

that are safe to go if a tornado strikes: an interior room away from windows is the safest place to take shelter.

If there is time to safely do so, staff will be split into three teams as outlined in the [Fire Emergency section](#). Team A will remove the cats from the indoor/outdoor cat rooms and shut and lock the doors to these rooms. If a cat's temperament would not allow for it to stay in the main cat room, he or she will be placed in a wall unit or one of the interior rooms.

Team B will bring all the dogs to the inside of the runs and shut the guillotine doors. If there is enough time, the dogs on the right half of the General Population room will be moved to the dog visitation room, puppy playroom, and/or the runs on the Senior side of the room.

Team C will move the animals from the Small Mammal Room to an empty interior room or put them in a carrier and bring them to the staff safety point(s). Animals in Isolation will be moved into wall units or runs away from the window to the extent possible.

## ANIMAL INTAKE

### Intake Request Process

MHF staff cannot make intake decisions on the spot regarding intake requests: non-emergency intake decisions are made by the intake committee and emergency intake decisions are made by the ED, ACM, and/or BM. When an intake request comes in, ask the caller for the following information: caller's name, contact number, county where they reside, age of the animal, animal's medical status (whether it is spayed/neutered, up to date on vaccines, and its general health), and reasons for the relinquish. Enter this information on the Intake Request spreadsheet (if you have access to it) **and** email the request details to the members of the intake committee: ED, ACM, BM, Adoption Counselor, Equine Coordinator, and Community Cat Coordinator.

### Intake Considerations

The General Population area of the shelter has the following space available for housing dogs:

	KENNEL SIZE	USES/FUNCTIONS
1	Puppy Suite #1 – indoor only	Can house mother + litter or 2 small breed
2	Puppy Suite #2 – indoor only	Can house mother + litter or 2 small breed
3	Senior Suite – indoor only	Can house 2 medium; or 2 small breed
4	Double Kennel #1– indoor/outdoor	Can house 1 large/giant; or 2 medium; or 4 small breed
5	Double Kennel #2 – indoor/outdoor	Can house 1 large/giant; or 2 medium; or 4 small breed
6	Double Kennel #3– indoor/outdoor	Can house 1 large/giant; or 2 medium; or 4 small breed
7	Regular Kennel #1– indoor/outdoor	Can house 1 large; or 1 medium; or 2 small breed

8	Regular Kennel #2– indoor/outdoor	Can house 1 large; or 1 medium; or 2 small breed
9	Regular Kennel #3 – indoor/outdoor	Can house 1 large; or 1 medium; or 2 small breed
10	Regular Kennel #4 – indoor/outdoor	Can house 1 large; or 1 medium; or 2 small breed
11	Regular Kennel #5– indoor/outdoor	Can house 1 large; or 1 medium; or 2 small breed
12	Regular Kennel #6– indoor/outdoor	Can house 1 large; or 1 medium; or 2 small breed
13	Regular Kennel #7 – indoor/outdoor	Can house 1 large; or 1 medium; or 2 small breed
14	Small Kennel #1 – indoor/outdoor	Can house 1 medium; or 2 small breed
15	Small Kennel #2 – indoor/outdoor	Can house 1 medium; or 2 small breed
16	Long Term Kennel #1- indoor/outdoor	Can house 1 large; or 1 medium; or 2 small breed
17	Long Term Kennel #2- indoor/outdoor	Can house 1 large; or 1 medium; or 2 small breed
18	Long Term Kennel #3- indoor/outdoor	Can house 1 large; or 1 medium; or 2 small breed

The intake committee will make decisions on the intake requests based on the current shelter population, which will dictate the number and sizes of dogs MHF is able to take. MHF will conform to the Fauquier County zoning document that states MHF may provide care for an annual daily average of 30 dogs. This number may be increased to accommodate emergency situations and the Zoning Administrator must be notified if the number of animals exceeds 120 animals at any one time.

Behavioral cases are considered based on the nature of the behavior. Factors such as whether the animal has bitten anyone, has injured another animal, has separation anxiety, and resource guards will be considered. *At the present we need to establish a behavior program, which will help with the decision on with which behavioral cases we can assist.*

MHF’s preference is to help local shelters throughout Virginia and West Virginia with occasional transfers from shelters in southern states. We will require the following of our shelter partners:

1. Partners agree to release all ownership rights of the animals to MHF. The transfer partner will accept the return of animals deemed unadoptable by MHF. Animals under a state-mandated stray holding period will not be accepted.
2. Partners agree to complete a bite disclosure report for every dog or cat with a bite history before or upon transferring custody to MHF.
3. All animals must have a basic health screening and be fit for travel/transport. Animals do not need to have been spayed/neutered.
  - a. Animals should be in good general health, unless otherwise disclosed and agreed upon prior to transport. Animals with suspicious hair loss or

- symptoms of contagious disease may not be accepted. Special needs animals will be considered on a case by case basis.
- b. All animals four months of age or older must have a rabies vaccination by a licensed veterinarian accompanied with documentation if crossing state lines.
  - c. Dogs at least six months of age must have a heartworm test 7- 10 days prior to the transfer. MHF will not accept a dog who tests positive for heartworm unless MHF has agreed upon a special arrangement.
  - d. All cats/kittens are required to have tested negative for FELV within two weeks of transfer unless otherwise agreed upon by MHF.
  - e. At MHF's discretion, dogs under six months of age coming from shelters at which the parvovirus or panleukopenia has occurred in the past three months must have a Parvo snap and/or titer test within three days of transfer to detect viral shedding or determine immunity. If the shelter lacks resources to test, MHF may provide tests or testing.
  - f. Shelter partner will be asked to disclose and test for disease and other health concerns (i.e., parasitic) specific to the local and geographic region prior to transfer.
  - g. Transfers from outside the state of Virginia require an official interstate health certificate, signed by a veterinarian.
  - h. The legal ownership of transferred animals will not be in effect until the point at which the animals are in the physical custody of MHF (i.e., MHF building, vehicle, representative). Should a medical or other emergency arise en route to MHF, full responsibility for the animal will fall on the partner organization. If at any point the status of an animal's medical, behavioral, or incidental concern changes prior to the final relinquishment of the animal, the partner organization agrees to provide full disclosure to MHF and prepare to potentially terminate an individual animal from the transfer.
4. Animals with known serious behavioral issue(s) such as aggression towards animals or humans, severe separation anxiety, or excessive fearful behavior are not candidates for our program. All known behavior concerns should be disclosed prior to transfer. Animals with specific behavior challenges can be discussed on a case by case basis.

## Intake Procedures

### Owner Relinquish

A member of MHF management will contact pet owners whose relinquish request has been approved to schedule a time for them to bring their pet to the shelter. The pet owners will be instructed to bring their pets to the "New Intake" entrance to the shelter. Once the intake is scheduled with the owner, enter the appointment on Cozi (if you have access) or ask office staff

to enter the appointment. Confirm that animal care knows the animal(s) is(are) arriving so they can have a place set up for the animal(s). When the owner comes to surrender their pet, they must complete Owner Relinquish and Willfully Released Animal forms.

## Stray/Found Animals

People that bring in a stray animal must complete a Found Animal form before they leave. The staff member who interacted with the finder must complete an Animal Custody Record form and give it to ACM to enter into Animal Shelter Manager (ASM).

Staff that are not vaccinated for rabies are not authorized to handle stray animals, including carriers for a cat. Staff that are vaccinated for rabies must wear gloves when handling a stray animal: **do not handle any stray animal with bare hands**. First, scan the animal for a chip. If the animal has a chip (or tag on their collar) contact the owner for pick up. The owner must do the following to obtain custody of their animal:

1. Provide proof that this is their animal. **A photo on their phone does not constitute proof:** the person must produce something physical such as a vet record.
2. Provide their driver's license so we can make a photocopy.

Fill out a Returned to Owner form before the owner leaves with their pet (to ensure you have all the details for the form) and attach the photocopy of the driver's license to the form. Then attach the Returned to Owner form to the original intake form to verify disposition.

If the animal does not have a chip or collar, staff must contact either ED, BM, or ACM to decide whether MHF should take in the animal or if the animal should be taken to Fauquier SPCA. Take a picture of the animal and send the picture to ACM via email to be included in the animal's ASM record. If MHF management decides MHF will keep the animal:

1. Call Fauquier SPCA to advise that we took in the animal. If the animal was found in a county other than Fauquier, call the animal control office in that county to report the animal is here.
2. The animal must be kept on stray hold for five days. MHF cannot vaccinate, microchip, or perform non-emergency veterinary care on the animal until the stray hold is over.
3. If the animal needs medical treatment, it must be brought to a veterinarian's office for treatment. MHF staff cannot treat the animal as we do not have ownership, but a licensed veterinarian is able to make a legal decision about what treatment the animal needs and provide the appropriate treatment.

## Transfer

Animals transferred to MHF from another rescue must have a transfer form: each animal must have its own individual transfer form. Animals being transported across state lines must also have a current health certificate. If the rescue partner brings in an animal without a transfer form, MHF's transfer form may be used for the animals: again, each animal must have its own individual form. A State Custody Record must be completed for each animal transferred in and that animal's transfer form must be attached to the Custody Record to support the disposition of the animal.