



Job Aid



Animal Documentation Lead

Name: _____ Date: _____ Event: _____

*** Use one Job Aid per shift. Document all details in the Tasks (Pending) and Notes Section. Completed Job Aid will be reviewed with new volunteer at Transfer of Duties. Copy will be placed in dedicated Animal Documentation - Tote on site for future reference.**

Time Done	
	POSITION OVERVIEW
	<p>The Animal Documentation Lead is responsible for assisting the Area Leads with documenting animal information. This will include updating the Animal Care Schedule as necessary and updating animal information into Shelterly. This process is at the emergency Animal Shelters for Animal Branch Operations (ABO).</p> <p>ELEMENTS INCLUDE:</p> <ul style="list-style-type: none"> ● Area Leads are responsible for Animal Documentation. <ul style="list-style-type: none"> ○ If staffing is available, the Animal Shelter Lead will appoint an Animal Documentation team. ○ The Animal Documentation team is to work with the Area Lead, Room Manager, Barn Lead or Other Leads. ● Animal Documentation: is done as time allows. ● Animal Documenting Staffing Needs: <i>Recommended 2 volunteers per team to work with Area leads. Increase to additional teams, if necessary.</i> (AM & PM staffing is important) ● Update / Improve animal information on the Animal Care Schedule and in Shelterly. ● To help assist Area Leads in keeping track of shelter animals' information. <ul style="list-style-type: none"> ○ The Animal Documentation process is for Shelterly and/or paper documentation.
	ANIMAL DOCUMENTATION LEAD REPORTS TO
	<ul style="list-style-type: none"> ● Animal Shelter Lead (Shelter Lead)
	WHO REPORTS TO ANIMAL DOCUMENTATION LEAD
	<ul style="list-style-type: none"> ● Assigned assistants. ● Volunteers
	REPORTS TO MAINTAIN
	<ul style="list-style-type: none"> ● Update Animal Care Schedules ● Update Shelterly ● Animal Documentation Lead Job Aid ● Microchip Data by Incident – form <ul style="list-style-type: none"> ▪ <i><u>*Only used when dogs or cats are microchipped!</u></i> ▪ <i>This process is directed by the Shelter Lead</i>
	FORMS, GUIDES AND SUPPLIES
	<ul style="list-style-type: none"> ● Animal Documentation - Tote: (Binder contains Job Aid) <ul style="list-style-type: none"> ○ Totes: Del Oro Small Animal Shelter, Small Animal Trailer, Camelot, and Large Animal Trailer. <ul style="list-style-type: none"> ■ Animal Documentation - Tote – (Content List 5/14/2023) ○ Microchip Data by Incident – form <ul style="list-style-type: none"> ■ <i><u>*Only used when dogs or cats are microchipped!</u></i> ○ Animal Documentation Lead Binder: Contains Job Aid's. <ul style="list-style-type: none"> ■ Job Aid - use one per shift, document all details, (Tasks (Pending) & Notes).

	<ul style="list-style-type: none"> ● Shelterly Tutorials at nvadg.org. ● ICS 214 Activity Logs / Update your electronic ICS 214 through 'Check-IN' App. ● ICS 213 General Message handwritten to Shelter Lead
TECHNOLOGY – you need to have	
	<ul style="list-style-type: none"> ● Personal Cell Phone with charger ● Family Radio ● Shelterly Access <ul style="list-style-type: none"> ○ Request access through your Shelter Lead. ● Connectivity: Del Oro Wi-Fi: BC-Guest-Network ● Electronics (All electronic devices need to be recharged after each shift!) <ul style="list-style-type: none"> ○ Tablets or Laptops ○ Hotspot – (Password is in the MiFi) ● Microchip Scanner ● WhatsApp for Shelter
COORDINATE WITH	
	<ul style="list-style-type: none"> ● Small Animal Shelter Lead <ul style="list-style-type: none"> ○ Area Leads, Assistants and Room Managers (if assigned) ● Large Animal Shelter Lead <ul style="list-style-type: none"> ○ Barn Leads ○ Other Leads ● Veterinarian(s) as directed by Shelter Lead
SET UP (Check Off as Completed)	
	<ul style="list-style-type: none"> <input type="checkbox"/> Family Radio: Complete a radio check with Intake and Shelter Lead. <input type="checkbox"/> Animal Documentation – Tote <ul style="list-style-type: none"> ○ Verify Contents of Animal Documentation - Tote before starting the documentation process. (<i>*See list in Tote!</i>) ○ Animal Documentation Lead – Vest ○ Family Radio: Complete a radio check with Intake and Shelter Lead. <input type="checkbox"/> Small Animal Shelter <ul style="list-style-type: none"> ▪ Coordinate with Shelter Lead, Area Leads and Room Managers ▪ Test scanner: Use the microchip provided for testing scanner. <i>Extra microchip is taped to the underside of the lid in the Del Oro – Small Animal Shelter Documentation – Tote.</i> <input type="checkbox"/> Large Animal Shelter <ul style="list-style-type: none"> ▪ Coordinate with Shelter Lead, Barn Leads and Area Leads <input type="checkbox"/> Develop an effective strategy for the documentation of each species. <ul style="list-style-type: none"> ▪ Room / Facility Safety for Handling Animals ▪ Animal Handler: (Handling Animal for Pictures, Microchip Scanning, Attaching neck Tag for Cats and Dogs.) <input type="checkbox"/> ISO Areas: Discuss with Area Lead and Shelter Lead options for Animal Documentation in these areas!
ASSIGNMENTS / DUTIES	
	<ul style="list-style-type: none"> ● Use this Job Aid to track notes and tasks pending. ● Place it in the Animal Documentation Lead binder at the end of your shift. ● The Job Aid can be used for shift change transfer of duties. <ul style="list-style-type: none"> ○ This information will assist you in 'Check-OUT' and completing your ICS 214.
REQUESTING RESOURCES	
	<p><u>Resource Requests:</u> ICS 213 General Message (File 1-copy of submitted form in your Lead Binder.) List specific and detailed information - Give to Shelter Lead <i>Check the facility for resources before ordering.</i></p>

	<p>Use different ICS 213's form for:</p> <ul style="list-style-type: none"> ● <u>Volunteer Meals</u>: Estimate the counts for breakfast, lunch, dinner, for 48 hours. <ul style="list-style-type: none"> ○ Vegans and Vegetarians may not always be accommodated. ● <u>Consumable Supplies</u>: Neck Tags, Batteries, etc. ● <u>Other Supplies</u>: ● <u>Non-Consumable</u>: Del Oro and Camelot – one MiFi and one Tablet for each facility. ● <u>Staffing</u>: Staffing is important, connect personally with the volunteers you have mentored!
<p align="center">TRAIN AND SUPERVISE VOLUNTEERS</p>	
	<p>Remember to treat volunteers the way you want to be treated. Encourage volunteers and help them find the duties that they are good at doing.</p> <p>Volunteer Protocol Reminders:</p> <ul style="list-style-type: none"> ● All volunteers must have a NVADG badge, Butte County Employee Badge, or a BARC badge (Mutual Aid). No badge, Send volunteer directly to Shelter Lead. ● Official Dress: Uniforms (Shirts) / Name Tags / Badges / Long Pants / Closed Toed Shoes. ● Train new volunteers in the Animal Documentation process. ● Remind them to have a plan to shower and wash clothes before interacting with their own animals (to reduce disease transmission). ● Remind volunteers to drink enough water and take breaks. ● <u>No</u> unauthorized Volunteers housed at Operational Sites. <p>Staffing: Remember how to schedule your future shifts via ‘Sign-UP’</p> <ul style="list-style-type: none"> ● At Activation volunteers are notified of the locations that are requesting volunteers. ● All NVADG volunteer staffing is centralized in ABOC. They need to know where volunteers are working and who is available to help fill staffing needs. ● "GO" to the location where they have training / experience. ● After day 2 or 3: Each location will have a link to a ‘Sign-UP’ form for Volunteers to use. ● The link to ‘Sign-UP’ to an active Shelter location is sent out by text and email. ● Or log into Volunteer Impact portal at myvolunteerpage.com, on the homepage. <p>Remember WhatsApp, and Radio Etiquette</p> <ul style="list-style-type: none"> ● Only respond when appropriate. ● Connect directly for one-on-one conversation. <p>Remind Volunteers how to Check-In and forms to complete:</p> <ul style="list-style-type: none"> ● <u>‘Check IN using electronic Check-IN’ and ‘Check-OUT’ App</u> <ul style="list-style-type: none"> ○ Volunteers must Sign IN first and before leaving Sign OUT electronically. <ul style="list-style-type: none"> ● Includes ICS 214, and Mileage Claim, volunteers must check the box to send it to their email. <ul style="list-style-type: none"> ● Email is from: norcalziggy@gmail.com. (Check your spam.) ● Volunteers can update up to 30 days, <u>from the last day of activation</u>. ○ NVADG Sign In sheet (paper), Volunteers must Sign In first and before leaving Sign Out. <ul style="list-style-type: none"> ○ At the end of day, take a picture. ○ NVADG Mileage Claim form / ICS 214's (paper), located and kept in the Grab & Go - Tote. <ul style="list-style-type: none"> ○ Recommend they take a picture for their personal records. ○ Mutual Aid: Red Rover, IFAW, CCC, and Butte County Employees’, <ul style="list-style-type: none"> ○ Must be approved by Planning Resource Unit, have checked in with them, and have a badge. <p>NVADG Incident Injury / Accident Report form: (Located in ALL Grab & Go – Totes)</p> <ul style="list-style-type: none"> ● The form is to be filled out by the Area Lead and the injured volunteer. Coordinate with the Shelter Lead. <ul style="list-style-type: none"> ○ Make a copy of the form for Shelter Lead binder, BCAC to collect the original.

	<ul style="list-style-type: none"> ● Take pictures of the injury and the cause (area) and/or animal. <ul style="list-style-type: none"> ○ Shelter Lead can send pictures to ABOC Operations Chief and ABOC Safety Officer with the name of the volunteer and their AR#. ○ Animal Shelter Safety Assistant can assist if this position is active. ○ Serious Injuries: Call 911 and Contact Shelter Lead immediately! ● Ensure the area / incident is safe.
SHIFT CHANGE / TRANSFER OF DUTIES	
	<ul style="list-style-type: none"> ● Animal Documentation Lead Job Aid: use one per shift, at the end of your shift, place it in your Lead binder. ● Provide Turnover Briefing: to position replacement, if possible. <ul style="list-style-type: none"> ○ Assure your volunteer replacement has a schedule for meetings, and access to any other tools you use. ○ Make face-to-face introductions to key volunteers and shelter volunteers. ○ Assure volunteer is included in all distribution lists and has access to all reports. ○ Give an update on the current situation, areas of concern and current personnel support needed. ○ Shelter Lead will provide intel on expected situations over next 24-72 hours and beyond. ○ It is very important to document in the Tasks (Pending) & Notes area. ○ If possible, shadow position replacement for better transition. ○ Leave a phone number where you can be reached. ● Animal Documentation Lead binder: <ul style="list-style-type: none"> ○ Keep completed Job Aids and copies of submitted ICS 213's for position replacement.
THINGS TO CONSIDER	
	<ul style="list-style-type: none"> ● ICS System: Chain of command, 'Report To' system is proven to be effective in saving lives. <ul style="list-style-type: none"> ○ Report To: Shelter Lead. ● Everything is dependent on the size of the incident and the number of volunteers you have available. Work with Shelter Lead to prioritize and adjust, as necessary. <ul style="list-style-type: none"> ○ You are the Area Lead, determine your needs for volunteer staffing numbers to allow you to handle lead responsibilities. ● ASK FOR HELP IF YOU NEED IT! ● Animal Documentation: <i>May include assisting in the Data Entry of Microchipping and Vaccination information.</i>
	<p><u>Animal Documentation – Tote</u> (Content list is in each tote.)</p> <ul style="list-style-type: none"> ● Job Aid's and Binder
ANIMAL DOUMENTATION PROCESS	
	<p><u>Before Using Shelterly:</u></p> <ul style="list-style-type: none"> ● Scan for Microchip Number in Cats and Dogs. <ul style="list-style-type: none"> ○ Test microchip reader with a non-inserted microchip. ○ Scan for microchips and document Microchip Number on Animal Care Schedule. ● <u>Upgrade all aspects of the Animal Care Schedule before logging into Shelterly.</u> <ul style="list-style-type: none"> ○ Add Microchip Number to Animal Details in Shelterly. ● Check and Update Daily Medical Treatment Log in the Veterinary binder / Animal Shelter Nightly Routine. ● Check and Verify Animal Location.
	<p><u>Small Animal Shelter:</u></p> <ul style="list-style-type: none"> ● Cats: Change gloves after working with each cat. ● Document on the Animal Care Schedule, which is attached to the kennel, magnum kennel, condo door, etc. <ul style="list-style-type: none"> ○ Update / Improve Animal Care Schedule. ● Neck Tags for Cats and Dogs (Cat and Dog Area Leads should try to attach white neck tags and scan for Microchip Number as they are handling the animals.) (If Possible!) <ul style="list-style-type: none"> ○ Intake Date – Owner Name – Animal # (write on tag and attach to Animal)

	<p><u>Large Animal Shelter:</u></p> <ul style="list-style-type: none"> ● Consider using your vehicle to save time when moving around the Large Animal Shelter. ● Animal Documentation Teams: Are NOT to go inside any paddock, stall, or magnum kennel. <ul style="list-style-type: none"> ○ Exception: approved by Animal Documentation Lead, Barn Leads, Area, or Shelter Lead. ● Document on the Animal Care Schedule, which is attached to the kennel, magnum kennel, stall, paddock, etc. <ul style="list-style-type: none"> ○ Update / Improve Animal Care Schedule.
	<p><u>Non-Shelterly Pictures:</u> (Digital Camera, only!)</p> <ul style="list-style-type: none"> ● Del Oro: Plug digital camera to a wall outlet! ● All-in-one USB: Card Reader ● Whiteboard: Intake Date – Owner Name – Animal # (Information must be visible in first picture.) <ul style="list-style-type: none"> ○ Take front /portrait picture. ○ Take a side picture with possible distinguishing markings. ○ <u>Document on the Animal Care Schedule.</u> ● At the End of Each Shift: <ul style="list-style-type: none"> ○ The Digital Camera Memory Card is downloaded using the All-in-one USB: Card Reader. <ul style="list-style-type: none"> ▪ Download onto the NVADG laptop of desktop. ▪ Create a folder that is labeled Animal Pictures and the Date.
	<p><u>Hints for Using Shelterly:</u></p> <ul style="list-style-type: none"> ● Hovering over icons is very helpful. <p><u>Shelterly Available Filters Include:</u></p> <ul style="list-style-type: none"> ● Species (Drop Down menu will offer Dog, Cat, etc.) ● Status (Drop Down menu will offer Sheltered, etc.) ● Sex (Drop Down menu will offer Male, Female) ● Owned (Drop Down menu will offer Owner or Non-Owner) ● Fixed (Drop Down menu will offer Yes, No) ● Color (Drop Down menu will offer several different colors) ● Shelter (Select the shelter where you are currently located from the Drop - Down menu)
	<p><u>Logging into Shelterly:</u></p> <ul style="list-style-type: none"> ● Use your email and the password that was texted or emailed to you. ● Select Incident ● Click on Search: <ul style="list-style-type: none"> ○ Search 1st by Animal # (Enter just the number.) <ul style="list-style-type: none"> ▪ Search by Owner (If necessary) ● Click on the target to the left of the Animal # that will take you to Animal Details. ● Scroll to the top of the document and click on the <u>pencil</u>. (Update animal) ● Enter Animal Name ● <u>Breed /Description</u> <ul style="list-style-type: none"> ○ Enter the Breed ○ Add any specific animal characteristics that you entered on the Animal Care Schedule. ● Continue down through the <u>Shelterly Filters</u>. ● <u>Animal Notes</u> <ul style="list-style-type: none"> ○ Enter what has been listed on the Animal Care Schedule ● <u>Medical Notes</u> (Health Issues) <ul style="list-style-type: none"> ○ All medical notes are kept in this area. <ul style="list-style-type: none"> ▪ Vaccinations ▪ Veterinary Notes ● <u>Microchip Number:</u> Enter the Microchip Number. ● <u>Shelter / Room</u> <ul style="list-style-type: none"> ○ The <u>first</u> dropdown is the Shelter.

	<ul style="list-style-type: none"> ○ The <u>Second</u> dropdown is the Room / Barn (Paddock), etc. ● <u>Image Files</u> Take at least 2 pictures with your tablet.) <ul style="list-style-type: none"> ○ Front Shot: Click on the +, then focus and take the picture. ○ Side Shot: Click on the +, then focus and take the picture. ○ If you cannot use the picture, use the - sign and start over. ○ Front Shot + Side Shot ○ Group Photos (Chickens, goats, etc.) Try to get all the animals in the photo. <ul style="list-style-type: none"> ▪ Group photos must be uploaded for each animal. ● <u>Save</u> ● <u>Repeat</u> the same process for the next animal.
	<p><u>Animal Health:</u></p> <ul style="list-style-type: none"> ● If you Notice ANY Health Issues: Check the Animal Care Schedule to see if it is documented. ● Document on the Animal Care Schedule and in Shelterly. ● *Notify the Area Lead / Barn Lead / Room Manager, of the health issue you noticed.
DEMOBILIZATION (Check Off as Completed)	
	<p><u>Restocking Animal Documentation - Totes:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Returning ICS 213 Resources: Return all items to where / whom the ICS 213 Resource originated. <input type="checkbox"/> Restock the Animal Documentation – Totes (The list in the tote and in the NVADG Form tubs.) <input type="checkbox"/> Digital Cameras: Verify that the last pictures have been downloaded to the computer desktop. <ul style="list-style-type: none"> ○ Remove batteries from all devices. Verify: The correct batteries for each individual Animal Documentation - Tote.
TASKS (PENDING)	
NOTES	

Name: (Print) _____ AR#: _____ Phone #: _____

Date: _____ Time In: _____ / Time Out: _____ Shelter: _____