QUICK REFERENCE / BARN VOLUNTEER / **NVADG** ANIMAL SHELTERING

*Sign In (time), ICS 214, Mileage Claim (odometer reading) / **Human Safety First** / Safety Issues: Report to Barn Lead.*

Prepare for animal Intake: Keep FEED Wheelbarrows and MANURE Wheelbarrows on opposite ends.
- Update Barn Lead any concern or clarification. Know what side of the barn will the animals unload.
- **Loose Animal:** Three blasts of a whistle signify a loose animal. Use a calm and slow approach.

Upon Intake: Barn Lead will inform you animals ready to unload. Owner is in route with Animal Care Schedules.
- Before unloading any animal ensure you know exactly what stall/paddock the animal(s) will be in.
- → Receive <u>one</u> Animal Care Schedule <u>per</u> animal, attach to Stalls, Paddocks, Kennels, Magnum Kennels / Other.

❖ ***Owners/Evac Team help unload their animals with your help and supervision.***
- Owners' gear (halter, blanket) brought in with animals, write on blue tape (Date – Owner – Animal #), attach.
- If owner gives you a Special Diet food: Write on blue tape (Date – Owner – Animal #) attach to food.
  - **Document** on Animal Care Schedule, Special Diet – Shelterly. <u>Marked</u> "**Special Diet**" on Blue Feed Paper.
- When the animal first arrives, fill the water, after animal's initial drink. **Document** on Animal Care Schedule
  - Refill to marked water line. Use a Watering Can or hose to reach water without opening the gate or door.
- Attach Chain with Snap to paddocks gates. Do Not let tip of hose tough. Secure locks. Shade Cloth if needed
- Document team will update Animal in Breed / Description: characteristics (blue eyes, spotted belly).
- <u>Give</u> the Barn Lead the animals A#, Barn Lead will write animals' A# on Barn Whiteboard map.

Morning Routine: (First Priority) Document on Large Animal Care Schedule: Date and Time (military).
- ❖ ***Before any feeding, keep the environment quiet to ensure accurate documentation.***
- Status: A = Alert / Q = Quiet / D = Depressed / G = Agitated / I = Injured
- Manure: # of piles + Normal / Dry / Loose Diarrhea / Scattered

Watering: Do **NOT** let the end of the hose tip or can tip touch the water as you are filing it!
- If water is soiled, **Document** level on Animal Care Schedule, dump, rinse, and refill.
- ❖ ***Recheck water every hour throughout the day. (Always Document before refilling.)***
- Water: water consumed (measure level of water below marked line). Example: ¼ consumed - **Document**.

Feeding: Follow specified feeding instructions designated by the Shelter Lead or Veterinarian.
- Feeding instructions are written on blue paper. Attach on top of Large Animal Care Schedule attached to stall.
- Feed: F = Flake / G = Grass Hay / A = Alfalfa / M = Grain Mash / P = Pound - Example: 2 P/M + 1/2 F/G Soaked

<u>Use an organized feeding system to ensure that no animal is missed.</u>
- Load one bale of Grass Hay into the FEED Wheelbarrow. Do not open the gate / door unless necessary.
- General feeding guidelines: unless specified by the Veterinarian. Refer to Barn Lead Job Aid.

Cleaning: No cleaning in the first 48 hrs. (Adjust as needed for safety!)

Work in teams of 2. Use MANURE Wheelbarrows only, leave outside of animal housing.
- Use an organized system to ensure that **No** animal is missed.
- <u>One volunteer</u> uses the pitchfork / shovel to remove all manure and any wet spots.
  - Dump in MANURE Wheelbarrow that remain outside of housing. Replace bedding, as necessary.
- <u>One volunteer</u> remains at the gate and observes the animal, keeping a safe distance.
  - Dump manageable load to the manure site closet to your barn.
  - Check latches, bottom closure, locks, snaps are secure before moving on.
- Document on Large Animal Care Schedule. Manure: # of piles and Normal - Dry - Loose Diarrhea - Scattered

Document any medical findings on: (Inform Barn Lead who will enter in Daily Medical Treatment Log & Shelterly)
- Animal Care Schedule
- Kennel Card applied, (Vet Visit Needed)
- Animal Shelter Nightly Routine

Upon Release: Barn Lead will inform you animals are ready to be returned to owner.
❖ ***Owners can help load their animals with your help and supervision.***
- Animal Care Schedules are to come to the Intake desk to be filed at Intake.
  - Review Animal Care Schedule, be prepared for questions. Inform Vet for discharge instructions, if applicable.
- Remove ID Tag.
- <u>Give</u> the Barn Lead the animals A#, Barn Lead will remove animals A# from Barn Whiteboard map.

ICS System: Chain of command, 'Report To' system is proven to be effective in saving lives. Report To: Barn Lead

Last updated: 2/15/2024.