

7/31/2008

VASART Organizational Structure: Roles and Responsibilities:

CART (Community Animal Response Team) Member Roles and Responsibilities

CART Officers: Roles and Responsibilities

Team Leader: Each CART should have a team leader who coordinates the communication with the locality's emergency management office. Coordination with local emergency management should begin when the team is first formed and continue on whatever basis the two parties feel is appropriate. If the locality does not already have an emergency plan for animals, the team leader should initiate the formation of a written plan that details emergency response needs, roles and responsibilities specific to animals in that locality. In addition, the team leader should inquire about and include, where appropriate and as directed by the local emergency management representatives, any local mutual aid agreements that would affect animal emergency response in the written plan. This animal specific response plan should become part of the locality's overall emergency response plan. The leader should also initiate communication with the Virginia Department of Agriculture and Consumer Services' Office of the State Veterinarian. It is important for the team leader to remember and emphasize to team members that, when deployed, a team is operating under the auspices of local emergency management and, therefore, the Virginia Department of Emergency Management and will also be directed by the State Veterinarian. Team leaders are also strongly encouraged to identify a deputy team leader who could assume command of the team if the leader was unavailable. The deputy team leader should complete the same training as the team leader and should assist in writing the plan detailing the emergency response needs specific to animals in that locality.

The team leader must submit a written summary in regard to the CART to the State Animal Response Team Board of Directors (SART BOD) for review. The document "Community Animal Response Team (CART) General Information and Response Capability Statement" is available at www.virginiasart.org to assist team leaders in fulfilling this requirement. This document will prompt the leader to provide information such as the number of and credentials associated with all team members, the name and contact information for the local emergency manager, the team's specific response capabilities and the local resources available to support the response. A CART will be considered deployable only after this statement is reviewed and approved by the SART BOD. CARTs may consist of as many and type of members as is thought necessary to assume the response capabilities detailed in the written statement. It is important that a team not respond beyond the scope of its members' credentials and that as team

members and/or team response capabilities change, the team leader notifies the SART BOD. The SART BOD will review changes in the membership and capabilities of the CARTs and reassess a team's status accordingly.

In addition to the required training for all CART members, CART leaders should also complete the training outlined below. Ideally, all required training must be completed within the first year of assuming the role of team leader. If required training cannot be completed in this time, it must be completed by the end of the second year of the leader's tenure.

- IS-10: Animals in Disaster, Module A: Awareness and Preparedness
- IS-11: Animals in Disaster, Module B: Community Planning
- IS-300: Intermediate ICS
- IS-800.B: National Response Framework (NRF): An Introduction

Most courses are available online via the Federal Emergency Management Agency's (FEMA) Independent Study Program which can be accessed via the address below www.fema.gov/about/training/emergency.shtm. Information concerning ICS 300 classes is available via local emergency managers as well as the Virginia Department of Emergency Management's Training Calendar at www.vaemergency.com. In addition to animal specific issues and basic incident command training, leaders should encourage team members to have basic knowledge in the areas of personal emergency preparedness. Resources in this area can be found at <http://www.fema.gov/areyouready/> and www.readyvirginia.gov or in Spanish at www.listovirginia.gov.

Other FEMA courses that might prove helpful are IS 244 – Developing and Managing Volunteers, and IS 111 – Livestock in Disasters.

Team members who are interested in leadership roles in the areas of safety, operations, planning, logistics, training and administration should bring this to the attention of the team leader and coordinate professional development in these areas with the local emergency manager and the state veterinarian's office. Team leaders, in consultation with local emergency management, should assist team members interested in a particular response area in seeking advanced training in these areas based on the roles and responsibilities outlined in the FEMA document entitled "Incident Management (IM) Job Titles" which can be found at http://www.fema.gov/emergency/nims/rm/job_titles.shtm. Team leaders may then assign certain team members to leadership roles or work within a particular incident command or emergency response discipline on a regular basis. Additional advanced professional development courses, including the Virginia Emergency Management Association's certificate program, can be found at the links below. <http://www.vemaweb.com/>
<http://training.fema.gov/IS/searchIS.asp?keywords=PDS>

In addition to didactic training, CART member should also participate in field and/or tabletop exercises at least once per year. The team leader should oversee the coordination of these events which may be team specific or in coordination with other CARTs or other emergency responders.

CART Members: Roles and Responsibilities

Veterinary Medical Officers:

Veterinary Medical Officers (VMOs) must:

- Maintain a current Virginia license, a copy of which must be on file with the CART leadership.
- Complete training outlined for members and additional training as appropriate to any specialty service or leadership activities.
- Participate in team trainings on a basis determined by the team leadership, but at least annually
- Be a member in good standing of a CART prior to participating in any additional response efforts (i.e. deployment to another locality or state)
- Be at least 18 years of age

VMOs will be responsible for providing medical care for injured or sick animals. They will ensure humane animal handling and care and coordinate with related agencies for the control of stray and abandoned animals. The VMO will aid in the care and medical treatment of search and rescue dogs on site. The VMO will aid in vaccination of animals in the disaster area against preventable zoonotic diseases. They will ensure and/or coordinate the proper disposal of dead animals and will perform necropsies as needed and obtain samples for laboratory analysis and/or coordinate submission of same. The VMO will cooperate in the prevention and control of food-borne illnesses and general food safety. The VMO may be called upon to aid in the care of affected wildlife.

Education/Experience Required: minimum DVM or equivalent degree and license in Virginia. One or more years of clinical practice strongly recommended.

Licensed Veterinary Technicians:

Licensed Veterinary Technicians (LVTs) must:

- Maintain a current Virginia license, a copy of which must be on file with the CART leadership.
- Complete training outlined for members and additional training as appropriate to any specialty service or leadership activities.
- Participate in team trainings on a basis determined by the team leadership, but at least annually
- Be a member in good standing of a CART prior to participating in any additional response efforts (i.e. deployment to another locality or state)
- Be at least 18 years of age

LVTs will assist veterinarians in providing a range of veterinary services needed during a disaster. They will assist the veterinarians in providing medical care for injured or sick animals. They will assist in ensuring humane animal handling and care. LVTs will assist the veterinarian in the care and medical treatment of search and rescue dogs on site. They will assist the veterinarian to perform necropsies and obtain laboratory sample. They will assist the veterinarian when appropriate in the care of affected wildlife. LVTs will also help ensure the appropriate sanitation for animals in addition to either assisting with or overseeing animal feeding, watering and exercising.

Education/Experience Required: minimum LVT or equivalent degree, license in Virginia, at least six months of clinical practice until the supervision of a licensed veterinarian.

Animal Control Officers:

Those wishing to serve in the capacity of an animal control officer must:

- Present evidence of at least 1 year of experience as an animal control officer
- Present documentation indicating that he/she has successfully completed the Virginia Department of Agriculture and Consumer Services' Virginia Animal Control Officer Training Standards
- Complete training outlined for members and additional training as appropriate to any specialty service or leadership activities
- Participate in team trainings on a basis determined by the team leadership, but at least annually
- Be a member in good standing of a CART prior to participating in any additional response efforts (i.e. deployment to another locality or state)
- Be at least 18 years of age

Animal Control Officers (ACOs) will support VMOs, LVTs and veterinary assistants by providing a range of support including identifying specific safety procedures that must be taken in handling animals, knowledge of humane handling practices, knowledge of state regulations pertaining to the treatment and care of animals and knowledge of health department guidelines and procedures related to animal bite and potential rabies exposures. ACOs may be asked to capture/control animals thought to be a threat to public safety and/or as part of the restraint necessary for physical exams or medical procedures. ACOs may be asked to interface with local public health in regard to animal bites or other rabies oriented issues that may arise as part of an emergency response. ACOs may also be asked to feed and exercise animals, clean areas where animals are hospitalized/housed/sheltered and/or perform basic medical record keeping and/or clerical duties.

Education/Experience Required: Minimum one year of experience as an ACO and completion of the Virginia Department of Agriculture and Consumer Services' Virginia Animal Control Officer Training Standards

Veterinary Assistants:

Those wishing to serve in the capacity of a veterinary assistant must:

- Present evidence of at least two years animal handling experience
- Present written recommendation from a veterinarian with whom he/she has worked
- Complete training outlined for members and additional training as appropriate to any specialty service or leadership activities.
- Participate in team trainings on a basis determined by the team leadership, but at least annually
- Be a member in good standing of a CART prior to participating in any additional response efforts (i.e. deployment to another locality or state)
- Be at least 18 years of age

Veterinary assistants will support the VMOs and/or the LVTs in providing a range of veterinary and animal husbandry services needed during a disaster. Veterinary assistants may be asked to feed and exercise animals, restrain and handle animals, clean areas where animals are hospitalized/housed/sheltered and/or perform basic medical record keeping and/or clerical duties.

Education/Experience Required: minimum two years experience of animal handling experience and a written recommendation from a veterinarian with whom he/she has worked.

Other interested parties

Those wishing to fulfill other roles within a CART must:

- Present documentation, licenses and/or certificates, where appropriate, related to the role or present evidence of knowledge/skills germane to the desired role for review by the team leadership
- Participate in team trainings on a basis determine by the team leadership, but at least annually
- Be a member in good standing of a CART prior to participating in any additional response efforts (i.e. deployment to another locality or state).
- Be at least 18 years of age

The SART BOD recommends that CART leadership use the FEMA document “Animal Emergency Response (AER) Positions Credentials” to assess the credentials of other interested parties. This document can be found within the Resource Management section of the FEMA website at http://www.fema.gov/emergency/nims/rm/job_titles.shtm .

Training

All CART members

Note: All required training must be completed within the first year of membership.

Required:

- IS-700: National Incident Management System (NIMS), An Introduction
- IS-100: Introduction to the Incident Command System (ICS)
- IS-200: ICS for Single Resources and Initial Action Incidents
- IS-5.A: [An Introduction to Hazardous Materials](#)
- Adult CPR training (to be renewed annually)
- Standard First Aid
- Review of Medical Reserve Corps 101
- Review of The National Response Framework's Introduction section
- Review of Emergency Support Function 11

Recommended:

- IS-10: Animals in Disaster, Module A: Awareness and Preparedness
- IS-11: Animals in Disaster, Module B: Community Planning
- Pet First Aid

Most courses are available online via the Federal Emergency Management Agency's (FEMA) Independent Study Program which can be accessed via the address below www.fema.gov/about/training/emergency.shtm

CPR and First Aid training is available through local Red Cross and American Heart Association chapters

CART members should also pursue additional training appropriate to any particular interest or specialty service they wish to offer. For instance, if a team wishes to offer animal rescue services, CART members should be trained using the courses outlined in "Animal Protection: Large Animal Rescue Strike Team," within the FEMA document "Typed Resource Definitions: Animal Health Definitions" as a framework. (This document can be found at http://www.fema.gov/pdf/emergency/nims/508-1_animal_health_resources.pdf.) In addition, training, particularly any specialty response training or training that is not available through FEMA's Independent Study Program, should be discussed and coordinated with the county emergency manager and state veterinarian's office.

In addition to animal specific issues and basic incident command training, members are encouraged to have basic knowledge in the areas of personal emergency preparedness. Resources in this area can be found at <http://www.fema.gov/areyouready/> and <http://www.vaemergency.com/prepare/index.cfm>.

