

STERILISATION

Action plan

This document consolidates the experience of our participation in a number of events. It describes an optimal solution. It has to be tempered by the reality we find.

Key roles

Appoint event coordinator	
Appoint venue coordinator	
Appoint trapping coordinator	
Appoint reception coordinator	
Appoint reviewer	

Key information

Where will the sterilisation centre is	
When will the vets arrive	
How long will the vets stay	
How many vets	

Event coordinator

The event coordinator is the focus for the event

Who will write a review of the event	
Identify all costs in advance including paying for vets accommodation and venue	
Problem review at the end of the day	

Vets

How many vets	
When will they arrive	
How many days will they stay	
How will they structure each day: Operating times, brakes, eating	
How do they want to prioritise activity: which animals will be operated on first etc.	
Where will the vets eat (Breakfast, Lunch Dinner)	
Who will be hosting of the vets	
Where will the vets stay	

Hosting the vets

- Overnight accommodation and meals for the vets must be organised before they arrive.
- Could we establish a voucher system with the tavernas in the village & Kalamaki. We give the vouchers to the vets. They use them to 'pay' for a meal and we then pay the taverna.
- Might be an opportunity to ask the tavernas if they would contribute. e.g. free wine.

Promoting awareness and participation

A leaflet detailing why this is being done needs to be distributed in advance for the village and tourists so that they know what we are doing and won't be questioning the team while they are working. The last time some of the locals did not understand what we were doing. Leaflets should be in every public place, apartments, houses, tavernas etc so that people understand what we are doing .

Distribute leaflet detailing why this is being done for local people	
Distribute leaflet detailing why this is being done for tourists and confirm that the leaflet is there at the beginning and mid season.	
Notify people about the event: Dates, time etc	
Information for sponsors & supporters.	
Celebration dinner – for vets and people who worked on event.	

Leaflet should include:

- Facts about animals e.g. one female cat can produce four cats twice a year, eight total in a year.
- In the last sterilisation 66 female cats were caught and sterilised which means that the cat population was reduced by more than 500 in the next year, so it is important that as many female cats as possible are sterilised.
- We realize that there is a need for cats to keep down the rats and mice and that some will always escape to maintain the cat population.
- Tourists need to be asked not to feed the animals
- Ask tourists and locals to support our actions.
- Ask people to collect old towels and sheets
- Ask for donation so that the vets can carry on with this good work
- Have an emergency communications plan should the vets extend their stay.

Donations

- We need to ensure that the vets know what we intend to do.
- We need to establish effective channels of communication with the vets to ensure there is no misunderstanding.

Trapping coordinator

The trapping coordinator will be the focus for trapping activity

- Establish trapping teams. Minimum of two people per team.
- Find 'champions' in each village who can give local information.
- Ask people to say where most cats are and when.
- Drive around week before
- Agree trapping plan
- Agree prioritised list of places: Villages, locations based on number of cats.
- Collect traps and cat baskets – Where is the collection point
- Information for reluctant people – Have a laminated cat poster (Sterilisation resource box) Need some way of emphasising that we need to sterilise male cats. Have one or two for each trapping team and at the reception. Make use of the opportunity by making more information available at the event.
- Record information about animal: Location trapped, time trapped, M/F, colouring, condition)
- Trapping meeting 10 days before
- Plan & coordinate 3 days before
- Cats seem to be able to sense the cage has been used. Consider using spray like Feliway in used traps.
- First Days all trappers go to one location then gradually break up into smaller teams to go to places with less cats.
 - Fix a time
 - Put out word not to feed cats.
 - Avoid the time they go out to tavernas.

Training

- Instructions on how to identify if a cat/dog has been sterilised.
- Share hints and tips within the team.

Collecting stray animals

- It is important that there are teams of two people at all times for physical and mental support. Always work with two because you are stronger emotionally and you can talk out your frustrations and have the strength and motivation to carry on.
- Collecting the cat boxes and cat traps. The cat traps are the most important item to have as they make catching the cats so much easier.
- Label the traps stating where the cat was caught, by whom and any medical notes, e.g. pregnant, illness etc.
- Many boxes are needed, first for catching the cats and then for their overnight stay after the operation.
- Boxes and traps must be cleaned before being used again.
- Enough wet and dry food with a tool to put into the cages, old towels/sheets to cover boxes and newspaper for the cages. Water and soap, good working gloves, some alcohol and plasters for scratches.

Releasing

- Return the animals to the same location they were found.
- Trappers will release the cats. If not possible person given responsibility must speak to trapper and get clear instructions on where to release the animal.
- Give animals access to water and food at release.

Venue Coordinator

The venue coordinator will take responsibility for the venue.

Visit venue and determine what action is required to make the accommodation acceptable	
Ensure the location is safe. Undertake a health and safety review of the venue and identify appropriate action.	
There is shelter for the animals before and after surgery. So that they are not left in the sun.	
Collect towels and sheets – Asking people to collect old towels and sheets – where will these be stored?	
Cleaning materials for tarps/baskets after use	
Who will help clean the center daily, at end of event	
Recovery area for dogs with shade and protection from flies, mosquitos. (Mosquito net).	
Check mobile phone coverage.	

Sterilisation station

- We need to ensure there are toilet facilities for the vets, Administrative support and the pet owners.
- Consider obtaining additional cat boxes and or some sort of modular storage unit that can be put up/taken down as needed. This could also be used by the vets in the recovery area.
- Have a clear understanding of the proposed schedule of work so that animals and pet owners do not have to wait unnecessarily.
- Given that there is a significant amount of blood, urine etc. spread around the room we must clear away any unnecessary furniture to ensure they are not soiled.
- The vets kept a number of animals in the room waiting for them to show signs of recovery.
- They try to keep the room sealed in order to prevent insects from entering.
- Help will be required after the vets leave for cleaning the centre and the boxes.
- Obtain a detailed specification for the accommodation and requirements Including:
 - Survey the room as soon as possible before the event.
 - Find out what the vets will bring and what they expect us to provide.
 - Address any health and safety issues: At least two exit points, slippery steps, ventilation
 - Access to toilet,

- Running water
- Tables Number, working height and size, etc
- Tables should be covered in plastic and taped down.
- Lighting
- Consumables: Kitchen roll, distilled water, Thick garbage bags, empty bottles
- Heater for the vets and the animals
- Clear out any unneeded furniture to maximise space
- Apply temporary mosquito netting to windows if possible

Reception

- Shaded location away from recovering animals and vets.
- Ask venue provider for fridge for reception & trapping teams for food & drinks.
- Toilet facilities
- Supply of refreshments for support team.
- Supply of snacks for support team.

Equipment

- Maintain a register of items provided/loaned for the event so that we can ensure everything is returned.

Cleanup

- Clean as we go.
- Provide waste and laundry bins
- Collect soiled towels/sheets and wash daily
- Who will clean up and prepare the room each day
- Provide protective clothing for people cleaning the room. At least shoes and gloves.
- Ensure someone is tasked with making sure cleaning material is there.
- See reference to protective clothing under health and safety above

Catering

- We must obtain up to date details of the vets dietary needs directly from the vets.
- We should find out if in addition to a lunchtime meal they would like snack at other times.
- We should also ask for a list of items they would like us to provide every day e.g. water, juice and kitchen rolls.
- We need to ensure that there are appropriate facilities for cooking if needed.
- Remember the support people will need access to refreshments, toilets etc.
- Have snacks & refreshments for trapper. They can be out and about all day.

Reception Coordinator

The reception coordinator will take responsibility for:

Agree number and duration of shifts	
Establishing the rota for managing the reception.	
Ensure reception resource pack is complete.	
Get clear understanding of recovery time.	
Agree prioritization of animals with vets. Owned animals to be treated first. Provided no stray stays longer than 24hr	
Agree cut off time for owned animals so they can be collected by end of the day (e.g.5pm)	
Ensuring that everyone participating understands what they have to do.	
Ensuring the reception resource pack is ready.	
Buy phone credits for Kamilari Cares SIMs so that people have a contact point	
Who will be looking after the cats overnight.	
Prepare tags for traps/baskets to record details	
Print leaflet to be issued at the sterilisation centre explaining what will happen (the process) and what is to be done before releasing the animal the following morning.	

Shifts

- Minimum of two people (preferably one Greek and one other) to be present at the sterilisation centre.
- Maximum shift duration of 4hr. Structured around the vets schedule.

Reception

- Registering the animal and ensuring records are as complete as possible: where it was found, who found it, what time it was picked up and the telephone number of the person.
- Take photographs
- Highlight the important of giving a donation so that the vets can carry on with this good work.
- Information that first the dogs will be done and then the cats (we have to ask if it is always like this)
- To check with the vets if we should give water to the cats, because they wait all day long.
- Provide trappers with sticky labels to record: Time, Location, colouring, M/F , trapper. One is stuck to box the other onto the registration form. Alan to source and prepare labels

Tracking animals

- Proactive tracking of animals through each stage (Reception, Anesthetic, Operation, Recovery, Release).
- Remember collars removed from dogs prior to operation. Need to be proactive in tracking.
- If time allows. One of the reception people can help co-ordinate cat transfer from traps to boxes and with cats post-op. If this person could also co-ordinate with the 'cat vets' and add a time of operation to the label. Because although the cat may have been brought to the vet station at 9.00 am it may not have been operated on until late afternoon..
- Periodically checking animals and ensuring that animals priority is escalated with vets if too much time has elapsed.
- Check animal matches description on label/records
- Set a cut off time for owned animals (5pm)
- Owned animals should be prioritised.
- Provide owners with clear information on when they can collect animals.
- Ensuring that activity is prioritised to ensure that all animal are released within 24h
- Use available space as indicator:
 - Use tables to maximise available space.
 - Ensure box label is easily seen.
 - Partition space - Use location of box as indicator.
 - Not anethstatised.
 - Anethsatised - Needles are left on boxes to indicate animal has been anaesthetised. Check boxes for needles when the box leaves the vets area.
 - Operated
 - Recovery
 - Ready for release

Tracking boxes & cages

- Record who has taken a box and/or trap and when it is brought back it can be marked as returned.
- Make sure all boxes are uniquely identified.
- Maintain register of cat & dog boxes. (Resource pack)
- Charge deposit for boxes: 10 for cats, 40 for dogs
- Ensure that cages and boxes are cleaned ready for reuse.

Safety

- Check the area and boxes for needles.
- Line boxes with antiseptic sheets post operation.

Releasing

- Ensure that anyone taking responsibility for releasing animals knows exactly where the animal should be released.

Reception resource pack

- Have information leaflets in Greek, German and English to give to people to explain what is happening
- A cellphone with chargers
- Information for owners – post operative care
- Animal register
- Box register
- Equipment register.
- 3 clip boards

Animal Records

It would be good to know

- How many strays Cats & Dogs
- How many animals with owners
- How much was donated to Vets (See Catering below plus accommodation)
- How much we received in donations
- It might not be possible, due to data protection rules, to use any email addresses/telephone numbers in the future.

Post operation

- Cats that have been operated on need to be kept in a warm place overnight and a clean towel or sheet needs to be put in the cage before the animal leaves the station, this is easier when the animal is sleepy.
- Information needs to be printed to tell people what is to be done before releasing the cats the following morning.
- A list of people who are willing to take the cats overnight in their boxes and release the next day.
- Immediately after the cats are freed the boxes need to be cleaned and taken back to the centre so that the work of catching animals can continue.