Position Reports To: Small Animal Shelter Lead

Position Overview: The Cat Area Lead is responsible for managing the welfare of cats and the safety of volunteers and the public at the Emergency Small Animal Shelter for Animal Branch Operations (ABO).

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

SIGN IN PROCEDURES:

- Report to Small Animal Shelter & Sign In upon arrival.
  - Locate and check-in with Small Animal Shelter Lead for job assignment (Cat Lead).
  - Know <u>Morning Briefing time</u>, posted on ICS Whiteboard, write your name under assigned position.

SETTING UP YOUR CAT AREA:

- Once assigned Cat Lead, grab appropriate Cat Lead tote, Room Whiteboard(s), etc.
  - Insert batteries in family radio, complete a radio check with Intake & Small Animal Shelter Lead. Wear your vest!

- Set up Cat Area Whiteboard (Start immediately):
  - Post Date & Time. Maintain animal placement & counts at all times.
  - Draw Floor Plan: Design animal housing grid. Upon Intake, <u>write</u> A# in designated place on grid.
  - Animal Counts: Post by Species, and by Owner/OunID start at **0900 & 1600**
  - Availability: <u>Post Count</u> of open Kennels / Condos / 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.
  - Assign Room Leads as needed.

- Prepare for animal Intake, update the Small Animal Shelter Lead with any concerns or clarifications.
  - Assemble cat carriers to transport cat(s) from owners' car into the shelter.
  - Assemble kennels as necessary, use cardboard between kennels and hang sheets (as needed).

- Coordinate with Small Animal Shelter Lead on ISO location(s) and set-up (Usually Room 2 in Dog General Hallway at Del Oro).

INTAKE PROCEDURES:

- Intake (Assistant #2) will Radio the total of animals that are ready for pick up and if carriers are needed.
  - Communicate: Availability → Receive <u>ONE</u> Animal Care Schedule <u>PER</u> animal, attach to kennel/crate.
    - Before receiving any animals ensure you know exactly where the animal(s) will be housed.
  - <u>PLAN</u> where to place animal(s), write A# on Cat Area Whiteboard, and start care following protocol.
  - Label Special Diet: Document on Animal Care Schedule, and <u>ATTACH</u> "**Special Diet**" kennel card to the kennel / condo / other if applicable (Shelter Runner).
    - 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 Cat Lead Job Aid: Safety Inspection, be careful, aware of status of animals & environment.

- Verify proper set up of Cleaning and Feeding Stations.
    - Cleaning Station:
        - 5-gallon buckets, spray bottles, paper towels, disposable gloves, etc.
        - Rescue spray bottle solution for kennel cleaning (BCAC-ACO makes Rescue solution).

    - Feeding Station:
        - Can opener, paper food trays, etc.

- Post Cat Care Signage and Protocols as needed.

Documentation
- Start Animal Documentation
    - Neck Tag
    - 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 room.
    - 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 Small Animal Shelter Lead.
        - Retain 1 copy and file in Cat 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