

QUICK REFERENCE / CAT VOLUNTEER / NVADG ANIMAL SHELTERING

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

Prepare for animal Intake:

- Assemble cat Carriers to transport cat from owner's car into the shelter, set aside for easy access.
- Assemble and prepare Kennels/Condos. Use cardboard between kennels. Hang sheets as needed.
 - Line bottom with 1 or 2 pee pads. Put in a new litter box, enough litter to cover the bottom.
 - Hang a hammock. Tie a knot in all 4 corners. Put a zip tie through the knot and attach to kennel, tighten knot.
- **Loose Animal:** Three blasts of a whistle signify a loose animal. Close all doors and gates!

Upon Intake: Cat Lead will inform you an animal is ready for pick up, if a carrier is needed, what kennel to put cat in.

- Go to Assistant 2# at Intake
 - → Receive one Animal Care Schedule per animal. → You will be directed to owner's vehicle - pick up the cat.
- If a carrier is needed. Slip the carrier through car window. Have owner put cat into carrier, then remove cat safely.
 - If you brought cat in owner's carrier return it to the owner asap.
- 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 update. Attach a kennel card.
- Place a new **water** bowl, fill ½ full only. **Document** on Animal Care Schedule. Put in blanket.
- Document team will update Animal in Breed / Description: characteristics (blue eyes, spotted belly).
- Give the Cat Lead animals A#, Cat Lead will write animals' A# on Room Whiteboard map.

Morning Cat Shelter Feeding: **Document** evening food consumption on Cat Care Schedule Throw away food.

- Feed all cats wet food (.25 of wet cat food) in a new paper food tray. (1 oz. can makes four trays).
- ❖ ***Always check for Special Diet food: Documented*** on Cat Care Schedule.
- Feed dry food 1/3 cup in a new paper food tray.
- Dump water, wipe the water bowl with paper towels. Fill to 50% with fresh water.
- Document on Cat Care Schedule: *Use percentage (%) as in 75% means ¾ of the food was eaten.*
 - Time / AR# / Eating ___% and Drinking ___% **OR** Cleaned / Urine (+ or -) and Feces (+ or -)

Evening Cat Shelter Routine: **Document** daytime food consumption on Cat Care Schedule. Throw away all food.

- Feed every cat **DRY** food. If the cat is **NOT** eating the dry, add a .25 can of wet cat food, in separate tray.
- Fill water bowls with 50% with fresh water. **Document** on Cat Care Schedule:

Cat Kennel / Condo Cleaning: **Document** urine/feces on Cat Care Schedule

❖ ***Change gloves after each kennel. - Safety is Priority -***

- Remove and dump the litter box. Refill with two scoops of clean litter. (Enough to cover bottom).
- Throw away pee pads and replace it with a new pee pad. Return the clean litter box with litter.
- Shake out the hammock. If the hammock is too dirty, place it in a bag for washing, replace with a clean one.
- Wipe the kennel/condo with a water wet paper towel, as necessary.
- Do **Not** throw away morning food, until evening feeding.
- ***Only use** Rescue when cleaned for a **New** cat. Removing excess organic debris with paper towels.
 - Use pre-mixed Rescue Solution, Spray 6/8 inches from surface, visibly wet surfaces, remain wet 8 minutes.
 - Air Dry or wipe surfaces if needed immediately, use paper towels.

❖ **Extreme waste**, take the kennel to Wash Station - secure Cat Care Schedule on new kennel.

Daily Routine: Refill waters and clean kennels as needed, document if necessary.

- Keep traffic to a minimum. Quiet time/lights off. Trash bag out before too heavy. Sweep floors/restock carts.
- **Kittens:** Clean as often as necessary. Assigned Only by Cat Lead.

Document any medical findings on: (Inform Cat Lead who will enter into Daily Medical Treatment Log & Shelterly)

- Animal Care Schedule
- Kennel Card applied, (Vet Visit Needed)
- Animal Shelter Nightly Routine

Upon Release: Cat Lead will tell you what animals A# is ready to return to owner. Informed what kennel cat is in.

- 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 Neck Tag.
- Give the Cat Lead the animals A#, Cat Lead will remove animals A# from Room Whiteboard map.

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

Last updated: 2/15/2024.

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