

## SHELTER SITUATION REPORT

This report is normally prepared by the Planning Officer and submitted by Shelter Manager to the Animal Response Team Leader. The report should cover the most recent 24-hour period of operations and anticipate the next 24-hour period.

LOCATION: \_\_\_\_\_ DAY OF WEEK: \_\_\_\_\_ DATE: \_\_\_\_\_

**Current Situation:**

Contact Information	
Ongoing functions	

**Shelter Inventory:**

UNIT	POPULATION	UNFILLED CAPACITY
Cat Unit		
Cat Isolation Unit		
Dog Unit		
Dog Isolation Unit		
Birds		
Hand Pets		
Exotics		
Other Animals		
Mortuary		

**Incidents Documented:**

TYPE OF INCIDENT	COUNT	ACTIONS TAKEN
Bites to Humans		
Humans Injured (non-bite)		
Animals Injured		
Animals Sick		
Owner Failure to Comply		
Other		

**Staffing:**

POSITION	COUNT	ADEQUACY
Day Shift Veterinarians		
Other Day Volunteers		
Night Shift Veterinarians		
Other Night Volunteers		
Other		

Supplies:

TYPE	ADEQUACY
Food/Water for Staff	
Food/Water for Animals	
Veterinary Supplies	
Office Equipment	
Housekeeping Supplies	
Other	

Operations Planned for Next Day:

TYPE	COMMENT
Housekeeping	
Intake and Documentation	
Daily Care and Feeding	
Field/rescue Operations	
Return animals to Owners	
Move animals to Veterinary Care	
Demobilization	
Other	

Resource Needs Anticipated for Next Day:

TYPE	QUANTITY	HOW HAS OR WILL THIS REQUEST GO FORWARD?

Other Comments:

Submitted by (print name, position): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_