

ARC - Amarillo Rescue Coalition

Operating Procedures

Completed 11/2020

Intake Procedures

All animals accepted into the Amarillo Rescue Coalition program will be pulled from kill shelters in the Texas Panhandle, with the primary focus being from the Amarillo Animal Management & Welfare facility. ARC will not take animals from individuals who have found an animal, or owner surrenders, as we must focus all efforts to animals at risk of euthanasia for medical, space, or temperament issues at municipal kill shelters.

Animals must be approved by the foster coordinator before being accepted into the program. All fosters, staff, and volunteers must provide the 5 freedoms to all animals at all times. **1.** Freedom from hunger and thirst **2.** Freedom from discomfort **3.** Freedom from pain, injury or disease **4.** Freedom to express normal behavior **5.** Freedom from fear and distress

Foster Home Procedures

Each foster home will be limited to two foster animals at a time, unless it is a mother and babies or a single litter. Once a foster home has been approved, a volunteer will pick up the animal(s) from the shelter and take it to the foster at their home. This will be required for all animals so the volunteer can assist with a meet & greet if needed and to be available for any questions the foster may have. Safety is very important, and we want the foster's animals as well as the shelter animal to be set up for success from the very beginning. Part of setting the animal up for the best adjustment possible, is providing them with an initial 72 hour time frame for them to decompress - these animals have been through a lot and the shelter is a very stressful place. We ask the foster to keep the homes as calm and quiet as possible, and minimize traffic in and out of where the animal is staying. Feed the animal in their crate and keep them separate from personal pets when they are eating (this is recommended the entire time, not just the first 3 days). This is beneficial for them to not be quick to react to stress factors in the home as well as build a trusting relationship between them and the foster family. The foster **MUST** send an update to the foster coordinator about the animal(s) at the end of the first 72 hours, but can reach out as often as they would like. This is very important information and helps us get to know the animal better. We do not recommend leaving fosters alone with other pets in the home, or children, for any amount of time. While many animals love the company of other pets and children, we do not want to risk any preventable situations that could result in injuries.

Lost Animal or Foster Injury Procedures

If an animal is in a foster home, and able to wear a collar, they must always wear a tag with the ARC contact information in case they are lost. The foster coordinator must be notified within 1 hour of a foster getting lost or escaping. This will help better the chances of locating the animal safely and quickly. If a foster animal is injured, no matter how minor or severe, and no matter if the injury warrants vet care, the foster coordinator must be notified within 1 hour of the injury occurring. An animal who is taken to the veterinarian for medical care, must have prior approval by the foster coordinator before ARC can pay for any medical expenses (*see veterinary care protocols*).

Adoption Procedures

All animals who have been under the care of Amarillo Rescue Coalition must be provided with basic medical care while in the program. All veterinary services and supplies will be provided through a licensed veterinarian who is partnering with ARC. This will include, but not be limited to: age appropriate core vaccines, Rabies vaccine, dewormer, flea/tick preventative, heartworm preventative, spay/neuter surgery, combo test/heartworm & tick disease test if old enough, as well as any other necessary care needed for each animal. All vetting will be done prior to the animal being placed up for adoption, and will stay under the financial care of ARC until their adoption trial has started. When the animal is adopted, they will undergo a 7 day trial period with their potential adopter. The animals' assigned foster must stay open until the trial period is up, so they can take the animal back if it is not a successful placement. Refunds for the adoption fee will be available until the end of the trial period, and a failed trial for an animal will not affect the adopters ability to adopt another animal in the program. Adoption fees will not adjust based on medical care provided to the animal and will be set at \$100.00 for dogs/puppies and \$100.00 for cats/kittens. The adoption fee will be expected before the trial week begins.

Veterinary Care & Euthansia Protocols

The required veterinary care for animals must be provided within 30 days of being accepted into the program, if veterinary schedules are behind, the procedures must still be scheduled within this time frame. Special medical needs such as parvo treatment, heartworm treatment, ringworm treatment, broken bones, sutures for lacerations, etc. will be pulled as needed from this General Operating fund until a separate fund is established. If there are not enough funds to provide treatment needed, it must be fundraised for immediately and no animals shall be accepted into the program until this fund is replenished to the minimum amount allowed. Under extreme circumstances, euthanasia of an animal will be considered if we are not able to provide the 5 Freedoms or if the animal is a safety risk to itself, other animals, or people. This decision will not be taken lightly and will be made by the ARC Board of Directors after consultation with a licensed veterinarian.