

# QUICK REFERENCE / EXOTIC VOLUNTEER / NVADG ANIMAL SHELTERING

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

## **Prepare for animal Intake:**

- Assemble and prepare Cages / Kennels. Attach water container. Use cardboard between Cages / Kennels,
- **Loose Animal:** Three blasts of a whistle signify a loose animal. Close all doors and gates!

**Upon Intake:** Exotic Lead will inform you animal is ready for pick up, if carrier is needed, what Cages to put animal in.

- Go to Assistant 2# at Intake
- Receive one Animal Care Schedule per animal. → You will be directed to owner's vehicle to pick up animal.
- Owner equipment brought in with animal, write on blue tape (Date – Owner – Animal #) attach to equipment.
- 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** in water container, **Document** on Animal Care Schedule.
- Documentation team will update Animal in Breed / Description: characteristics (blue eyes, spotted belly).
- Give the Exotic Lead animals A#, Exotic Lead will write animals' A# on Room Whiteboard map.
- Consult with Exotic Lead for extension cord and other environmental equipment

**Environment:** Soft instrumental music. Keep the room quiet / calm, Room temperature 80 to 85 degrees.

- Do not rush when interacting with animals.
- Check ALL electrical cords to ensure they are out of reach of the animals.

**Birds** do not tolerate drafts or dampness well.

- Be careful on heating, air conditioning and full sun exposure.
- Feather picking and other forms of self-mutilation can be common.
  - **Document** on the Animal Care Schedule / Animal Shelter Nightly Routine sheet.
- Toys to investigate and explore can greatly reduce stress, no sharing.
- Cover kennel / cage with sheets if necessary.

**Reptiles:** (Temperature, lighting, humidity, moisture, and water quality are important.)

- The type of enclosure should be appropriate for the species.
- Most owners will bring their enclosures.
- Shallow water containers and regular spraying for humidity.
- Place heaters a good distance from animal to prevent injury.

**Rabbits:** Frozen water bottle provides immediate cool down, check freezer in Del Oro.

**Cleaning Kennels, Cages, Etc.:** (Safety is Priority)

❖ **Change gloves after each kennel / Cage!** Are extremely sensitive to toxic fumes! (No aerosols).

**Birds:** 50/50 mixture of white vinegar and water for general cleaning.

- Line cage trays with paper to reduce the amount of cleaning needed.

**Reptile:** Wash each item in a solution of hot, soapy water, rinse very well. RINSE AGAIN! Use paper towels to dry.

- Follow all instructions listed on the Animal Care Schedule.

**Rabbits:** Mix 1-portion of white vinegar in 3-portions of water for general cleaning.

- Remove unclean or wet bedding and throw away litter. Replenish with new bedding and litter.

● **Document** on Animal Care Schedule: (use military time). Time / AR# / Cleaned.

**Daily Routine:** Refill waters and clean kennel, cages, other, as needed, document if necessary.

- Keep traffic to a minimum. Ensure quiet time with lights turned off. Keep Air Scrubbers on in all rooms.

**Document any medical findings on:** (Inform Exotic 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:** Exotic Lead will tell you what animals A# is ready to return to owner. Informed what kennel animal 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 ID Tag if applicable.
- Give the Exotic Lead the animals A#, Exotic 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: Exotic Lead**

*Last updated: 2/15/2024.*