

Community Animal Response Team (CART) Annual Recertification Requirements and Guidelines
Document last updated: January 27, 2017

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. 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. In any year for which there are no changes in these areas, CART leaders will submit instead an "Annual Recertification Written Statement" to that effect annually on the date of their approval as a CART.

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.

Virginia State Animal Response Team
Annual Recertification Written Statement

All community animal response team (CART) leaders are responsible for ensuring team readiness and routinely assessing team capabilities. CART leaders should alert their local emergency managers and the Virginia State Animal Response Team's (VASART) Board of Directors (BOD) at anytime significant changes occur that would affect a CART's capabilities if deployed. In addition, CART leaders are responsible for maintaining current information about team members and team capabilities and should be able to share any information in that regard upon request by either a local emergency manager or the VASART BOD. For any year in which there have been no significant changes to a team's response capabilities, this form may be used to document that.

Team: _____ Team Leader: _____

Date of most current draft of team's CART Capability Statement _____

By signing below, I affirm that the CART capability statement dated _____ associated with the _____ Animal Response Team reflects

this team's current membership and response capabilities. In addition, I affirm that, as team leader, I can produce, upon request of my locality's local emergency manager or VASART BOD any/all of the following:

1. A signed Code of Conduct form for every team member.
2. A signed Policies, Standards and Indemnity Agreement for every team member.
3. A CART Volunteer Information Form (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.
4. Team leadership roster.
5. Any memoranda of understanding or mutual aid agreements the team has with local support groups or other jurisdictions.
6. Current equipment inventory and the locality's emergency response plan.
7. Any written protocols and standard operating procedures as they relate to the team's scope of services.

Team leader signature

Date

Local Emergency Manager

Date