/NVADG responsible for the health or death of my animal(s).
- 2) I agree to attempt to find alternate housing for my animal(s) as soon as possible.
- 3) I agree to contact the agency on a regular basis to keep Butte County/NVADG updated on my whereabouts & possible alternate housing.
- 4) I understand that this boarding agreement is temporary and I agree to make arrangements for or claim my pet(s) at the close of the shelter.
- 5) I understand that I will be subject to boarding fees after the close of the shelter.
- 6) I understand that photographs of myself and my animal(s) may be taken.

I Allow or I Decline any photographs that are taken be released to the media or public view.

Owner's Signature

Date:

BC/NVADG Witness

- **Liability Release**
 - All owners must sign this. You read it to the owner explaining anything they do not understand. On #6, they must check the **I Allow** or the **I Decline** box which is related to sharing/releasing any photographs.
 - After reading through #1-6, and the owner is still unsure, you may paraphrase for each item.
- **Owner Signature:** Owner should sign and enter date. If they refuse to sign, ask the Intake Lead to contact BCAC.
- **Date:** If owner did not complete, enter the date.
- **BC/NVADG Witness:** You as the person who completed the form and witnessed the owner signing the form, enter your AR#, sign and print your name.

As of 2022:

Newly added statement to be made to the owner by the NVADG volunteer who is filling out the form:

"All Dogs and Cats that are brought into Butte County Animal Control shelters are required by law to be released with a microchip."

This means any Dog or Cat not currently microchipped will be chipped before released back to the owner. Owners must agree to this, otherwise we cannot accept the animal into our care.

Section 6: Release of Liability – *This section is NOT filled out at the time the animal is originally brought into the shelter.*

I hereby acknowledge that I am the owner/responsible person for the above animal. I have taken custody of my animal and am now responsible for its care and transportation.

Owner's Signature at Release

Date/ Time:

- **Release of Liability**
 - Owner comes back to pick up animal and take with them (this is not done if owner is just visiting)
 - Make sure you check their ID, matching name, address and ID number to what was listed when owner dropped off
- **Owner's Signature at Release:** Owner must sign release
- **Date/Time:** MM/DDYY; time is Military (24hr) i.e., 15:03
- **Please print your name and AR # underneath the Date/Time box**
 - ***Also notate that you verified owner ID, i.e., "compared owner ID to information entered at the original time of intake"***

REMEMBER: Each animal must have its own Intake Form completed



Animal Intake Form

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Evac Event #	Animal ID # Only given by Intake Assistant #2
Incident Name: Name of event	Received By: Your AR#/first name

Date: MM/DD/YYYY	Time: Military Time – 24hr	# of animals by the owner at this shelter: How many animals do they have at the shelter
Owner:		
Name: First and Last Name	Cell #: Their Cell Phone number	DL#: ID Card or Driver's License #
Address: Street number and name – No PO Boxes		Alt. Contact Name: Name of a Friend or Relative
City/Town and Zip Code		Alt. Contact #: An Alternate Cell number
Where will the owner be staying during the emergency: Try to get information as to where they will be staying during the event		
Stray animal picked up at: List place/street/city where unknown owner animal was picked up		
Animal Description: Name of animal i.e., "Gizmo" Mark Correct boxes below.		
Dog <input type="checkbox"/>	Cat <input type="checkbox"/>	Other <input type="checkbox"/> List species if not Dog or Cat
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Spayed <input type="checkbox"/> Neutered <input type="checkbox"/>
Breed: Ask owner, if unknown guess most predominant breed		Approx. Age: Ask Owner
Color: Be Specific	Markings: Give as many details as possible	
Animal Wearing Collar? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, describe: Color, design	
Animal Wearing Tags? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, describe: Name, License, Rabies, etc.	
Microchipped? Ask owner Yes need scan: <input type="checkbox"/>	Yes (#): List if owner knows microchip number	No <input type="checkbox"/>
Special Needs/Remarks: Very important to list any additional information from the owner. i.e., Meds, foods, aggression, shyness, allergies, active issues		
This section filled out when shelter is closing or if Evac Team brought in animal		
Has the owner been notified? No <input type="checkbox"/>	Phoned <input type="checkbox"/>	Results: <input type="checkbox"/>
Paperwork Left <input type="checkbox"/>		

Liability Release

Due to a declared emergency, I am requesting Butte County Animal Control/NVADG to board my animal(s) listed above and agree to all of the following:

- I understand that my animal(s) may be exposed to disease and other risks while being housed at the shelter or other facilities and therefore I will not hold Butte County/NVADG responsible for the health or death of my animal(s).
- I agree to attempt to find alternate housing for my animal(s) as soon as possible.
- I agree to contact the agency on a regular basis to keep Butte County/NVADG updated on my whereabouts & possible alternate housing.
- I understand that this boarding agreement is temporary and I agree to make arrangements for or claim my pet(s) at the close of the shelter.
- I understand that I will be subject to boarding fees after the close of the shelter.
- I understand that photographs of myself and my animal(s) may be taken.

I Allow or I Decline any photographs that are taken be released to the media or public view.

Owner's Signature **Owner must sign when dropping off animal**

Date: **Date Owner signed**

BC/NVADG Witness **NVADG Volunteer Name and AR # and signature**

I hereby acknowledge that I am the owner/responsible person for the above animal. I have taken custody of my animal and am now responsible for its care and transportation.

When owner comes to pick up animal, check their ID and print your name and AR# under the Date/Time box

Owner's Signature at Release **Owner must sign when picking up animal**

Date/ Time: **Date and Time Owner signed**

Block Letters

A	B	C	D	E	F
G	H	I	J	K	L
M	N	O	P	Q	R
S	T	U	V	W	X
Y	Z				

abcdefghijklmn

opqrstuvwxyz