



## Position Reports To: Small Animal Shelter Lead

**Position Overview: The Exotics & Other Species Area Lead is responsible for managing the welfare of exotic and other species 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 (Exotics Lead).
  - Know Morning Briefing time, posted on ICS Whiteboard, write your name under assigned position.

### SETTING UP YOUR EXOTICS AREA:

- Once assigned Exotics Lead, grab appropriate Exotics 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 Exotics Area 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 Kennels / Cages / 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 kennels / carriers to transport animal(s) from owners'/citizens' vehicle into the shelter.
  - Assemble kennels as necessary for housing animal(s), and use cardboard between kennels as needed.
  - Consult Small Animal Shelter lead if additional supplies are needed (ex: extension cords, heat lamps, environmental equipment, etc.).
  - Del Oro Key Locations:
    - Palace Room #4: Designated Exotics & Other Species room
    - Palace Room #5: Additional supplies and cages.
    - **\*\*Consult Small Animal Shelter Lead if additional rooms are 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 ONE Animal Care Schedule PER animal, attach to kennel/crate.
    - Before receiving any animals ensure you know exactly where the animal(s) will be housed.
  - PLAN where to place animal(s), write A# on Exotics Area Whiteboard, and start care following protocol.
  - Label Special Diet: Document on Animal Care Schedule, and ATTACH "**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 Exotics 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.
    - Prepare Exotics Cleaning Solution – 1-part White Vinegar to 3-parts Water dilution for kennel / crate cleaning.
  - Feeding Station:
    - Can opener, paper food trays, etc.
- Post Exotics 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 Exotics 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\***