



Job Aid Cat 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 Cat Lead binder on site for future reference.**

Time Done	
	POSITION OVERVIEW
	<p>The Cat Lead (Area Lead) is responsible for managing the welfare of Cats and the safety of volunteers and the public at the emergency Small Animal Shelter for Animal Branch Operations (ABO).</p> <p>ELEMENTS INCLUDE:</p> <ul style="list-style-type: none"> ● Sheltering and Care of Cats ● Train and Supervise Cat Volunteers ● Identifying and requesting resources. ● Assist with Animal Medical as directed. ● Assist in Reunification as directed by Shelter Lead. ● Management of public in all aspects when in the Cat Shelter. ● Cat Shelter Staffing Needs: Cat Shelter Staffing Needs: <ul style="list-style-type: none"> ○ <i>Recommended 1 volunteer to 15 cats, 2 volunteers 25 cats, etc. (AM & PM staffing with extra volunteers is important.)</i> Morning and evening is the time when the Cat Shelter needs volunteers. ● This is a volunteer position that oversees the well-being of Cats and the general organization of the Cat area of the Shelter. Follow the Job Aid and as directed by Shelter Lead. ● Attend Morning Briefing - Shelter Lead will post time on ICS Whiteboard.
	CAT LEAD REPORTS TO
	<ul style="list-style-type: none"> ● Small Animal Shelter Lead (Shelter Lead)
	WHO REPORTS TO CAT LEAD
	<ul style="list-style-type: none"> ● Assistants you have assigned. <ul style="list-style-type: none"> ○ Cat Room Managers ● Cat Volunteers until Room Managers are assigned.
	REPORTS TO MAINTAIN
	<ul style="list-style-type: none"> ● Cat Care Schedule (Shelterly-Animal Care Schedule) ● Animal Counts: 1000 and 1700 (times may vary) ● Availability: Kennel / Condo / Other (per room) ● Animal Location Inventory ● Daily Medical Treatment Log, Veterinary binder (kept in comms room). ● Animal Shelter Nightly Routine
	FORMS AND GUIDES
	<ul style="list-style-type: none"> ● Cat Lead binder: Contains Job Aids and Cat Shelter Quick References, and Cat Shelter: 48-hr. Resource Guide. <ul style="list-style-type: none"> ○ Cat Lead Job Aid - use one per shift, document all details, (Tasks (Pending) and Notes). ○ Area Lead Storage Clipboard. ● ICS 214 Activity Logs / Electronic - update your ICS 214 through 'Check-IN' App. ● ICS 213 General Message handwritten to Shelter Lead.

	<ul style="list-style-type: none"> ● Cat Care Schedule (Shelterly-Animal Care Schedule) ● Cat Shelter Quick References <ul style="list-style-type: none"> ○ Morning Cat Care Routine ○ Afternoon and Evening Cate Care Routine ○ Isolation - Small Animal Shelter Quick Reference ● Isolation Time Checked sheet. ● Animal Shelter Nightly Routine ● Kennel Cards (Caution, Clean, Dirty, Special Diet, etc.) ● Cat Lead Vest (Orange) and Room Managers Vest (if assigned) ● Family Radios for Cat Lead and Room Managers (if assigned) ● Microchip Number Data by Incident form (Only use if directed by Shelter Lead / ABO.)
TECHNOLOGY – you need to have	
	<ul style="list-style-type: none"> ● Personal Cell Phone with charger ● Family Radios: All NVADG family radios are on channel 8. ● Shelterly Access <ul style="list-style-type: none"> ○ Request access through your Shelter Lead. ● WhatsApp for Shelter
COORDINATE WITH	
	<ul style="list-style-type: none"> ● Shelter Lead ● Cat Volunteers, Assistants and Room Managers (if assigned) ● Intake Lead ● Veterinarian(s) as directed by Shelter Lead ● Animal Documentation Team as directed by Shelter Lead ● Animal Shelter Safety Assistant ● Reunification Team as directed by Shelter Lead
SET UP / START OF INCIDENT (Check Off as Completed)	
	<p>Delegate these duties as volunteers are assigned to Cat Shelter.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Family Radio: Complete a radio check with Intake and Shelter Lead. <input type="checkbox"/> Assemble kennels as necessary, use cardboard between kennels. <input type="checkbox"/> Room Whiteboard: Post Date and Time <ul style="list-style-type: none"> ○ Floor Plan: Design animal housing grid, location of animal by Animal #s. ○ Animal Counts: Post by Species, and post by Owner and O’unID (Owner Unidentified). ○ Availability: Kennel / Condos / Other, (Post Counts). <input type="checkbox"/> Prepare for Animal Intake. <input type="checkbox"/> Cat ISO: Palace room 2. <ul style="list-style-type: none"> ○ Discuss with Shelter Lead options to determine alternate ISO areas, as required for current situation. <input type="checkbox"/> Cleaning Cart: 5-gallon buckets, spray bottles, paper towels, disposable gloves etc. <ul style="list-style-type: none"> ○ Rescue spray bottle solution for kennel cleaning, BCAC-ACO makes Rescue solution. <input type="checkbox"/> Feeding Station: can opener, paper food trays. <ul style="list-style-type: none"> ○ Label Special Diet food: document on the Cat Care Schedule. <ul style="list-style-type: none"> ● Write on blue tape (Date – Owner – Animal #) and tape to food. ● Attach a Special Diet a kennel card to the kennel / condo / other. <input type="checkbox"/> Expanding to New Rooms: Post Cat Quick References.
	<p>Supplies: White Neck Tags, Cat Care Schedules, Kennel Cards, Clipboards, Room Whiteboard, Litter pans, cat litter (non-clumping) Water Bowls, Watering Cans, Paper Food Trays, Can Opener, Sheets, Cat Hammocks, Blankets, Disposable Protective Gloves, Spray Bottle, Paper Towels, 5-gallon Buckets, Wet and Dry Feed (adult and kitten).</p>

ASSIGNMENTS / DUTIES	
	<p>Use this Job Aid to track notes and tasks pending. Place it in the Cat Lead binder at the end of your shift. The Job Aid can be used for shift change transfer of duties. This information will assist you in 'Check-OUT' and completing your ICS 214.</p> <ul style="list-style-type: none"> ● Train Cat Volunteers. ● Assign an Assistant and Room Managers if needed based on population and availability of volunteers. Room Managers get vests and family radio. ● Identify needs and request supplies and volunteers. See Requesting Resource section. ● Attend Area Lead Morning Briefings. Give input update, if necessary. ● Post <u>Animal Counts</u> by 1000 and 1700, or other established times on the Small Animal Shelter ICS whiteboard.
TRAIN AND SUPERVISE VOLUNTEERS	
	<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. <ul style="list-style-type: none"> ○ 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 onto the 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: (Volunteer Sign In Area) Grab & Go - Tote</p> <ul style="list-style-type: none"> ● <u>'Check IN using electronic Check-IN' and 'Check-OUT' App</u> (Butte County may Not be using this format.) <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. <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 Shelter Lead. <ul style="list-style-type: none"> ○ Make a copy of the form for injured volunteer. ○ The 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.

SHELTERING CATS	
	<p><u>Upon Intake:</u></p> <ul style="list-style-type: none"> ● If directed by Cat Lead, convert Shelterly-Animal Care Schedule to Cat Care Schedule. <ul style="list-style-type: none"> ○ Cat Care Schedule stays attached to Kennel / Condo / Other. ● Update Animal in Breed / Description: characteristics (blue eyes, spotted belly). ● Ensure Animal Documentation of every animal. <p><u>Upon Release:</u></p> <ul style="list-style-type: none"> ● Cat Care Schedules are to come to the Intake desk to be filed at Intake. <ul style="list-style-type: none"> ○ Review Cat Care Schedule, be prepared to answer questions from the owners. ○ Intake: <u>Only if applicable</u> will make a copy of Cat Care Schedule (Vaccinations, Microchipping, Veterinary care instructions, and other pertinent information) for the owner. ● Remove Neck Tag. ● Remove Animal # from the Room Whiteboard upon release.
	<p><u>Room Whiteboard:</u> (one per room) Post, Date, and Time</p> <ul style="list-style-type: none"> ● <u>Floor Plan:</u> Design animal housing grid to locate animal by Animal #. ● <u>Animal Counts:</u> Post by Species, and post by Owner and O'unID (Owner Unidentified). <ul style="list-style-type: none"> ○ Post count at 1000 and 1700 (times may vary). ● <u>Availability:</u> Kennels / Condos / Other (Post Count).
	<p>Cat Shelter Quick References: Posted in Cat Shelter and Cat Iso</p> <ul style="list-style-type: none"> ● Morning Cat Care Routine ● Afternoon and Evening Cat Care Routine ● Small Animal Shelter Isolation
	<p><u>Wash Station:</u> (Designate a volunteer to help at Wash Station when possible.) <i>Attach Cat Care Schedule to new housing.</i></p> <ul style="list-style-type: none"> ● Kennels / Water Bowls / Other: <ul style="list-style-type: none"> ○ Pre-clean heavily soiled areas by removing excess organic debris, paper towels. ○ Use pre-mixed Rescue Solution prepared by BCAC – ACO. ○ Submerge or thoroughly wet with Rescue Solution for 8 minutes. <ul style="list-style-type: none"> ● Spray surface, making sure to <u>visibly wet surfaces thoroughly.</u> ● Use wash tubs with Rescue Solution for scrubbing. ○ Rinse well with clean water. ○ Air dry or dry with paper towel ○ Magnum Condos: Use 2 oz. of Rescue Disinfectant Concentrate / 1 gallon of water in a bucket. ○ Scrub all areas of the magnum condo with a rag and let dry.
GENERAL PROCESSES	
	<p><u>Opening and Closing Safety Inspection:</u></p> <ul style="list-style-type: none"> ● *Be careful when opening all doors each morning! ● Visual inspection of all Cats and Cat facilities. <ul style="list-style-type: none"> ○ Consider all entrance and exit gates, post signage as necessary. ● Check water and make sure all kennels / condos / other are locked and secure. <p><u>Animal Shelter Nightly Routine sheets:</u></p> <ul style="list-style-type: none"> ● Area Leads: Complete Animal Shelter Nightly Routine sheets each night before closing. ● Ensure all medical concerns are documented and attended to. <ul style="list-style-type: none"> ○ The Completed sheet returned and remains on the Animal Shelter Nightly Routine clipboard. <p><u>Loose Animal:</u></p> <ul style="list-style-type: none"> ● Three blasts of a whistle signify a loose animal. Close all doors and gates! <p><u>Daily Medical Treatment Log:</u> Document any new medical assessment findings on:</p> <ul style="list-style-type: none"> ● Daily Medical Treatment Log in Veterinary binder (kept in Comms)

- Cat Care Schedule and in Shelterly's Medical Notes. Use Shelterly Tutorial.
- Kennel Card applied, (Veterinary Visit Needed)
- Animal Shelter Nightly Routine

Animal Medical Treatment Procedures: (Create a Medical whiteboard for Cat ISO.)

- Approved Volunteers only! (Shelter Lead)
- Follow all animal medical treatment procedures that are documented on: Cat Care Schedule, by the Veterinarian.

Veterinary Exam Room: Located in room 2 of Dog General Hallway, at Del Oro.

Isolation Areas: ISO Area: is in room 2 in the Palace.

- Use Isolation Time Check sheet.
- Use designated tubs, garbage cans and post Quick References, and signage.
- Follow Isolation – Small Animal Shelter (Quick Reference), consult with Shelter Lead, if necessary.
 - Shelter Lead will determine alternate ISO Areas, if necessary.
- Area Leads will identify and designate alternate volunteers for ISO Areas, as necessary.

Zoonoses:

- Specific Procedures: Shelter Lead and Veterinarian will be decided on a case by case or room by room situation.

Animal Location Inventory:

- Completing the Animal Location Inventory forms after PM feeding.
 - Completed forms are put in the Animal Location binder, kept at Intake.
- Any movement of animals must be updated by Area Leads on Animal Location Inventory form.
 - Return form to Animal Inventory binder, kept at Intake.

Animal Grooming:

- No animal services by volunteers and/or personal Veterinarians as in Nail Trimming, Grooming, Bathing, etc.
- Shelter Lead approval as directed by ABOC, for very special cases.

Contacting Owners: Use Owner Contact Protocol.

- Shelter Lead will approve the individuals that can contact owners.
- Document the Date, Time, your Name, AR#, and Outcome of the call.
 - Animal Intake form: Write on the back of the form with clear details.
- Notify Intake Lead to update Shelterly.

Owner Visiting Hours:

- Follow Owner Visiting Protocols: **NO Visiting the first 48 hours.**
 - Owner must use the **Owner Sign In / Out** sheet.
- **ONLY** one owner, 18 years or older, must be accompanied by a shelter volunteer.

Waste Disposal:

- Proper decontamination of equipment and facilities.
- Personal decontamination.
- Consider proper handling of general, contaminated waste and recycling.

Overheated Animals: Provide water and shade immediately.

- Owners and/or Evac Teams with multiple animals can and should assist Area Leads.
- Evac Teams and/or Owners need to assist with animals if extreme conditions are present.
- Make note and alert Shelter Lead if appropriate.
 - Shelter Lead will escalate to Animal Medical Aid, if appropriate.

Animal Documentation: Cat Care Schedule and Shelterly

- Team of 2

Document on Cat Care Schedule:

- Neck Tags:
 - Date – Owner Name – Animal # (write on tag and attach to cat)
- Pictures (Animal Documentation team will take all pictures.)
- Test microchip reader with a non-inserted microchip.

	<ul style="list-style-type: none"> • Scan for microchip and document the Microchip Number on Cat Care Schedule. • Work with Documentation Team on entering information into Shelterly. <p>Microchipping: Determined by Butte County Animal Control.</p> <ul style="list-style-type: none"> • Test microchip reader with a non-inserted microchip. • Scan for microchip and document Microchip Number on Cat Care Schedule. • No Microchip: Butte County Animal Control determines and delegates administering Microchips. <ul style="list-style-type: none"> ○ Once the microchip is inserted, verify that it can be scanned and numbers match. ○ Document microchip number on the Cat Care Schedule. ○ Attach the microchip information strip to the Cat Care Schedule. <ul style="list-style-type: none"> ▪ Add microchip Number to Animal Details in Shelterly. ○ Only Use: Microchip Number Data by Incident form.
REQUESTING RESOURCES	
	<p>ICS 213 General Message: (File 1-copy of submitted handwritten ICS 213 form, in your Area Lead binder.) Cat Shelter 48-hr. Resource Guide. List incredibly detailed and specific information - Give to Shelter Lead. <i>Check your binder for resource recommendations.</i> <i>Check the facility for resources before ordering.</i> Use different ICS 213's form for:</p> <ul style="list-style-type: none"> • Volunteer Meals: Estimate the counts for breakfast, lunch, dinner, for 48 hours. <ul style="list-style-type: none"> ○ Vegans and Vegetarians may not always be accommodated. • Consumable Cat Supplies: Paper Food Trays, Wet and Dry food (adult and puppy), etc. • Other Supplies: Water Bowls, Water Pitchers, etc. • Non-Consumable: Fencing, Magnum Kennels, and other equipment. • Staffing: AM and PM Staffing is important! - 2 shifts per day (volunteers still need to sign up). • <i>Recommended 1 volunteer to 15 cats, 2 volunteer 25 cats, etc.</i>
SHIFT CHANGE / TRANSFER OF DUTIES	
	<ul style="list-style-type: none"> • Cat Lead Job Aid, use one per shift, at the end of day, place it in your Lead binder at the end of your shift. (Tasks (Pending) & Notes). <ul style="list-style-type: none"> ○ Provide turnover briefing to position replacement. ○ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. ○ If possible, shadow position replacement for better transition. • Cat Lead binder: <ul style="list-style-type: none"> ○ 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!
TRANSFERS	
	<ul style="list-style-type: none"> • Plan for transfer of animals to long term shelters as directed by Shelter Lead. <ul style="list-style-type: none"> ○ Work with Intake on the process.
DEMOBILIZATION (Check Off as Completed)	
	<p>Cleaning, Disinfecting, and Restaging Cat Shelter: If possible before volunteers leave.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove all used Kennels / Water Bowls / Condos / Other and take items to the Wash Station. <ul style="list-style-type: none"> ○ Pre-clean heavily soiled areas by removing excess organic debris, paper towels. ○ Use pre-mixed Rescue Solution prepared by BCAC-ACO. ○ Submerge or thoroughly wet with Rescue Solution for 8 minutes.

	<ul style="list-style-type: none"> ▪ Spray surface, making sure to <u>visibly wet surfaces thoroughly.</u> ▪ Use wash tubs with Rescue Solution for scrubbing, <ul style="list-style-type: none"> ○ Rinse well with clean water. ○ Air dry or dry with a paper towel. ○ Verify all Cat Shelter items are taken back to the Cat Shelter. <ul style="list-style-type: none"> <input type="checkbox"/> Condos: Use 2 oz. of Rescue Disinfectant Concentrate / 1 gallon of water in a bucket. Scrub all areas of the condo with a rag and let dry. <input type="checkbox"/> Floor: Mop with a similar Rescue Solution and let dry. <input type="checkbox"/> Carpet: Vacuum, then spray with pre-mixed Rescue Solution. <input type="checkbox"/> Water Bowls, stored in designated areas. <input type="checkbox"/> 5-gallon buckets <input type="checkbox"/> Watering Cans, empty and store. <input type="checkbox"/> Rescue Solution spray bottles, store remaining solution in designated area. <input type="checkbox"/> Cat Carriers- disinfected, disassembled, put-on condos in Cat shelter. <input type="checkbox"/> Dry Cat Food: Donate to owners the left-over bagged Cat food, when possible. <input type="checkbox"/> Keep Canned Cat Food on the counter in Cat General. <input type="checkbox"/> Take all Animal Nightly Route, Isolation Time Checks to Shelter Lead <input type="checkbox"/> Return Family Radio, Clipboard, Vest etc. <input type="checkbox"/> Other <p><u>Restocking Supplies:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Cat Care Schedules, paper food trays, paper towels, disposable gloves, ink pen, highlighters, blue tape, etc.
	<p><u>Air Scrubbers:</u> Clean all filters inside the air scrubber.</p>
<p>TASKS (PENDING)</p>	
<p>NOTES</p>	

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

Date: _____ Time In: _____ / Time Out: _____ Species: _____

Revised 12/12/2024