



Shelterly Glossary of DEFINITIONS

- Animal Notes – Relayed by Owner, specific to behavior, where Animal is likely to be located, etc.
- Debriefer – person responsible for **receiving and reviewing** each Dispatch Assignment Summary for **accuracy and completeness**. IT IS VITAL that all the information on the Dispatch Assignment Summary is clear and CORRECT before it is RESOLVED.
- Deceased – Animal was found Deceased
- Dispatch Assignment (DA) – the Service Requests (SRs) assigned to an Evacuation Team
- Dispatch Assignment Summary – the form on which each Team documents what was accomplished for each SR.
- Medical Notes – Relayed by Owner, specific to current and past medical concerns, location of medications, how to administer, etc.
- No Further Action - The site is completely destroyed. Teams have visit on three occasions, left food and water, and there remains no evidence of life.
- Reported, Reported (Evac), Reported (Shelter in Place) – Three options in the Hotline Module which reflect the Owner's choice of service. At the beginning of an incident, most calls will be classified "Reported" until the status of the fire is known. Note: It is the discretion of the Evac Team to SIP or Evacuate, regardless of the Owner's choice of service.
- Resolving a DA – documenting what the Team accomplished for each SR. This will CLOSE the SR. The SR will no longer appear on Dispatch List. The SR will no longer be OPEN.
- Reunited – Animal was returned to the Owner
- Service Request (SR) – created by Hotline when a caller requests help with their Animal(s)
- Shelter In Place (SIP) – Animal will remain on site. Team will visit on a prescribed basis to feed and water (i.e. every other day, every two days, etc.).
- Sheltered – Animal has been admitted to a Shelter (i.e. Del Oro, Camelot, etc)
- Team – Evacuation Team (Evac Team)
- Unable to Complete – the Team cannot complete their DA. The SRs will go back into the Dispatch List and will be assigned to ANOTHER TEAM
- Unable to Locate (UTL) – Team was not able to find the Animal in the SR, but FOOD AND WATER WERE LEFT