



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

Time Done	
POSITION OVERVIEW	
	<p>The Dog Lead (Area Lead) is responsible for managing the welfare of dogs 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 Dogs ● Train and Supervise Dog 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 Dog Shelter. ● Dog Shelter Staffing Needs: <i>Recommended 2 volunteers to 11 dogs, 4 volunteers 22 dogs, etc.</i> (AM & PM staffing is important) ● This is a volunteer position that oversees the well-being of dogs and the general organization of the dog 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.
DOG LEAD REPORTS TO	
	<ul style="list-style-type: none"> ● Small Animal Shelter Lead (Shelter Lead)
WHO REPORTS TO DOG LEAD	
	<ul style="list-style-type: none"> ● Dog Room Managers. ● Dog Volunteers until Room Managers are assigned.
REPORTS TO MAINTAIN	
	<ul style="list-style-type: none"> ● Shelterly-Animal Care Schedule or Small Animal Care Schedule ● Daily Animal Counts: 1000 and 1700 (times may vary) Post on the shelter ICS whiteboard. ● Availability: of Kennels / Magnum Kennels / Other (per room) ● Daily Medical Treatment Log, Veterinary binder (kept in comms room). ● Animal Shelter Nightly Routine
FORMS AND GUIDES	
	<ul style="list-style-type: none"> ● Dog Lead binder: Contains Job Aids and Dog Shelter Quick References, and Dog Shelter: 48-hr. Resource Guide. <ul style="list-style-type: none"> ○ Dog Lead Job Aid - use one per shift, document all details, (Tasks (Pending) & Notes). ○ Area Lead Storage Clipboard. ● ICS 214 Activity Log ● ICS 213 General Message handwritten to Shelter Lead. ● Animal Care Schedule and / or (Shelterly-Animal Care Schedule) ● Isolation Time Checked sheet ● Animal Shelter Nightly Routine ● Animal Location Inventory – if directed by the Small Animal Shelter Lead ● Kennel Cards (Clean, Dirty, Special Food, Caution, Veterinarian Needed, and Shelter Lead Only.)

	<ul style="list-style-type: none"> ● Microchip Number Data by Incident form (Only use if directed by Shelter Lead / Butte County.)
	TECHNOLOGY – you need to have
	<ul style="list-style-type: none"> ● Personal Cell Phone with charger ● Family Radio: Dog Lead, Room Managers: Complete a radio check with Intake and Shelter Lead. ● Shelterly Access <ul style="list-style-type: none"> ○ Request access through your Shelter Lead. ● WhatsApp for Shelter, if directed by Small Animal Shelter Lead. ● Other, as determined by Small Animal Shelter Lead.
	COORDINATE WITH
	<ul style="list-style-type: none"> ● Small Animal Shelter Lead ● Dog Lead, Room Managers (if assigned) ● Dog Volunteers ● 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>**Del Oro: Open the Doghouse (If Available)</p> <p>If necessary, open Dog General / Dog Calm / the Hallway. The Palace <u>room 1</u> can be used for smaller dogs if directed by Small Animal Shelter Lead (No senior dogs in the Palace!)</p> <p>Delegate these duties as volunteers are assigned to Dog Shelter.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Family Radio: Complete a radio check with Intake and Shelter Lead. <ul style="list-style-type: none"> ○ All NVADG family radios are on channel 8. <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 / Magnum Kennels / Other, (Post Counts). <input type="checkbox"/> Roll out the dog carriers that are in Dog General for Evac Teams. <ul style="list-style-type: none"> ○ When time allows, assemble clean dog carriers for Evac teams to take, if not assembled. <input type="checkbox"/> Prepare for Animal Intake. <input type="checkbox"/> ISO Area: Dog ISO recommended to be in room 1 and/or room 3 in Dog General Hallway at Del Oro. <ul style="list-style-type: none"> ○ Discuss with the Shelter Lead options to determine alternate ISO areas, as required for current situation. <input type="checkbox"/> Cleaning Station: 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 Animal Care Schedule. <ul style="list-style-type: none"> ● Write on blue tape (Date – Owner – Animal #) and tape to food. ● Attach a Special Diet kennel card to the Kennel / Magnum Kennels / other. <input type="checkbox"/> Dog Walking Area: inspect and secure fencing and all gates. <input type="checkbox"/> Post Dog Signage and Quick References, as necessary. <input type="checkbox"/> No dog bedding in the summer, unless directed by the Small Animal Shelter Lead. <input type="checkbox"/> Expanding to New Rooms: Post Dog Quick References.
	<p>Supplies: White Neck Tags, Small Animal Care Schedules, Kennel Cards, Clipboards, Room Whiteboard, Water Bowls, Watering Cans, Paper Food Trays, Can Opener, Slip Leads, Blankets, Dog Beds, Disposable Gloves, Spray Bottle, Paper Towels, 5-gallon Buckets, Wet and Dry Feed (adult and puppy).</p>

ASSIGNMENTS / DUTIES	
	<p>Use the Job Aid to track notes and tasks pending. Place it in the Dog Lead binder at the end of your shift. The Job Aid can be used for shift change transfer of duties. Use this to complete your ICS 214.</p> <ul style="list-style-type: none"> ● Dog Lead Vest (Orange), Room Managers vests (if assigned) ● All leads need a family radio. ● Train all Dog Shelter volunteers. ● Assign an Room Managers if needed based on dog population and availability of volunteers. ● Identify needs and request supplies and volunteers. See Requesting Resource section. ● Attend Area Lead Morning Briefings. Give input update as 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 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. ● 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>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>. <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>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 DOGS	
	<p><u>Upon Intake:</u></p> <ul style="list-style-type: none"> ● If directed by Dog Lead, convert Shelterly-Animal Care Schedule to Small Animal Care Schedule. <ul style="list-style-type: none"> ○ Animal Care Schedule(s) stays attached to Kennel / Magnum Kennel / 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"> ● Animal Care Schedule(s) are to come to the Intake desk to be filed at Intake. <ul style="list-style-type: none"> ○ Review Animal Care Schedule, be prepared to answer questions from the owners. ○ Intake: Only if applicable will make a copy of Animal Care Schedule (Vaccinations, Microchipping, Veterinary care instructions, and other pertinent information) for the owner. ● Remove Neck Tag. ● Remove Animal # from the Room Whiteboard.
	<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 #.

	<ul style="list-style-type: none"> • <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>: Kennel / Magnum Kennels / Other (Post Counts).
	<p><u>Dog Shelter Quick References: Post in Dog Shelter and Dog Iso</u></p> <ul style="list-style-type: none"> • Morning – Dog Walking and Cleaning • Feeding and Walking Dogs • Isolation – Small Animal Shelter
	<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). <p><u>Availability</u>: Kennels / Magnum Kennels / Other (Post Count).</p>
GENERAL PROCESSES	
	<ul style="list-style-type: none"> • Dogs are <u>not</u> to be housed in the same kennel. • Place cardboard between the kennel, cover top with sheet / other, if necessary.
	<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 Dogs and Dog facilities. <ul style="list-style-type: none"> ○ Consider all entrance and exit gates, post signage as necessary. • Check water and make sure all kennels / magnum kennels / 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) • Small Animal Shelter Care Schedule and in Shelterly's Medical Notes. Use Shelterly Tutorial. • Kennel Card applied, (Vet Visit Needed) • Animal Shelter Nightly Routine <p><u>Veterinary Exam Room:</u> Located in room 2 of Dog General Hallway, at Del Oro.</p> <p><u>Animal Medical Treatment Procedures:</u> <u>(Create a Medical whiteboard for Dog ISO.)</u></p> <ul style="list-style-type: none"> • Approved Volunteers only! (Shelter Lead) • Follow all animal medical treatment procedures that are documented on: Small Animal Care Schedule, by the Veterinarian. <p><u>Isolation Areas:</u> ISO Area: is in room 2 in the Palace.</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ Shelter Lead will determine alternate ISO Areas, if necessary. • Area Leads will identify and designate alternate volunteers for ISO Areas, as necessary. <p><u>Zoonoses:</u></p> <ul style="list-style-type: none"> • Specific Procedures: Shelter Lead and Veterinarian will be decided on a case by case or room by room situation. <p><u>Animal Location Inventory:</u></p> <ul style="list-style-type: none"> • Completing the Animal Location Inventory forms after PM feeding. <ul style="list-style-type: none"> ○ Completed forms are put in the Animal Location binder, kept at Intake. • <u>Any movement</u> of animals must be updated by Area Leads on Animal Location Inventory form. <ul style="list-style-type: none"> ○ 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: Small Animal 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.
- Scan for microchip and document the Microchip Number on Dog Care Schedule.
- Work with Documentation Team on entering information into Shelterly.

Microchipping: Determined by Butte County Animal Control.

- 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.
 - 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.
 - Add microchip Number to Animal Details in Shelterly.

Only Use: Microchip Number Data by Incident form.

REQUESTING RESOURCES

ICS 213 General Message: (File 1-copy of submitted handwritten ICS 213 form, in your Area Lead binder.)
Dog Shelter 48-hr. Resource Guide.

List incredibly detailed and specific information - Give to Shelter Lead.

Check your binder for resource recommendations.

Check the facility for resources before ordering.

Use different ICS 213's form for:

- **Volunteer Meals:** Estimate the counts for breakfast, lunch, dinner, for 48 hours.
 - Vegans and Vegetarians may not always be accommodated.
- **Consumable Dog Supplies:** Paper Food Trays, Wet and Dry food (adult and puppy), etc.
- **Other Supplies:** Water Dishes, Water Pitchers, Slip Leads, 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).

	<ul style="list-style-type: none"> ○ Recommended 2 volunteer for 11 dogs, 4 volunteer for 21 dogs, etc.
SHIFT CHANGE / TRANSFER OF DUTIES	
	<ul style="list-style-type: none"> ● Dog Lead Job Aid, use one per shift, at the end of day, place it in your Lead binder (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. ● Dog Lead binder: <ul style="list-style-type: none"> ○ Completed Job Aids and copies of submitted ICS 213's for position replacement.
TRANSFERS OF DOGS	
	<p>Plan for transfer of animals to long term shelters as directed by Shelter Lead.</p> <ul style="list-style-type: none"> ● Work with Intake on this process.
DEMOBILIZATION (Check Off as Completed)	
	<p><u>Cleaning, Disinfecting, and Restaging Dog Shelter:</u> If possible before volunteers leave.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove all used Kennels / Water Bowls / 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, ○ Rinse well with clean water. ○ Air dry or dry with a paper towel. ○ Verify all Dog Shelter items are taken back to the Dog Shelter. <input type="checkbox"/> Magnum Kennels: Use 2 oz. of Rescue Disinfectant Concentrate / 1 gallon of water in a bucket. Scrub all areas of the magnum kennel 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"/> Slip Leads, disinfected and stored in designated areas. <input type="checkbox"/> Water Bowls, stored in designated areas. <input type="checkbox"/> 5-gallon buckets - Watering Cans, empty and store. <input type="checkbox"/> Rescue Solution spray bottles, store remaining solution in designated area. <input type="checkbox"/> Dog Carriers: disinfected, assemble if time allows, put a few on cart, and storge in Dog General. <input type="checkbox"/> Dry Dog Food: Donate to owners the left-over bagged dog food when possible. Also work with Animal Control, needed. <input type="checkbox"/> Take all Animal Nightly Route, Isolation Time sheet to Shelter Lead. <input type="checkbox"/> Return Family Radio, Clipboard, Vests, etc. <p><u>Restocking Supplies:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Animal Care Schedules, paper food trays, paper towels, disposable gloves, ink pen, highlighters, blue tape, etc.
	<p><u>Air Scrubbers:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean all filters inside the air scrubber. Wipe down all surfaces with Rescue solution spray.

TASKS (PENDING)	
NOTES	

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

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