

QUICK REFERENCE / DOG VOLUNTEER / NVADG ANIMAL SHELTERING

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

Prepare for animal Intake:

- Assemble Carriers for Evac Team, set aside for easy access.
- Assemble and prepare Kennels/Megnum Kennel. Use cardboard between kennels.
- **Loose Animal:** Three blasts of a whistle signify a loose animal. Close all doors and gates!

Upon Intake: Dog Lead will inform you an animal is ready for pick up, what kennel to put the Dog.

- **Always** use a slip lead, never attach a leash to a flat collar.
- Go to Assistant 2# at Intake
 - → Receive one Animal Care Schedule per animal.
 - → You will be directed to the owner's vehicle to pick up the Dog.
- Owner gear (e-collar, pinch/prone collar, etc.) brought in with Dog, return to 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 **water** bowl in front corner, fill with water, **Document** on Animal Care Schedule. Put in blanket.
- Documentation team will update Animal in Breed / Description: characteristics (blue eyes, spotted belly).
- Give the Dog Lead the animals A#, Dog Lead will write animals' A# on Room Whiteboard map.

Dog Walking and Cleaning: (Safety is Priority)

- Work in teams of 2 - (Cleaning and Walking). Use an organized system to ensure that no dog is missed.
- **Walking Dog:** **Document** on Animal Care Schedule, Time / AR# / Walked / Pooped and Pee.
 - One volunteer walks the dog while kennel is being cleaned. (Adjust as needed for safety!)
 - Only use slip leads to walk dogs.
 - For strong Dogs, double slip lead with 2 volunteers.
 - **No nose-to-nose contact** with other dogs. No treats or toys. Short walks - pick up feces immediately.
- **Cleaning Kennel:** **Document** any urine and feces in the kennel, Time / AR# / Cleaned Kennel / Pooped and Pee
 - One volunteer cleans the kennel while the dog is being walked. (Adjust as needed for safety!)
 - ❖ ***Change gloves after each kennel.***
 - Pre-clean heavily soiled areas by removing excess organic debris paper towels.
 - Use pre-mixed Rescue Solution prepared by BCAC-ACO.
 - Spray 6 - 8 inches from surface, visibly wet surfaces thoroughly and remain wet for 8 minutes.
 - Air Dry or wipe surfaces if needed immediately, use paper towels.
 - Replace pee pads if used.
 - Dump water, wipe with paper towel, refill with fresh water. If water bowl is soiled, take to Wash Station.
 - ❖ ***Extreme waste,*** take the kennel to Wash Station - secure Animal Care Schedule on new kennel.
- **Feeding Dog:** **Document** on Animal Care Schedule: (use military time). Time / AR# / Fed / Drinking water.
 - Always check for Special Diet food: Document on Animal Care Schedule.

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

- Keep traffic to a minimum. Ensure quiet time with lights turned off. Keep Air Scrubbers on in all rooms.
- Dog walking exercise as directed by Dog Lead, approved by Shelter Lead
- **Puppies:** Clean as often as necessary. Assigned Only by Dog Lead.

Document any medical findings on: (Inform Dog 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: Intake will Radio Dog Lead animals A# ready to return to owner. Will inform you what kennel.

- Animal Care Schedules are to come to the Intake desk to be filed at Intake.
 - Review Animal Care Schedule, be prepared to answer questions from the owners.
 - Inform Veterinary for care instructions, and other pertinent information) for the owner.
- Remove Neck Tag.
- Give the Dog Lead the animals A#, Dog 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: Dog Lead

Last updated: 2/15/2024.