



## Position Reports To: Large Animal Shelter Lead

**Position Overview: The Barn Lead is responsible for managing the welfare of animals in an assigned barn and the safety of volunteers and the public at the Emergency Large Animal Shelter for Animal Branch Operations.**

*Safety Issues: Correct them immediately! Human Safety First - Contact Shelter Lead, if necessary.*

### SIGN IN PROCEDURES:

- Report to Large Animal Shelter & Sign In upon arrival.
  - Locate and check-in with Large Animal Shelter Lead for job assignment (Barn Lead – assigned as needed).
  - Know Morning Briefing time, posted on ICS Whiteboard, write your name under assigned barn.

### SETTING UP YOUR BARN:

- Once assigned Barn Lead, grab appropriate Barn Lead tote, Barn Whiteboard(s), Wheelbarrows, etc.
  - Insert batteries in family radio, complete a radio check with Intake & Large Animal Shelter Lead. Wear your vest!
- Set up Barn Whiteboard (Start immediately):
  - Post Date & Time. Maintain animal placement & counts at all times.
  - Draw Floor Plan: Design animal housing grid. Upon Intake, write A# in designated place on grid.
  - Animal Counts: Post by Species, and by Owner/OunID start at **0900 & 1600**
  - Availability: Post Count of open Stalls / Paddocks / Magnum Kennels / Other, etc.
- Delegate duties: Identify available volunteers and assign each duties based on level of comfort and training.
  - Ensure all work gets done, whether alone or with other volunteers assigned to you.
    - **\*\*You may be assigned to multiple barns, document each barn separately**
- Prepare for animal Intake, update the Large Animal Shelter Lead with any concerns or clarifications.
  - What side of the barn will the animals unload? Determine an appropriate area, Barn Lead tote & chair.
    - Keep FEED Wheelbarrows and MANURE Wheelbarrows on opposite ends of Barn.
- Coordinate with Large Animal Shelter Lead on ISO location(s) and set-up (Usually Barn D at Camelot).

### INTAKE PROCEDURES:

- Intake (Assistant #2) will Radio the total of animals that are ready to unload and owner location (in route, etc.).
  - Communicate: Availability → Receive ONE Animal Care Schedule PER animal, attach to stall, etc.
    - Before unloading any animal ensure you know exactly where the animal(s) will be housed.
  - PLAN where to place animal(s), get owner/teams to help unload, write A# Barn Whiteboard, start care.
    - Owners are not to unload their animals without your help and supervision.
  - Label Special Diet Food: Document Animal Care Schedule, MARK “**Special Diet**” on Blue Feed Paper.
    - Write on tape: (**Date – Owner – Animal #**) and tape to food.

ADDITIONAL DUTIES:*Animal Safety & Care*

- **Three blasts** of whistle signify a loose animal. Close all doors & gates!
- Follow Barn Lead Job Aid: Safety Inspection, be careful, aware of Status of animals & environment.
- Verify proper set up Stalls / Paddocks / Magnum Kennels / Other, etc.
  - Water hoses & tubs – place to fill without opening gate, fill to halfway point.
    - **\*\*DO NOT LET HOSE NOZZLE TOUCH WATER!**
  - Attach Chain with Snap to paddocks gates. Secure locks. Provide Shade Cloth (if needed).
- Post Barn Care Signage and Protocols are posted as needed.

*Documentation*

- Start Animal Documentation
  - Livestock Marker (if possible)
  - Update Care Schedule
- Maintain Reports:
  - Medical/Volunteer Injuries:
    - *All medical concerns are to be addressed ASAP!*
  - Animal Nightly Routine Sheet:
    - Document any animal behavior notes and/or medical concerns.
    - Completed sheets remain posted on a clipboard near the entrance in each barn.
  - Daily Medical Treatment Log:
    - Document any medical concerns.
    - Veterinary Medical binder (kept in comms room).
  - Animal Location Inventory:
    - Maintain documentation of all animals and update as needed.
    - Notify Intake of any animal transfers.
    - File all paperwork in binder at the Intake desk.
- Start 213(s): Request any needed supplies & volunteer meals 24 hrs. in advance (start ASAP).
  - Check supplies before requesting what is needed.
  - Submit requests for volunteer Breakfast, Lunch and Dinner
  - Write up 213(s) and submit request(s) to the Large Animal Shelter Lead.
    - Retain 1 copy and file in Barn Area Lead Binder.
      - Mark off requested supplies as they are received.
- Update and submit 214 daily.

**\*ICS System: Chain of command, ‘Report To’ system is proven to be effective in saving lives\***