

## **Community Animal Response Team (CART) Annual Recertification Requirements and Guidelines**

CART leaders are responsible for maintaining current team records and communicating with their local emergency managers and the Virginia State Animal Response Team Board of Directors (VASART BOD) in regard to issues associated with team readiness. CART leaders should meet with their local emergency managers at least annually to review issues and documents that may affect team readiness at the local level and update documents and policies in coordination with local emergency managers as necessary. On an annual basis, sometime during the anniversary month of a team's founding, CART leaders must submit a Community Animal Response Team (CART) General Information and Response Capability Statement to the VASART BOD annually highlighting any changes in team personnel and scope of services.

CART leaders should maintain and be able to produce upon request of the VASART BOD or emergency management personnel current versions of the following documents: (i) a signed Code of Conduct form for every team member, (ii) a signed Policies, Standards and Indemnity Agreement for every team member, (iii) CART Volunteer Information Forms (including documentation of training each volunteer has completed, background checks and any licensing information necessary as per the requirements detailed in the CART Member Roles and Responsibilities document for every team member, (iv) team leadership roster, (v) memoranda of understanding or mutual aid agreements the team has with local support groups or other jurisdictions and (vi) current equipment inventory and the locality's emergency response plan. Team leaders should also develop written protocols and standard operating procedures as they relate to the team's scope of services and have those available upon request as well.

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