

## Lost SICSA Dog Protocol

The following are recommended actions to help find a lost SICSA dog. These should be implemented in the order listed below, but steps can be skipped or modified, depending on the specific situation. For example, a friendly and confident dog may not need to be trapped.

1. The SICSA Animal Care Manager will be the point of contact for lost SICSA dogs. The Animal Care Manager will be responsible for carrying forward and/or delegating the steps below. The Adoption Program Manager will act as a secondary point of contact, if necessary.
2. Post a photo, information about where the dog was lost and/or last seen, and a contact phone number to the Dayton Ohio and Surrounding Area Lost and Found Pets Facebook page. The SICSA customer service line is checked daily (937-294-6505, ext. 30) or a personal cell phone can be used, if preferred.  
<https://www.facebook.com/RESQM/>
3. Share the above Facebook post on the main SICSA Facebook page, the SICSA foster page, and the SICSA volunteer page.
4. Send an email out to all staff.
  - a. Create a “search party” schedule. Staff and volunteers can sign up on their own, or staff can be assigned shifts by their manager.
  - b. If the dog had a foster, contact the foster to help with the search. The dog may be familiar with the foster’s voice and may be more likely to come to the foster than another person.
  - c. Ask staff to share the Facebook post on their personal pages.
5. Create “Lost Dog” posters. You can create your own or use a template, like the one from Adopt-a-Pet: [www.adoptapet.com/blog/free-template-lost-or-found-pet-flyer](http://www.adoptapet.com/blog/free-template-lost-or-found-pet-flyer). Make copies of these flyers and place them on the counter in the back office by the printer.
6. Send out a search party.
  - a. Each person searching should bring a leash and treats, food, and/or toys - whatever may attract the dog’s attention, if spotted.
  - b. Take the lost dog flyers and place them in the area surrounding where the dog was last seen. Flyers can also be given to businesses in the immediate area.
  - c. If the dog is spotted, but cannot be caught, humane trapping may be required.
7. Dog trapping
  - a. SICSA does not have humane traps large enough for dogs, but sometimes works with the administrators of the Dayton Ohio and Surrounding Area Lost and Found Pets Facebook page. Reach out to the contacts for this page and ask for assistance.
  - b. SICSA has also worked with Lost Pet Recovery. While based out of Columbus, they are another group who may be able to help trap.  
[www.facebook.com/lostpetrecovery](http://www.facebook.com/lostpetrecovery)
  - c. In order to trap, there must be a sighting of the dog.

- d. If there is a sighting, leave a small amount of enticing food in the area. If possible, stand back to where you can monitor the area, but not scare the dog away. The goal of the food is to get the dog to stick around the general vicinity, but to provide a small enough amount that they're still hungry.
- e. Once a location has been determined, notify the trapper and the trap can be set with additional food.

## Lost SICSA Cat Protocol

The following are recommended actions to help find a lost SICSA cat. These should be implemented in the order listed below, but steps can be skipped or modified, depending on the specific situation. For example, a friendly and confident cat may not need to be trapped.

1. The SICSA Animal Care Manager will be the point of contact for lost SICSA dogs. The Animal Care Manager will be responsible for carrying forward and/or delegating the steps below. The Adoption Program Manager will act as a secondary point of contact, if necessary.
2. Post a photo, information about where the cat was lost and/or last seen, and a contact phone number to the Dayton Ohio and Surrounding Area Lost and Found Pets Facebook page. The SICSA customer service line is checked daily (937-294-6505, ext. 30) or a personal cell phone can be used, if preferred.  
<https://www.facebook.com/RESQM/>
3. Share the above Facebook post on the main SICSA Facebook page, the SICSA foster page, and the SICSA volunteer page.
4. Send an email out to all staff.
  - a. Create a "search party" schedule. Staff and volunteers can sign up on their own, or staff can be assigned shifts by their manager.
  - b. If the cat had a foster, contact the foster to help with the search. The cat may be familiar with the foster's voice and may be more likely to come to the foster than another person.
  - c. Ask staff to share the Facebook post on their personal pages.
5. If the cat was lost from a foster home, place their litter box outside. The scent may help bring them back.
6. Create "Lost Cat" posters. You can create your own or use a template, like the one from Adopt-a-Pet: [www.adoptapet.com/blog/free-template-lost-or-found-pet-flyer](http://www.adoptapet.com/blog/free-template-lost-or-found-pet-flyer). Make copies of these flyers and place them on the counter in the back office by the printer.
7. Send out a search party.
  - a. Each person searching should bring a cat carrier and treats, food, and/or toys - whatever may attract the cat's attention, if spotted.
  - b. Take the lost cat flyers and place them in the area surrounding where the cat was last seen. Flyers can also be given to businesses in the immediate area.
  - c. If the cat is spotted, but cannot be caught, humane trapping may be required.
8. Cat trapping

- a. SICSA has traps available that are typically used for the TNR program. Work with a customer service representative to sign out as many traps as necessary.
- b. Use canned tuna, or other stinky fish as bait. Put a spoonful of food in the very back.
- c. Cover the trap with a towel. The idea here is to calm the cat by taking away visual stimuli and give a sense of security by enclosing it.
- d. When the cat is trapped, do not open the trap until he/she is safely back at SICSA!