



Request for Animal Rescue Form Instructions (SOG)

Purpose: To document requests for animal rescue.

Process

1. Intake Volunteers must be sure to print their name, date and time, and location for follow-up as necessary.
2. This form should be printed in duplicate copy if not an NCR form:
 - One stays in the master form file.
 - One goes with the field rescue team.
3. Never assign more than five animals to each form. Keep multiple forms together for a single property; they will be assigned to one team.
4. Intake Volunteers should never promise when a rescue will be attempted. Inform the Reporting Party (RP) that:
 - Requests are forwarded the Animal Rescue Group/Branch.
 - RPs will be contacted if field rescue teams determine a result.

Priority Status

- Urgent – the animal is in a life-threatening situation, without food or water for several days.
- 2 Day – the animal needs attention but it is not in danger.
- 3 Day – the animal is known to be safe but needs to be reunited with owner.

Note: Intake volunteer should use sound judgment to determine an animal's priority status while interviewing the RP. When in doubt, sooner is always better.

Reporting Party

Requests may be received from the owner, a second party, or other animal agency:

- Request should come from the owner, if possible
- Request should be given in-person, if possible, to obtain a signature.
- Only the owner or tenant may give legal permission to enter a property.
- Must have complete and current contact information, i.e., temporary address, if displaced, such as human shelter location, hotel, etc.

Animals to be Rescued

Complete information is important for rescue teams as well as owners. It helps the rescue teams identify:

- The correct animal(s).
- Safety issues.
- Equipment needs.

Animal Location

Complete location information is important for rescue teams. Include:

- Landmark directions to the property as street signs may be down.
- Any hiding spots that the team may find the animal; this can speed rescue and reduce the animal's stress.

Permission to Rescue

Only owners or tenants may give permission to enter a property:

- Should be done in person:
 - Obtain owner/tenant signature.
 - Check photo ID or utility bill against the address.
- Verbal permission may also be given – Information must read to the owner.

Result of Rescue Efforts

Completed by rescue team:

1. The animal is identified by the number assigned in the "Animals to be Rescued" section (1 – 5).
2. Date of each attempt.
3. Rescue teams must update the master file at the end of each operational period on the result of rescue efforts.
4. All rescued animals must go through the intake process:
 - Attach a copy of the rescue request to the proper intake form.
 - Do not remove the original rescue request form from the "Active" file until there is a conclusion with each animal listed.
5. File all original closed out rescue request forms in the "Completed" file.



Request for Animal Rescue

REPORTING DATE:	TIME (include AM/PM):	INFORMATION TAKEN BY (PLEASE PRINT):	LOCATION FORM FILED:
PRIORITY STATUS			
<input type="checkbox"/> URGENT <input type="checkbox"/> 2 DAY <input type="checkbox"/> 3 DAY		<input type="checkbox"/> OWNER REQUESTED <input type="checkbox"/> REPORTED BY OTHER PARTY <input type="checkbox"/> AGENCY REQUEST	
REPORTING PARTY			
NAME: (include agency if applicable)		ADDRESS:	CITY/STATE/ZIP:
HOME PHONE: ()	WORK PHONE: ()	CELL PHONE: ()	
ALT. PHONE: ()	E-MAIL ADDRESS:		
DOES THIS ANIMAL(S) BELONG TO THE REPORTING PARTY? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF NOT, WHO DOES THIS ANIMAL BELONG TO? (provide name, address and phone number if known.)	

ANIMALS TO BE RESCUED							
#	TYPE	GENDER	BREED	COLOR	SIZE	AGGRESSIVE	CONFINED
1						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
2						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
3						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
4						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
5						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

ANIMAL LOCATION			
ANIMAL(S) LAST SEEN: DATE: _____ TIME: _____	ARE THERE PEOPLE WITH THE ANIMAL(S)? IF YES, WHO? <input type="checkbox"/> YES <input type="checkbox"/> NO NAME: _____	IS/ARE THE ANIMAL(S) BEING FED? <input type="checkbox"/> YES <input type="checkbox"/> NO	LAST TIME FED?
WHERE IS/ARE THE ANIMAL(S) LOCATED?: ADDRESS:		CITY:	
DIRECTIONS TO RESCUE AREA:			
LANDMARKS:			
LOCATION OF ANIMAL(S) ON PROPERTY:			

PERMISSION TO RESCUE	
<ul style="list-style-type: none"> The animal(s) listed above is/are legally mine and I can show proof of ownership. I give permission to _____ volunteers to enter my property to rescue the animals I have listed above. I do not hold the staff or volunteers liable if they are not able to save the animal(s) I have requested be rescued. I understand that sometimes circumstances beyond control prevents this from happening. I do not hold the staff or volunteers liable for any damage done to my property while attempting to rescue the animals listed above. (Every effort will be made to leave the owner's property in the same condition it was when the volunteer entered the property.) Key provided: <input type="checkbox"/> YES <input type="checkbox"/> NO • Permission to force entry: <input type="checkbox"/> YES <input type="checkbox"/> NO 	
SIGNATURE: _____	DRIVER LICENSE #: _____ DATE: _____
<input type="checkbox"/> VERBAL PERMISSION GIVEN	

RESULT OF RESCUE EFFORTS	
ACTION	ANIMAL NUMBER (as noted in "ANIMALS TO BE RESCUED" section) and DATE
RESTRICTED ENTRY INTO THE AREA	
UNABLE TO FIND ANIMAL(S)	
RESCUED	
COULD NOT BE FOUND	
COULD NOT BE CAUGHT	
DECEASED	