



DATE: _____ DOCENT(S): _____

CHECKLIST for Ambassador Animal Use

Complete one checklist for all Docents and animals per use / program / event

Prepare:

- Review animal use, handling, & touching policies and procedures.
- Check weather conditions and temperatures range is appropriate.
- If traveling in a vehicle, grab the key and warm or cool to temp.
- If staying on grounds and leaving DC, grab a radio from Education.
- Grab outreach kit and supplies specific to animals traveling.
- Let a staff member know you are going into an animal area.

OUTREACH KIT

- Hand sanitizer
- Disinfectant spray
- Paper towels
- Water & water bottle / dish
- Thermometer
- Trash bag
- First aid kit
- Phone & emergency numbers
- Optional: Zoo radio on grounds*

Retrieve:

- Check the sign-out binder to see when the animal was used last.
- Sign animal(s) "OUT" in the book and on white board on door /barn.
- If exhibit animal, place a sign noting an animal is out on a program.
- Ensure carrier will maintain temperature specifications.
- Take out animal(s), close enclosure door, & put in a transport carrier.

Return:

- Return animal(s) back to home enclosure and secure the doors.
- Sign animal(s) "IN" in the book and clear the white board.
- Notify staff of issues or concerns, if any.

Finish:

- Clean and put away all carriers and supplies.
- Return radio and van key, make sure van has fuel.
- Wash your hands thoroughly.
- Ensure the checklist is complete.

<u>ANIMALS IN USE:</u>	<u>OUT</u>	<u>IN</u>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
DOCENT RESPONSIBLE: _____		