

*Community
Animal
Response Team
Workbook*

August, 2010

*It only takes one person to start a
CART.*

*One person, who cares about
animals, and never wants one to die
because of a flood, a fire, a natural
or man-made disaster, an oil spill, a
gas explosion.*

That one person can be YOU!

*Let's start the work to make it
happen!*

*Community Animal Response Team workbook created
by:*

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CHAPTER ONE: Getting excited about establishing your team!

County/City/Community _____

Step 1. List people that might serve on your CART team:

Supporting agencies (any group or other agency that could lend support in carrying out a specific duty related to emergency response and/or emergency response related to animals). Examples include:

- Department of Agriculture
- Animal Control
- Local Cooperative Extension
- Local Veterinary Association
- Local Emergency Management
- County/city board of supervisors
- Local humane groups
- Local Veterinary Practitioners
- Local rescue organizations
- Local equine and livestock associations
- Local dog and cat breeders
- Local health department
- Local National Guard units
- Local wildlife organizations and/or rehabilitators
- Virginia Animal Control Association
- Virginia Animal Fighting Task Force
- Service Animal Organizations
- Environmental Health
- Virginia Department of Transportation
- Local water rescue

List Name and Position:

Name	Position
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Step 2. Who might be appropriate to serve as Team Leader? _____

This person will be responsible for overseeing team activities and development.

General responsibilities include:

1. Working with the locality's emergency manager to integrate an animal response plan into the local emergency plan.
2. Meeting with the local emergency manager on a regular basis to seek guidance and share ideas concerning training opportunities, especially those that could include both local animal and human health responders.
3. Notifying the VA SART Office of the formation of the team and its capabilities via completion of the CART General Information and Response Capabilities Statement either on the website, letter or email.
4. Leading the team effort of identifying local, physical resources that could be utilized as part of an emergency response involving animals.
5. Leading the team effort of identifying support agencies from which the CART may draw members and with which the CART may be coordinating activities.

Step 3. Identify a CART leader:

Step 4. Who might serve as Co-chair? Identify a co-chair:

Step 5. Will any other team member be assuming any specific leadership roles during a disaster (i.e. safety officer, public information officer, logistics chief, etc?) Please take a few minutes to brainstorm who might be on your team, and what they bring to the table in terms of experience, expertise and interest. Who might be best suited to fill these positions?

Name	Experience and Expertise	Interest
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Step 6. Who is your local Emergency Manager? List contact information

Name:
Address:
Phone:
Fax:
Cell:
E-mail:

CHAPTER TWO: Developing your Community Animal Response Plan

Your CART Team Leader should meet with your local emergency manager to discuss integrating animal response as part of the locality's emergency operations plan

Review a copy of your local Emergency Operations Plan (EOP) –

How does your county/city define a disaster? This should be in your EOP.

Definition:

What disasters would be most common in your area?

Note: This information should be in your Local Emergency Response Plan, under *Hazard Analysis*.

1. _____
2. _____
3. _____
4. _____
5. _____

Make a copy of one chapter of your local Emergency Operations Plan. This will give you the format that you should use when writing your County Animal Response Plan.

Determine how many animals are in your area. Use this formula:

Number of households *times* Percentage of US households owning pets (by species) *times* average number of pets per pet-owning households (by species) = number of animals (by species)

Pet Population Estimates

A. Frequency of animal ownership in the United States

Species	Percentage of US households owning pets
Dogs	36.1
Cats	31.6
Birds	4.6
Horses	1.7

B. Average number of animals per household

Species	Average number of pets per pet-owning households
Dog	1.6
Cat	2.1
Birds	2.1
Horses	2.0

Source: U.S. Pet Ownership and Demographics Sourcebook, Center for Information Management. American Veterinary Medical Association. Schaumburg, IL 2002

You might also research other animal-related statistics for your area; cattle, farms, agricultural statistics.

Given all of this information, what are the specific needs for animal sheltering, or evacuation, in your area?

1. _____
2. _____
3. _____
4. _____
5. _____

Next: Determine where animals in your area might be sheltered during a disaster. Think about these possible options:

- Private and public shelters/pounds
- Boarding Kennels
- Boarding stables
- Agricultural centers
- Private or county/city owned multipurpose/community centers
- Civic group lodges
- Veterinary practices
- Pet stores
- Agricultural supply stores
- Tack and saddlery stores
- Grooming facilities
- Companion animal daycare facilities

List 10 potential places that might be used for animal sheltering in your community and the person in charge of these facilities, along with contact information

Potential Places	Person in Charge of Facility	Contact Information
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Once a space is designated for pet sheltering, get a copy of the floor plan. Determine the actual area for setting up crates, feeding areas, logistics, etc. How many animals can be sheltered in the space provided? How will you separate dogs and cats, for example? How long would you be able to sustain a sheltering operation using volunteers and given resources, before needing additional assistance?

What are the proposed facility’s capabilities in terms of water, electricity, generator, heating/cooling, internet accessibility? Are there kitchen facilities available for volunteers and meal preparation? What about bathrooms and sleeping quarters? Is an office part of your proposed shelter?

Obtain at least three copies of animal response plans for ideas and comparison. Have your team review the plans (see Appendix A). Also, see FEMA online courses ICS 10-Animals in Disaster and ICS 11-Livestock in Disaster.

Which plan could be tailored to meet the needs of animals in your community during a disaster? You may want to use ideas from a combination of several plans!

Do any of your local animal organizations, SPCA, shelters or sanctuaries; have their own disaster response plans? Get copies and review them carefully.

Most sheltering operations plan on sheltering animals for 72 hours. In the event that local event lasted a longer period of time, or pet owners were not able to claim their animals after 72 hours because, for example, their properties had been destroyed by a hurricane, how long do you anticipate that your CART could maintain these animals? Consider transferring these animals to other facilities.

Know your geographic area well –

Make a list of the geographical features that you would encounter in your area, should your area experience a disaster: Examples of things to think about:

Urban or Rural?

Flood plains?

Forest/wooded?

Flat lands?

High ground/low ground

Bodies of water

Gated communities?

You may want to contact Department of Forestry (others?) for flood plain maps, and view your localities GIS for other landmarks and features.

List geographical characteristics of your area:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Identify the location of animals in your area and potential human and animal resources.

Species	Location

Are there any basic assumptions that will apply to your particular sheltering operation?
Brainstorm and list:

1. _____
2. _____
3. _____
4. _____
5. _____

Develop a mission statement – what is it that your CART is committed to accomplishing?

Decide how the various participants in a disaster will organize themselves. What will each, agency, organization, group be responsible for carrying out?

Agency	Responsibility
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

What are specific responsibilities of key players, who may or may not be a member of the CART?

Name	Agency	Responsibility
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Administration and Logistics: This section will be standardized for the most part, unless your team decides to amend or make changes as would be appropriate for your area.

Take a breather – step back, get some perspective and come back to the table. Now think about whether there are assumptions that are inherent in your planning. Can you list some that may be implied in your plan?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

You've just completed the hardest part of this task. Once your Animal Response Plan is in place, you will want to review it at least once a year for updates, changes, edits.

Develop a Memorandum Of Understanding for all stakeholders to sign (see following pages)

Take your plan to your local governing body for approval as part of your Local Emergency Operations Plan.

Plan writing suggestions:

- Should be written/coordinated with Local Emergency Management using the same software and format as the existing locality plan if possible
- May include specific policies and operating procedures
- Should detail specifics in regard to plan activation
- Should be specific in regard to duties and abilities of animal care responders
- Should be specific in regard to support groups' duties and abilities in regard to animal care responders. For example, will human shelters provide accommodations and food support to pet shelter staff?
- Should be written with all hazards in mind, but with priority given to those hazards that are most likely in your locality
- Should be written with job/functional titles, not names, included

Consider including in your plan:

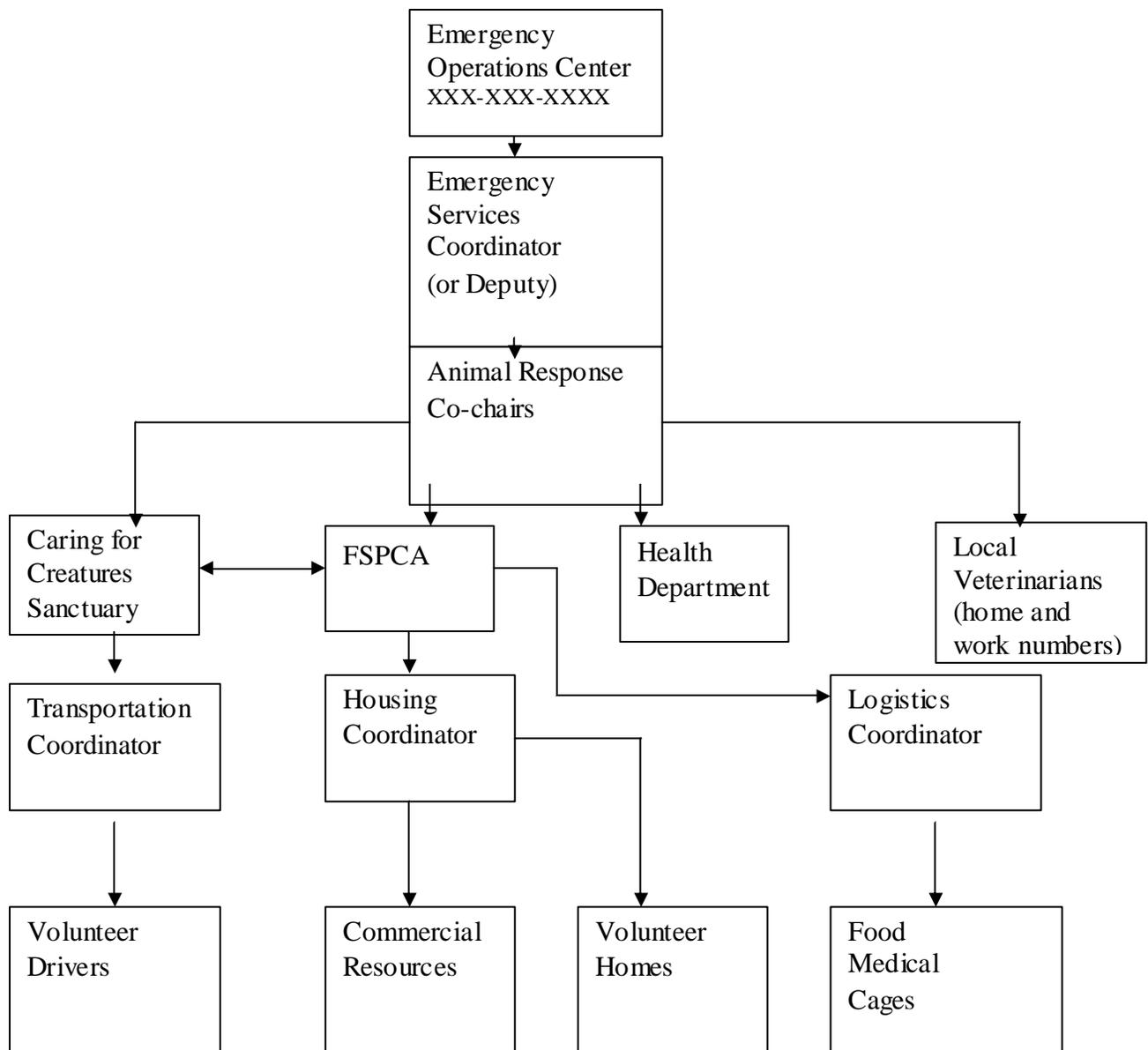
- Contact information for all members
- Local emergency support contact information (including 911)
- Local public health contact information
- Local cooperative extension contact information
- Local environmental quality contact information
- Contact information for all local animal related facilities (i.e. veterinary hospitals, boarding kennels, zoos, boarding stables etc.,)
- Evacuation plan
 - Transportation plan for pet evacuation
 - Transportation plan for special needs individuals with pets
 - Transportation plan/guidance for horse and livestock owners
- Alternate plans to fulfill emergency response capabilities if facility evacuation is necessary (i.e. due to loss of utility services, physical damage etc.,)
- Protocol for intake, admission and/or registration of animals into shelters or field hospitals including a plan for identifying animals and the procedure by which animals will be released from the facility
- Documentation protocols in regard to animal inventory, veterinary medical records and responder/owner/caretaker injury
- Disposal plan for medical waste and carcasses

- Communications plan
- Activation and deactivation plans
- Plan review and update intervals
- Public information plan/coordination with lead agency
- Referral plan for cases that require more advanced or prolonged care

As you work through this process, cultivate and maintain relationships with local, private and government partners to build consensus and manage dissent in regard to animal emergency response.

You may want to sketch out an organizational chart. Here is one example:

ORGANIZATIONAL CHART OF EMERGENCY RESPONSE FOR ANIMALS



The administrative actions are pretty standardized. No need to reinvent the wheel here, unless you desire to do so!

Sample: Memorandum of Understanding, Stakeholders

MEMO OF UNDERSTANDING BETWEEN FLUVANNA COUNTY, THE VIRGINIA COOPERATIVE EXTENSION SERVICE, CARING FOR CREATURES (ANIMAL SANCTUARY), THE FLUVANNA COUNTY SHERIFF’S DEPARTMENT (ANIMAL CONTROL), AND THE FLUVANNA SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS.

Purpose: To clarify responsibilities in a disaster to care for animals in Fluvanna County among the agencies listed.

Background: The parties listed have developed an animal disaster plan that is an appendix to the Fluvanna County Emergency Operations Plan. To execute the plan, each of the stakeholders has designated responsibilities in responding to such an emergency. This Memo of Understanding is necessary to accomplish an effective response through cooperative efforts.

Signed:

The Virginia Cooperative Extension Service: Date

Caring for Creatures: Date

The Fluvanna County Sheriff’s Department: Date

The Fluvanna Society for the Prevention of Cruelty to Animals: Date

Fluvanna County (designated representative): Date

CHAPTER THREE: Developing your protocol

You will need to develop, or know, the protocol to address the following:

1. A transportation plan for:
 - pet evacuation, search and rescue
 - special-need individuals with pets (service animals)
 - horse and livestock owners
 - a. Determine which vehicles (or whose) will be used for transportation
2. Volunteer coordination
3. Feeding schedules
4. Walking schedules
5. Sanitation schedules
6. Registration, tag, maintain documentation
7. Establishing an isolation area
8. Disposal of deceased animals (VDOT and Environmental Health can help you here!)
9. Shelter identification – How will people know which building is the animal shelter?
10. Traffic control – usually the responsibility of the Sheriff's Department or Police Department
12. Protocol for sick and injured animals (your vets can help you here!)

Much of this will depend on whether your area elects to co-shelter humans and animals, with the plan for owners to care for their pets, or if your area elects to operate shelters where the humans and animals are separated, with volunteer staff providing the animal care.

Which key people on your team will be responsible for coordinating the various tasks as outlined in your protocol?

Looking for examples to get some ideas? They are on the next several pages!

Move slowly, be patient, and address one item from the above list at a time.

SAMPLE PROTOCOLS

Processing Incoming Animals during a Disaster

Step 1

Take animal to Animal Intake area

Step 2

Secure the animal in a cage or on a leash

Step 3

Scan the animal for a microchip and look for any tattoos – even though the owner is known, this is done so that the microchip or the tattoo number can be noted on the Animal intake form.

Step 4

Complete the Animal Intake form

Step 5

Complete the identification process

- Take (1) Polaroid picture of the animal – include the owner in the picture if they are available
- Put an identifying sticker on the Polaroid picture and attach the picture to the lower right hand corner of the Animal Intake form and file the Animal Intake form in the Owned Animal binder in alphabetical order by owner's last name

(sample of sticker that goes on Polaroid picture)

Emergency Animal Rescue Service
Intake Number _____
Intake Date _____
Male or Female _____
Animal's Name _____

- Fill out the Jiffy Tag
- Fill out the insert for the neck band and secure it around the animal's neck

Step 6

If there is a chance that the animal might bite, put a *Caution – Biter* sign on the cage or if it is a quarantined animal put a *Caution – Quarantined Animal* sign on the cage. Put a RED collar on biters and a BLUE collar on animals taking medications.

Step 7

Fill out a cage tag and have a shelter volunteer take the animal to the assigned cage or area where it will be housed, unless the animal needs to be seen by a veterinarian, then it would go to the triage area.

SHELTERING

Shelter has to be set up for at least three days and supplied for the same.

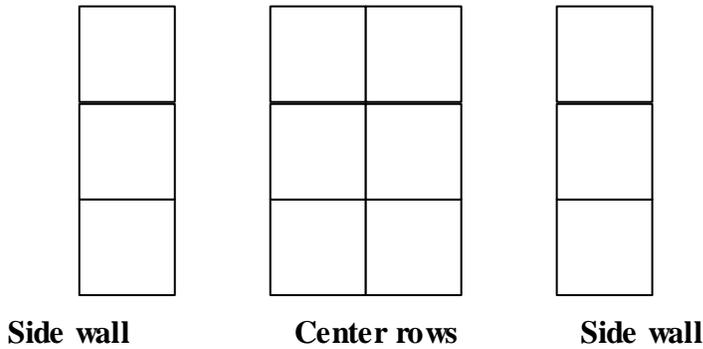
Set-up procedures:

Bowls, enough food to fill four bins, and food related items should be brought up from the storage room to the kitchen area.

Poop scoops should be outside by the back door so that people can take one on their way to the walk area.

Leashes should be by the door of each room with animals.

Crates should be set up in the auditorium first, second the stage area, and individual rooms as needed. In an isolated event, the “Dog Spot” and the room next to it should be set up first. Crates should be set up as shown in the diagram below, with as many center rows as will comfortably fit the area.



Set up 2- 6 foot tables for the intake area, and 2 table for triage
Copies of the forms are in the storage room in a plastic file cabinet. The forms should be at the intake area.

Crates for cats should be placed on the stage. The curtain should be pulled for privacy. There are lights in the stage area.

Breakdown procedure:

F-CART can start to clean and breakdown as soon as animals start to be picked up.

Crates wiped down and hosed out.

Once crates are dry, return to storage.

Litter/newspapers disposed of

Linens collected and put in plastic bag or returned to owner, if applicable

Food bowls collected, cleaned and returned to storage.

Leashes collected and returned to storage

After all animals have been pick-up the area should be washed with a Clorox and water solution.

VOLUNTEER FEEDING INSTRUCTIONS

POST ON KITCHEN CABINET

FEEDING INSTRUCTIONS – BASED ON 3 VOLUNTEERS

1 volunteer filling food bowls; 2 volunteers delivering food bowls

If 4 volunteers: 1 volunteer filling food bowls; 2 delivering food; 1 cleaning pens & assisting w/water pails

DRY FOOD IS IN METAL CANS.

USE ONE BOWL PER DOG. YOU CAN USE SMALLER BOWLS FOR SMALL DOGS.

SEE BUILDING CHART FOR # OF DOGS IN EACH AREA & SIZE OF DOGS – RECOMMEND FEEDING IN GROUPS PER AREA AS SHOWN ON BUILDING CHART.

USE WATER IN KITCHEN FOR POURING OVER DRY FOOD.

GIVE APPROPRIATE DRY FOOD/ADD SOME WATER

ADD CANNED FOOD TO BOWLS WHERE INDICATED ON FOOD CHART & MIX

PUT BOWLS IN 5-GAL PAILS IN ORDER THEY WILL BE DELIVERED. FOR EXAMPLE, IF FEEDING GROUP 1, AREA 4 BOWLS GO ON BOTTOM, THEN AREA 3, AREA 2, AND AREA 1 BOWLS ON TOP.

DELIVER BOWLS TO CRATES: SEPARATE BOWLS WHEN HOUSING MORE THAN ONE ANIMAL IN AN AREA, GIVING SPACE FOR EACH DOG TO EAT.

AFTER ALL FOOD IS DELIVERED, GO BACK TO GIVE FRESH WATER IN BOWLS & PICK UP EMPTY FOOD BOWLS. THERE IS A SCRUB BRUSH IN THE KITCHEN, WHICH CAN BE USED TO CLEAN BOWLS.

IF 3 VOLUNTEERS, ONE OF TWO FEEDERS CAN WALK DOGS AND THE OTHER TAKE WATER AROUND TO REFILL BUCKETS.

YARD CLEANING VOLUNTEER CAN TAKE A "POOP SCOOP" AND PICK UP POOPS.

TAKE ALL EMPTY FOOD BOWLS BACK TO THE KITCHEN. VOLUNTEER WHO FILLED FOOD BOWLS CAN WASH AND DRY BOWLS SO THAT THEY ARE READY FOR THE NEXT DAY/FEEDING.

WASHING/DRYING BOWLS: FILL SINK IN THE KITCHEN, DUNK DIRTY BOWL INTO WATER AND LIQUID BLEACH MIXTURE (10%), AND USE THE SCRUBBER TO CLEAN. SET CLEAN BOWLS ON TOWELS TO DRAIN; DRY W/TOWEL. STACK ON TABLE FOR NEXT DAY'S FEEDING.

POOP SCOOPING: USE LARGE GARBAGE BAGS; CAN USE A 5-GAL PAIL TO COLLECT POOPS. WHEN POOP BAG IS FULL, TIE SECURELY AND PLACE IN OUTSIDE DUMPSTER W/OTHER GARBAGE. POOPER SCOOPERS: THERE IS A SPRAY BOTTLE W/BLEACH & WATER MIX. SPRAY POOPER SCOOPER TOOLS WITH THIS MIX.

GENERAL GARBAGE: THERE IS A GARBAGE CAN W/BAG (BUNGEEED TO); PLACE ALL EMPTY FOOD CANS AND OTHER GARBAGE IN THIS CONTAINER. WHEN FULL, CLOSE SECURELY AND PLACE IN DUMPSTER.

ORGANIZE & CLEAN KITCHEN AREA BEFORE LEAVING.

LEAVE FEEDING INSTRUCTIONS IN VISIBLE LOCATION FOR NEXT GROUP OF VOLUNTEERS. POST ON KITCHEN CABINETS.

A CLIPBOARD IS ON THE TABLE W/PAD OF PAPER; PLEASE FEEL FREE TO MAKE ANY NOTES/OBSERVATIONS, ETC. – PLEASE DATE YOUR NOTE AND WRITE YOUR NAME SHOULD WE HAVE ANY FOLLOW-UP QUESTIONS RELATED TO YOUR NOTE.

THERE ARE CONTAINERS W/LEASHES, COLLARS, CLEANING SUPPLIES,
LINENS/TOWELS, ETC. – TAKE A LOOK INTO EACH SO YOU KNOW WHERE
AND WHAT IS AVAILABLE

SAMPLE:

FEEDING CHART

GROUP 1

Crate #1	1 DOG SMALL –W/ CANNED food
Crate #2	2 DOGS LARGE
Crate #3	2 DOGS LARGE
Crate #4	1 DOG LARGE

GROUP 2

Crate #5	1 DOG LARGE -W/CANNED food
Crate #6	2 DOGS LARGE
Crate #7	3 DOGS LARGE
Crate #8	3 DOGS LARGE

GROUP 3

Crate #9	2 DOGS LARGE
Crate #10	2 DOGS LARGE
Crate #11	1 DOG LARGE
Crate #12	1 DOG LARGE

GROUP 4

Crate #13	2 DOGS LARGE
Crate #14	2 DOGS MED/LARGE
Crate #15	2 DOGS MEDIUM

GROUP 5

Crate #16	2 DOGS LARGE
Crate #17	2 DOGS LARGE

ANIMAL INTAKE INFORMATION

TODAY'S DATE	RECEIVED BY (PLEASE PRINT)	TIME RECEIVED
OWNER INFORMATION (IF OBTAINED AFTER INTAKE DATE)		
NAME	ADDRESS (INCLUDE CITY & ZIP CODE)	PHONE N# (HOME, WORK, CELL)
INFORMATION PROVIDED BY (IF ANIMAL DROPPED OFF BY SOMEONE OTHER THAN OWNER)		
NAME	PERMANENT ADDRESS (INCLUDE CITY & ZIP CODE)	PERMANENT PHONE NUMBER (S)
DRIVER'S LICENST INFO: STATE _____ NUMBER _____	VEHICLE ID # NUMER _____	CELL PHONE
ANIMAL INFORMATION		
<input type="checkbox"/> DOG <input type="checkbox"/> PUPPY <input type="checkbox"/> CAT <input type="checkbox"/> KITTEN <input type="checkbox"/> LITTER (UNDER 6 WEEKS (NO IN LITTER) _____		
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<input type="checkbox"/> NEUTERED <input type="checkbox"/> SPAYED <input type="checkbox"/> UNKNOWN	BREED _____ <input type="checkbox"/> SMALL <input type="checkbox"/> MEDIUM <input type="checkbox"/> LARGE
FUR; LENGTH / TYPE COAT	COLOR(S)	TAIL: <input type="checkbox"/> LONG <input type="checkbox"/> SHORT <input type="checkbox"/> CURLY <input type="checkbox"/> BUSHY <input type="checkbox"/> CROPPED
		EARS: <input type="checkbox"/> ERECT <input type="checkbox"/> FLOP <input type="checkbox"/> CROPPED
ANY DISTINGUISHING MARKS	IF CAT, IT IS DECLAWED? <input type="checkbox"/> NO <input type="checkbox"/> YES	ANIMAL'S NAME (IF KNOWN)
		MICROCHIP OR TATTOO? <input type="checkbox"/> NO <input type="checkbox"/> YES NUMBER _____
DOES ANIMAL HAVE A COLLAR PUT ON BY OWNER? <input type="checkbox"/> NO <input type="checkbox"/> YES TYPE/COLOR _____		DOES ANIMAL HAVE AN ID TAG? (IF YES) NAME, PHONE NO/ADDRESS ON THE ID TAG: <input type="checkbox"/> NO <input type="checkbox"/> YES _____
ANY DISTINGUISHING MARKS	IF CAT, IT IS DECLAWED? <input type="checkbox"/> NO <input type="checkbox"/> YESO	ANIMAL'S NAME (IF KNOWN)
		MICROCHIP OR TATTOO? <input type="checkbox"/> NO <input type="checkbox"/> YES NUMBER _____
COUNTY RABIES LICENSE #/YR.		COUNTY WHERE ISSUED
IS ANIMAL AGGESSIVE <input type="checkbox"/> NO <input type="checkbox"/> YES <i>(IF YES, MARK CAGE)</i>	IF YES, WHAT IS THE ANIMAL AGGRESSIVE TOWARD? <input type="checkbox"/> PEOPLE <input type="checkbox"/> DOGS <input type="checkbox"/> OTHER ANIMALS	HAS ANIMAL BITTEN ANYONE? <input type="checkbox"/> NO <input type="checkbox"/> YES
ADDITIONAL COMMENTS		

ATTACH PICTURE HERE

CHAPTER FOUR: Gathering Supplies

Now, it is time to make lots of lists!

What are the basic supplies that you think would be needed to open a shelter, even if you could only shelter a limited number of animals?

Think about:

1. What species of animals will you shelter?
2. What is needed to house and support them?
3. What cleaning or other supplies will be needed to maintain the shelter?
4. What food will you need to have available?
5. Where or from whom, will you obtain veterinary services and care? Will they provide pharmaceuticals?
6. What do you need in terms of first aid supplies for both animals and humans?
7. What will you need to feed and maintain volunteers?
8. What will you use to identify animals and maintain records during the hours the shelter is open?
9. With what suppliers in your area might you establish a Memorandum of Understanding, prior to an event? (see sample “Memorandum of Understanding” with a vendor on the next pages).

IDEA!

Place ads in free classifieds of local newspapers and weekly flyers seeing donations of items from the public.

After you have gathered your inventory:

How and where will supplies, pharmaceuticals, and equipment be stored?

How will inventory be maintained and organized?

How will you choose to identify/label your inventory? Using permanent markers? Engraving? You will want to protect what is yours!

Where might you find supplies in your area?

Who might you approach to ask for supplies? This list may include vendors, private individuals, shelters, sanctuaries, and rescues.

Name	Contact Person	Address	Phone	E-mail

Go to “Supply Lists” on the next pages

Notes:

Sample: Memorandum of Understanding: Vendors

**Memorandum of Understanding
Between the County of Fluvanna
And Saddle Creek Farm & Pet Supply**

I. MISSION

The mission of the Fluvanna County Animal Response Plan is to provide guidelines for rapid response to disasters affecting the health, safety, and welfare of animals both domestic and livestock. Resources in emergency preparedness, response and recovery include but are not limited to, small and large animal care, facility usage and displaced pet/livestock assistance.

Saddle Creek Farm and Pet Supply, 3107 James Madison Highway, Fork Union, VA 23055, is a business that has supplies available for purchase including food for domestic animals, feed for livestock, and other supplies.

Together, the Parties enter into this Memorandum of Understanding to mutually provide for the sheltering of companion animals during a local event, and respond to the needs of livestock during the same. Saddle Creek Farm & Pet Supply agrees to invoice Fluvanna County in exchange for providing food and other supplies that might be needed in an event.

Accordingly, the County of Fluvanna and Saddle Creek Farm & Pet Supply operating under the MOU agree as follows:

II. PURPOSE AND SCOPE

The Fluvanna County Animal Response Plan coordinates public and private sector resources to meet the animal-service needs that may arise during an emergency including:

- Rescue and capture of animals that have escaped confinement
- Evacuation/transportation
- Sheltering
- Veterinary care for the sick and injured
- Quarantine of infectious or contaminated animals
- Disposal of dead animals

III. RESPONSIBILITIES

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU.

The initial appointees of Fluvanna County are:

Dr. Jacqueline Meyers, County of Fluvanna, 434-591-1933

Col. Eric Hess, Fluvanna County Sheriff's Department, 434-589-8211

John Thompson, Virginia Cooperative Extension Service, 434-591-1950

These individuals are authorized to spend up to \$1,000.00 per event.

Any amount over the \$1,000 limit must be authorized by the County Administrator or the Assistant County Administrator.

The initial appointees of Saddle Creek Farm & Pet Supply are:

Mark Brown

Owner

434-842-9000

The parties agree to the following task for this MOU:

The Fluvanna County Animal Response Team will purchase food and supplies needed during a local event from Saddle Creek Farm & Pet Supplies.

Saddle Creek Farm and Pet Supply will sell animal feed and supplies to Fluvanna County to maintain domestic animals and livestock as needed during an event.

Saddle Creek Farm & Pet Supply will invoice Fluvanna County for purchases made during an event and receive payment under net 30 terms.

IV. TERMS OF UNDERSTANDING

The term of this MOU is for the period of one year from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed at least once each fiscal year to ensure that it is fulfilling its purpose and to make any necessary revisions.

Either organization may terminate this MOU upon 30 days written notice without penalty or liabilities.

AUTHORIZATION

The signing of this MOU is not a formal undertaking. It implies that the parties will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its future development.

County of Fluvanna

Name:

Title:

Signature:

Date:

Saddle Creek Farm & Pet Supply

Name:

Title:

Signature:

Date:

SAMPLE: Supply Lists for Sheltering

**Virginia State
Pet Shelters'
Supplies
Updated June
2, 2008**

ITEM	QTY	VENDOR	PRICE		O R	EAC H	TOTA L
			EACH	TOTAL			
Registration: Per Shelter							
Radio's (walkie-talkie 2pk)	2	Home Depot	\$89.00	\$178.00			
Cell Phone	2						
Polaroid Camera 600 or Digital	2	Office Depot	49.99	99.98			
Camera Mini Digital Photo Processor	2	Office Depot	29.99	59.98			
Photo Processor	1	Office Depot	\$49.99	\$49.99			
Paper 100/pk	10	Office Depot	\$12.99	\$129.90			
Pens 12 per box	1	Office Depot	2.89	\$2.59			
Markers 12 per box							
Sharpie	1	Office Depot	7.79	\$7.79			
Note Pads 8X11 12 pk	1	Office Depot	5.99	\$5.99			
4 x 6 cards pk of 500	1	Office Depot	3.19	\$3.19			
Duct Tape	6	Home Depot	5	\$25.00			
Folding tables 6 ft.	3	Home Depot	\$44.97	\$134.91			
Folding chairs	8	Home Depot	\$14.97	\$119.96			
Signage	4						
Front Line Flea & Tick Spray	6						
Flea combs	6						
Micro Chip Scanner	1						
Easel stands for signage	4						
Registration Per 200 Animals							
Pet Registration Forms/sets	300						
Ziplock plactic bags 8x11	500			\$50.00			

Polaroid film 2 pk 10 inch colored ID	10		\$22.00	\$220.00
bands Hosp	500	Hosp Supply		42.00
20 inch colored ID bands Hosp	500	Hosp Supply		47.00

Kennel Area Per Shelter

		C		
6-foot Catch pole	1	Specialties	\$58.00	58.00
Magnum Cat net (short handle fish net)	1	livetrap.com	\$100.00	100.00
Flashlights D Cell	6		\$10.79	64.74
Batteries D Cell 12 pk	2	Home Depot	\$10.99	21.98

Kennel Area Per 200 Animals

Cargo Trailer 8x20x7 high	1	Haulmark	\$7,000.00	7,000.00
Dog Crate 48 X 32 X 35	10	Pet Edge	\$125.00	1,250.00
Dog Crate 40 X 27 X 30	25	Pet Edge	\$78.00	1,950.00
Dog Crate 36 X 24 X 26	165	Pet Edge	\$60.00	9,900.00
Crate delivery charge		Pet Edge Jeffers Pet Supply	\$450.00	450.00
Dolly bases 42 X 24	5	C	\$62.50	312.50
Disposable Litter trays 11x8 (Shirt boxes)	500	Specialties	\$0.21	105.00
8 oz. food trays	1000	C Specialties		26.00
Molded fiber food bowls	250	C Specialties		83.00
Latex gloves- medium	100	C Specialties		6.00
Latex gloves-large	100	C Specialties		6.00
Vinyl aprons	12	C Specialties		23.00
16-inch leather gloves (Welder's gloves)	2	C Specialties	\$35.00	70.00
leather garden gloves	3	Home Depot	\$7.00	21.00

Garbage bags-box of 150 44 gal	1	Solutex	\$33.00	33.00
Garbage can with wheels 44 gal	2	Solutex & Target		120.00
6 mil plastic 10' X 100'	4			156.00
Dog waste bags 2 X 27' tie down straps	1000			14.00
30" iron anchors	2			32.00
cases paper towels	4			20.00
4' X 60' rubber runner mat	2	Solutex		70.00
100' hoses	2	Rand		576.00
Portable fans 20" Extension Cord HD 100 ft.	2	Solutex		80.00
Bleach 1 gal	4	Home Depot	24.99	99.96
Push broom(floor sweeper)	6	Home Depot	54	324.00
	8	Home Depot	1.99	15.92
	2	Target	9.99	19.98

ITEM	QTY	VENDOR	PRICE		O R	EAC H	TOTA L
			EACH	TOTAL			
Mop bucket w/ringer	2	Home Depot	\$39.98	\$79.96			
Large sponges	8	Home Depot	\$2.60	20.80			
32-oz spray bottles	24	Home Depot	\$3.97	95.28			
Pet First Aid Kit	2	Solutex	\$30.00	60.00			
Hand sanitizer	20	C Specialties	\$16.00	320.00			
Fire Extinguisher	2	Home Depot	\$19.97	39.94			
25-lb bag cat litter	20	Care Fresh	\$2.95	59.00			
Rolls of duct tape	5	Home Depot	\$5.00	25.00			
Twist ties	500			0.00			
Leashes	50		\$0.55	27.50			
Muzzles assorted size sets-7	4		\$34.00	136.00			
Directional Signs	5			0.00			
Cat food							
Dog food							
Hand held can opener	4						
TOTAL				25,047.8			4

SOURCES & ADDRESSES

C-Specialities, Inc.

P.O. Box 68591
Indianapolis, IN
46268-0591
Fax: 1-800-875-
7065

Jeffers Pet Catalog
P.O. Box 100, Dothan, AL
36302-0100
1-800-533-3377/fax 1-334-
793-5179

Pet Edge
P.O. Box 128
Topsfield, MA
01983-0228

RAND
P.O. Box 3003
Pawtucket, RI
02861
1-800-366-2300
www.randmh.com

CHAPTER FIVE: Locating and retaining volunteers

How will you pursue recruiting and retaining volunteers?

Where, in your area, could you obtain free classified listings in your local newspapers, weekly flyers, etc. to solicit volunteers?

Request volunteer lists from your local animal organizations and make an appeal for their participation as a CART volunteer.

Can you contact your local United Way and solicit volunteers through their website?

Local colleges and universities may have a volunteer center or organization, as well as approaching sororities and fraternities.

Ask your friends, and ask your friends to ask their friends! Animal loving people usually know other animal loving people! Contact your local or regional Voluntary Organizations Active in Disaster (VOAD); liaison with local agency/organization managing the Volunteer Reception Center.

List ways that you might identify volunteers for your CART:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Where might go to find potential volunteers?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Database

Develop and maintain a database of your volunteers with all relevant contact information; addresses, e-mail, home/work phone and cell phone numbers. **UPDATE THIS INFORMATION FREQUENTLY!** Contact information changes, people move from an area, or their life situation changes in ways that may prohibit them from volunteering. Don't be caught off guard with an outdated list!

Working with Volunteers

Working with volunteers is usually a little different than working with paid staff. You'll want a "heads up" on how to make the sheltering experience a positive one for both your CART and your volunteers. If you have a local chapter of United Way, they can provide you with LOTS of information on working with volunteers. Another excellent resource is the FEMA online course, IS-244, Developing and Managing Volunteers.

Volunteers want to feel successful at the task that they have been given to accomplish. Post directives in places where they can be easily seen. Be sure everyone knows their role and the tasks to which they are assigned. Remember name tags and/or any other method to identify your volunteers, t-shirts, vests, armbands, etc. They want to be recognized for what they are doing, and your team will want to know at a glance who is a volunteer. Team building is important; give lots of support and remind your volunteers to be supportive of each other.

Health concerns for humans – Physical and Mental Health

Many well-meaning, well-intentioned, volunteers may not have prior experience working in a shelter environment. They may experience stress from the physical labor, working long hours, being exposed to animals that are also stressed, ill or injured. You will want to provide for their need for counseling and support. Contact your local Community Service Board and ask for counselors that might be willing to make themselves available at a shelter for the staff and volunteers. You might also approach private providers, such as Family Preservation Services that have offices in several areas of the state, though there are many located throughout the State of Virginia. They, too, are often willing to offer the assistance of their mental health services, **at no cost**, during an event.

The Red Cross will be available through the shelters for humans to help with any health concerns that might arise. Know how to contact them in your area during an event – that's what they are there for! Also, your Local Medical Reserve Corps can provide a "Psychological First Aid" course for your community.

Supplies for Volunteers!

Let your volunteers know ahead of time what you will supply for them at the shelter (food, drinks, cot, etc.) and what they will have to bring with them. Create a list and make it available well in advance of an actual sheltering situation. Give your volunteers time to collect their supplies! Let them be as comfortable as possible – they will be more likely to come back next time! Take a look at the supplies volunteers should bring with them to a shelter (next page).. Some items are required, some are optional, and some depend on the type of event. Prepare, prepare, prepare!

Volunteer appreciation

Appreciation and rewards, rewards, rewards! This can be something as simple as a round of applause or a few posters hung in your shelter that have encouraging, motivating messages. Encourage your volunteers and make it clear that they are making a difference in the life of an animal – your volunteers will love you for it! What about a party afterwards to thank them for their efforts? Everyone wants to feel like they are a part of something greater than themselves – make them feel good about volunteering with your CART!

SAMPLE: Supply Lists for Volunteers and CART Volunteer Information Form

September 2009

Purpose: The purpose of this document is to offer general guidance to animal response team volunteers in regard to equipment and supplies they may need during a deployment. This is not meant to be an exhaustive list and each volunteer should always inquire via his team's leadership prior to any deployment if there are any specific pieces of equipment or supplies recommended for that particular mission.

Pre-deployment Personal Preparedness Check List

Depending on the type of deployment, how long you anticipate being deployed, the type of conditions under which you anticipate working and how accessible you will be to facilities that are fully functional, you may want to consider your need for the following when deployed:

Gear:

- Flashlight
- Whistle
- Sweatshirt
- Small Tent
- Ground cloth
- Sleeping bag
- Air mattress and inflator for air mattress
- Pillow
- Bungee cords
- Compass
- Duct tape
- Ear plugs
- Multi-tool
- Sharpie (laundry marker)
- Uniform boots (work)
- Waterproof boots or rubber foot wear
- Evening shoes (for when work shoes are drying)
- Socks
- Belt
- Knit shirts
- Bandana
- Undergarments & sleepwear
- Battle Dress Uniform (BDU) pants
- Non uniform pants
- Non uniform shirt
- Shorts or bathing suit (may need to shower in mixed company)
- Shower shoes

Latex gloves
Insulated gloves (cold weather)
Heavy duty work gloves
Rain gear
Batteries (replacements)
Phone numbers of team contact person/team leadership contact info
Dispatch number
Identification badge
Hard hat
Hat with brim
Goggles
Sunglasses
Tyvek suit
Watch
Bottled water
Electrical tape Duct tape
Eating utensils, camping plate and cup
Canteen or camelback for water
Spare batteries

Personal items:

Prescription medications (at least a 14 day supply)
Over-the-counter medications used on a regular basis (at least a 14 day supply)
Personal medical equipment (i.e. hearing aids, insulin syringes, inhaler, etc)
Personal hygiene supplies (i.e., soap, shampoo, comb, hand sanitizer, hand lotion, toothbrush, etc.,)
Positive form of identification
Person emergency contact information
Personal first aid kit
Money (Cash)
Credit card
Immunization record
Towels
Trash bags
Notebook/steno pad
Pens
Travel itinerary
Deployment orders
Cell phone and charger
Laundry bag (mesh ideal)
Alarm clock
Insect repellent
Sunscreen
Camera/film
Lip balm
Sunscreen

Community Animal Response Team (CART) Volunteer
Information Form
September 2009

Purpose: The purpose of this form is to gather contact, training, experience and basic medical information from each volunteer. This information helps each CART's leadership determine the skills and resources the team will be able to offer and helps identify any issues the leadership may need to take into consideration for each volunteer. *Please note that it is the volunteer's responsibility to alert his team's leadership with regard to any changes associated with this information especially any changes that would affect his performance or abilities if deployed.*

Name	Date of Birth
Address	City State Zip Code
()	() ()
Daytime Phone #	Evening Phone# Cell Phone #
Email Address(es)	

Skills / Experiences (mark all that apply)

<input type="checkbox"/> Veterinary Medicine	<input type="checkbox"/> Dog Trainer	<input type="checkbox"/> Communications / PR
<input type="checkbox"/> Livestock Handling	<input type="checkbox"/> Animal Groomer	<input type="checkbox"/> Computers/ Web Design
<input type="checkbox"/> Small Animal Handling	<input type="checkbox"/> Certified in Human First Aid	<input type="checkbox"/> Certified in CPR
<input type="checkbox"/> Exotics and Wildlife Handling	<input type="checkbox"/> Certified in Pet First Aid	<input type="checkbox"/> Administration / Management
<input type="checkbox"/> Equine Handling	<input type="checkbox"/> Dog Club Member	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Animal Sheltering	<input type="checkbox"/> Boarding Kennel Experience	<input type="checkbox"/> Photography
<input type="checkbox"/> Wildlife Rehabilitation	<input type="checkbox"/> Customer Service	<input type="checkbox"/> CDL License
<input type="checkbox"/> Stable Management	<input type="checkbox"/> Amateur Radio Operator	<input type="checkbox"/> Heavy Equipment Operator (i.e. forklift)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Driver's License

Other (please specify) _____

Willing To Do (mark all that apply)

<input type="checkbox"/> Animal Care	<input type="checkbox"/> Animal Rescue	<input type="checkbox"/> Manage Phones
<input type="checkbox"/> Animal Health Care	<input type="checkbox"/> Office Work	<input type="checkbox"/> Damage Assessment
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Driving	
<input type="checkbox"/> Large Animal Transport	<input type="checkbox"/> Shelter Clean-up	

***Training Experience (mark all that apply)**

<input type="checkbox"/> VMD/DVM	<input type="checkbox"/> IS 100a (Intro to ICS)**	<input type="checkbox"/> IS 700 (NIMS Intro) **
<input type="checkbox"/> LVT	<input type="checkbox"/> IS 200a (ICS for Single Resources) **	<input type="checkbox"/> IS 800b (NRF Intro)
<input type="checkbox"/> Permitted Rehabilitator	<input type="checkbox"/> ICS 300 (Intermediate ICS)	<input type="checkbox"/> IS 10 (Animals in Disasters)
<input type="checkbox"/> HAZMAT Awareness	<input type="checkbox"/> ICS 400 (Advanced ICS)	<input type="checkbox"/> IS 11 (Animals in Disasters)
<input type="checkbox"/> Other (please specify below)		<input type="checkbox"/> IS 111 (Livestock in Disasters)

*See CART Roles and Responsibilities for required training or experience.

**Minimum requirement for deployment.

Vaccination / Medical History (mark all that apply)

<input type="checkbox"/> Rabies Pre-exposure	<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Hepatitis B
Date	Date	Date	Date
<input type="checkbox"/> Rabies Titer	<input type="checkbox"/> Titer Result:_____	<input type="checkbox"/> Respirator Fit Tested	<input type="checkbox"/> Seasonal Influenza Vaccine
Date		Date	Date

Do you have any physical restrictions/disabilities/chronic medical issues? Yes No
If yes, please describe below.

Is there any additional health information you think would be important to disclose in case of a medical emergency while deployed?
Yes No If yes, please describe below.

Do you have medical insurance? Yes No

Please list below information about contacts in the event you are injured while deployed:

Primary contact: _____

Relationship to member: _____

Address: _____

Phone numbers (daytime & evening): _____

Secondary contact person: _____

Relationship to member: _____

Address: _____

Phone numbers (daytime & evening): _____

Do you have your own transportation? Yes No

Do you have any equipment / products/resources that you could offer the team? If so, please describe below.

Please answer the following. For any affirmative response, please attach an explanation of the occurrence(s), making sure to include dates, agencies involved, case numbers, disposition and any additional information that you feel would assist us in making a membership decision:

1. Have you ever been convicted of animal cruelty or neglect? Yes No

2. Have you ever knowingly obtained an animal illegally? Yes No

3. Have you ever been arrested for, charged with, or convicted of a felony or non-traffic misdemeanor? Yes No

Please sign your name next to the following statements to indicate that you have read and understand each one.

1. I understand that I may be subject to a background check as a part of the application process. _____

2. I understand that my application may be declined for any reason without explanation. _____

3. I understand that the supervising authority may dismiss me from the team for any reason without explanation. _____

CHAPTER SIX: Training!

List all of the people in your CART and their training, relevant to disasters:

Name	Training
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

What are people lacking in the way of training? Who needs to pursue training to be in compliance with the requirements of their Local Emergency Planning Committee and animal sheltering? Contact your Emergency Manager and find out what the requirements are for training.

Plan for and take opportunities to participate in exercises in order to practice the plan and work with other area responders.

What trainings are being offered through your Local Emergency Planning Committee? Ask if an animal scenario can be added to a table top or hands-on exercise.

Know what classes are offered through FEMA online courses. Go to:

<http://www.training.fema.gov>

Go to the website of the organizations such as Humane Society of the United States, Noah's Wish, American Humane Association. They have on-going classes across the country on sheltering.

There may be a shelter or CART or other animal organization in your area that will bring in trainers from one of these larger groups. After your CART is established, you may want to host your own trainings.

When thinking about training, don't forget your State Animal Response Team! They also post train links on their website <http://www.vasart.org>

CHAPTER SEVEN: Assessing your strengths, knowing your limitations

Answer the following questions:

What is the scope of services that your team will be able to provide? (Check all that apply)

- Animal Sheltering
- Veterinary Medical Clinical Services
- Animal Rescue Large Small Large and Small
- Disease Outbreak/Depopulation

What types of services is your CART not able to provide?

What types of animals is your CART not able to provide services for?

What resources (i.e., facilities, equipment, pharmaceuticals, local support agencies/groups) do you have available to support your CART's response capabilities?

Think about how and where supplies/equipment/pharmaceuticals will be maintained by your CART, in terms of storage and maintenance in the future. Do you foresee any difficulties? How will inventory be maintained? Who will be responsible?

How often is it practical for your team to review your plan?

What goals and objectives are in place to grow in the future?

What is your current "wish list" (this might be in terms of supplies, trainings, volunteers, facilities, etc.)?

List "lessons learned" to date:

What are the strengths of your CART at this point in time? Force yourself to create a list as long, if not longer than your weaknesses. It is usually easier to list the weaknesses over your strengths.

What will you specifically address in your next phase of development?

CHAPTER Eight: Helping others help themselves

Make a list of all the local pet-friendly hotels, boarding facilities, veterinary hospitals, boarding stables, so that individuals with the means to do so, may find alternative arrangements during a disaster for both their animals and themselves.

Download free materials on preparing for a disaster and distribute to the public through tabling efforts, your Animal Control Officers, veterinary practices, etc.

Downloadable materials for the public can be found at:

www.humanesociety.org

www.americanhumane.org

www.fema.gov/individual/animals.shtm

www.avma.org

www.redcross.org

Type “disasters” in the “search” located at the top of the page, and a pdf file of the free brochure will appear.

There are many more brochures available, which you can find by using a search engine such as Google.

Think of ways your CART can educate the public about animal emergency response.

- Take advantage of media opportunities to educate the public about what they can do for themselves before a disaster occurs.
- Distribute door stickers “In Case of Emergency, please save my pet(s)”, so that emergency responders will be aware of animals located in residences, should there be a problem.
- Volunteer to speak to local groups and to school children on disaster response
- Speak at church groups and Sunday schools
- Stage a “mock” disaster training during a public, outdoor event
- Contact the media to do newspaper articles, television “spots”, radio interviews, on your CART
- If you own a trailer, decal it with CART – people will ask questions when they see it parked or driving by!



Frequently Asked Questions

1. *What is the appropriate manner in which to approach community resources, i.e., by phone, letter, e-mail or direct contact?*

It is probably more practical to first contact people by phone, in order to arrange a meeting where you can meet and have a discussion face to face. You will want to meet them, and they will want to meet you. Since everyone is very busy, setting up a mutually agreed upon meeting time is your best bet.

2. *If I get stuck, who can I contact for help?*

You can contact Virginia SART at:

VASART

3801 Westerre Parkway, Suite D

Henrico, VA 23233

Tel: 804-346-2611

Fax: 804-346-2655

E-mail: virginiasart@aol.com

3. *What the responsibilities of the co-chair?*

The responsibilities of the co-chair are essentially the same as for the chair. Each locality can decide how they wish to divide responsibilities, but the co-chair should plan on filling the shoes of the chair, should that be needed.

4. *Where do you find your communities Emergency Operation Plan?*

There should be several copies in your localities

Administration building, but I would first approach your Emergency Manager to obtain a copy.

5. *What about training for volunteers? Are the requirements the same as for the team members?*

You can never have too much training! Volunteers may take a little longer to "catch up" with the level of training that the CART team members have, but all should be encouraged to get as much training as possible. It never hurts to take a refresher course from time to time, even after you've taken some of the courses.



RESOURCES

VA SART website: <http://virginiasart.org>

Fluvanna and Chesapeake Animal Response Plans (samples for use with Chapter Two materials):

- Go to the VA SART Website and click on Community Animal Response Plans: Approved CARTS/Chesapeake
- Go to the VA SART Website and click on Resources – additional resources – County Response planning – Fluvanna County

Sample plan for starting a Community Animal Response Team (CART)

- Go to the VA SART Website and click on Community Animal Response Plans

VASART Policies, Standards and Indemnity

- Go to the VA SART Website and click on Community Animal Response Plans

VA SART Organizational Structure: Roles and Responsibilities

- Go to the VA SART Website and click on Community Animal Response Plans

Community Animal Response Team (CART): General Information and Response Statement Capability

- Go to the VA SART Website and click on Community Animal Response Plans