



# **New York State Department of Agriculture and Markets**

**A Standard Operating Guide for the  
County Animal Response Team Program**



# Table of Contents

## **Section I**

Introduction	3
Objective	3
Scope	3
Authorities/Mandates	4
Assumptions/Factors	5
Definitions	6

## **Section II – Readiness**

Roles/Responsibilities	7
------------------------	---

## **Section III – Response**

Roles/Responsibilities	10
------------------------	----

## **Section IV – Administrative**

Roles/Responsibilities	11
------------------------	----

## **Section V – Attachments**

Attachment 1 (Article 26- B)	13
Attachment 2 (Animal Emergency Response Positions Credentials)	14
Attachment 3 (Code of Conduct)	30
Attachment 4 (Required Trainings)	33

## **SECTION I – INTRODUCTION**

New York State is susceptible to a variety of disasters and emergency situations. These events can affect animal populations as well as human populations. This Standard Operating Guideline (SOG) outlines the approach that the New York State Department of Agriculture and Markets and participating counties intend to take in providing local volunteer emergency services for the protection of animals through the County Animal Response Team (CART) program. To obtain the benefits of this program, participating counties agree to follow the guidelines and procedures outlined in this document.

### **1.1 Objective**

This SOG provides general guidance to participating counties for the establishment, eligibility, notification, deployment and demobilization of qualified volunteers within their jurisdiction.

This SOG will be consistent with regulations required by New York State Agriculture and Markets Law, Article 26-B, which address the formation, training, appointment and activation of response teams.

### **1.2 Scope**

This SOG serves as the mechanism for ensuring the uniform administration of volunteer information, training verification, credentialing, deployment and demobilization for purposes outlined in New York State Agriculture and Markets Law, Article 26-B. It communicates the basic requirements and activation process for participating counties to utilize qualified CART volunteers for disaster preparedness, response and short-term recovery activities. Adoption of the CART program and adherence to the regulations ensures that qualified volunteers will be covered by Article 26-B.

This SOG and the program's basic requirements serve as a baseline to qualify volunteers for the provision of Article 26-B. The participating county has direct oversight of the CART serving its jurisdiction. Participating counties may dictate the development of CART capabilities, capacity, management, and additional policy and procedure.

This SOG does not impose a CART organizational structure; assignment of responsibilities; or components to the local emergency operations plan and procedures outside of the scope of this document.

### **1.3 Authorities/Mandates**

- New York State Executive Law, Article 2-B, established the State Disaster Preparedness Commission (DPC). Its responsibilities include the development of State disaster preparedness plans. These plans include the utilization and coordination of programs to assist individuals with household pets and service animals following a disaster, with particular attention to means of evacuation, shelter and transportation options.

In addition, the DPC is responsible for the direction of state disaster operations and coordination of those operations with local disaster operations following the declaration of a state disaster emergency; and coordination of federal and state recovery assistance. Under the State's plan, New York State Department of Agriculture and Markets is the supervising agency for agriculture and household pet emergency support functions.

Accordingly, under a State Declaration of Disaster Emergency, the Governor may issue an Executive Order that directs state agencies to take such actions as may be necessary to protect public health and safety. State assets can be activated and utilized absent a gubernatorial declaration, with some limitations.

- New York State Agriculture and Markets Law, Article 26-B authorizes the Commissioner to establish state and county animal response teams. Article 26-B also provides that the Commissioner shall promulgate rules and regulations relating to the formation, training, appointment and activation of such teams. In addition, the Commissioner may appoint qualified volunteers to such teams. A "qualified volunteer" shall mean a person who does not receive compensation, who has fulfilled the training requirements stated in this document, and has either

- been activated by directive of the Commissioner or is acting in an official capacity of the animal response team pursuant to guidelines established by the Commissioner. The Commissioner has given authority to the County Emergency Manager to activate, oversee and demobilize the CART in their county.
- Individuals appointed to an animal response team shall be deemed volunteer state employees for purposes of section seventeen of the public officer's law and section three of the workers' compensation law.
  - The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5196b) as amended by the Pets Evacuation and Transportation Standards Act of 2006, requires that State and local emergency plans take into account the needs of individuals with household pets and service animals before, during, and after an emergency.
  - The Pet Evacuation and Transportation Standards Act of 2006 prompted the amendment of Article 2-B of the New York State Executive Law to include the utilization and coordination of programs to assist individuals with household pets and service animals following a disaster, with particular attention to means of evacuation, shelter and transportation options.

#### **1.4 Assumptions/Factors**

- All emergencies and disasters start and end locally.
- County government has the general responsibility for planning and implementing mitigation, preparedness, and response and recovery measures to protect its jurisdiction.
- Emergency situations, whether natural or man-made may place animal and human populations at risk.
- A disaster may result in the release of a significant number of otherwise confined pets and animals.
- Any emergency requiring the evacuation and sheltering of humans may also require evacuation and sheltering of household pets and animals.

- Rapid and efficient coordination of resources enhances the ability to respond to a disaster/emergency effectively, thus increasing the probability of the best possible outcome. CART integration into the local Incident Management System facilitates the capability to respond to animal emergencies effectively.
- Identifying and utilizing the most appropriate resources to achieve an objective increases the probability of success. CART development and integration into incident response creates a specialized capability to manage animal emergencies.
- The sheltering, protection, evacuation, transportation and care of pets and animals are primarily the responsibility of the animal owner. However, during a disaster a number of animal owners will not have the resources or the ability to perform these activities without assistance.
- Owners of agricultural livestock and other farm animals affected by a disaster may require assistance to protect, evacuate, rescue, shelter and/or care for these animals, which may be large in size and/or number.

### **1.5 Definitions**

County Animal Response Team (CART) – An organized group of individuals that have received training in the Incident Command System, National Incident Management System and HAZMAT Awareness, and have agreed to volunteer their time to assist animals impacted by a disaster/emergency. Some team members may have additional skills and specialized training in various animal handling, health, husbandry and disaster response-related functions. In general, these teams are organized and utilized for emergency/disaster response at the county level. County emergency management officials and their designees have direct oversight of the management and activation of the CART within their jurisdiction. The CART is integrated into the Incident Command System structure. All team members have completed required training and signed a Code of Conduct establishing basic rules and expectations of CART volunteers.

Empire State Animal Response Team – Is a state level organization created to develop plans, policies, standards and support for the successful development, sustainment and implementation of County Animal Response Teams.

Volunteer Database – The New York State Department of Health has developed an electronic database (ServNY) to manage volunteer information in various programs including individuals participating on local animal response teams. Access to this database will be provided to the New York State Department of Agriculture and Markets, ESART administrator, and county emergency managers and/or their designee.

Participating counties will have access to view eligible CART volunteers within their jurisdiction as well as the ability to send alerts, notifications, and activate and/or deactivate them through the database portal. The New York State Department of Agriculture and Markets and the ESART administrator will have access to all CART volunteer records within the database.

Emergency – *For the purposes of this SOG the definition of emergency is as follows: A serious situation or occurrence that demands immediate action to prevent loss of life and/or property; poses a risk to public health and safety; and/or results in a negative economic impact to the community, state and/or beyond. An official state of emergency or disaster declaration does not need to be made for an emergency manager to activate a CART team or member.*

Disaster - Occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made causes, including, but not limited to, fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, wind, storm, wave action, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, radiological accident, water contamination, bridge failure or bridge collapse.

Qualified Volunteer – An individual is considered a qualified volunteer once he or she has completed all training requirements outlined in this SOG and pursuant to regulations, and has

signed the Code of Conduct. Satisfactory proof of completion of training requirements and a signed Code of Conduct will be provided to either the New York State Department of Agriculture and Markets or the County Emergency Manager. Pursuant to regulations, a person shall successfully complete the base-level training requirements established by E-SART in order to become a qualified volunteer. Those training requirements may be amended by E-SART from time to time. The base-level training requirements include successful completion of on-line courses or equivalent training approved by E-SART.

## **SECTION II – READINESS**

### **2.1 Roles and Responsibilities**

#### **New York State Department of Agriculture and Markets (NYSDAM)**

- NYSDAM is a member of the DPC and therefore participates in State disaster planning, preparation and operations within the purview of the agency's designated role, statutory authorities, expertise and available resources.
- Will facilitate support to state and local disaster preparedness initiatives through available funding streams such as grants, sponsorships and other in-kind services.
- Will provide best practices and planning support to state and local emergency planners.
- Will maintain the Empire State Animal Response Team (ESART) to guide and assist in state and local preparedness initiatives.
- When requested, will assist counties in their development of a CART.
- Whenever possible, will provide training opportunities to enhance CART and local stakeholders' capability to prevent, prepare for, respond to and recover from emergencies and disasters affecting animals.
- Will form regional and national partnerships with other similar organizations that will benefit ESART and CARTs.
- Under New York State Agriculture and Markets Law Article 26-B, the Commissioner may appoint qualified volunteers to such teams which may include appropriate state agency and specialty personnel and such other personnel and volunteers he or she deems appropriate.

- Under New York State Agriculture and Markets Law Article 26-B, the Commissioner shall [have the authority to] promulgate rules and regulations [as deemed necessary] relating to the formation, training, appointing and activation of state and county animal response teams.

#### New York State Office of Emergency Management

- The Pets Evacuation and Transportation Standards Act of 2006 ensures that both local and State emergency plans take into account the needs of individuals with household pets and service animals. As the administrative arm of the Disaster Preparedness Commission (DPC), SOEM coordinates necessary resources and supports local government operations in the planning, response and recovery phases dealing with animals in emergency.
- Working through the Empire State Animal Response Team, SOEM supports preparedness actions undertaken by the NYS Department of Agriculture and Markets include training, planning and public information.

#### Participating County

- Will recruit, organize, and oversee CART volunteers within their jurisdiction.
- Whenever possible, will communicate pertinent meeting, event and training opportunity information to CART volunteers.
- Will integrate the CART into existing ICS structure and protocol within their jurisdiction.
- Will communicate to interested volunteers within their jurisdiction any county guidelines, requirements and approval processes; and communicate the New York State Department of Agriculture and Markets requirements and qualification process for purposes of the CART program and New York State Agriculture and Markets Law Article 26-B.
- Will keep copies of the signed Code of Conduct and proof of completed training of CART volunteers, and when possible will provide copies to the New York State

Department of Agriculture and Markets to qualify volunteers under the CART program and New York State Agriculture and Markets Law Article 26-B.

#### CART Volunteers

- Must successfully complete required training to be considered eligible for activation.
- Are responsible for supplying a signed Code of Conduct and documentation of the successful completion of training to the county emergency manager and/or their designee; and/or the CART coordinator.

### **SECTION III – RESPONSE**

#### **3.1 Roles and Responsibilities**

##### New York State Department of Agriculture and Markets

- Will maintain a list of activated volunteers during a response for purposes of defense and indemnification as defined in New York State Agriculture and Markets Law Article 26-B.
- Will maintain a record of all CART activations for no less than 3 years, for purposes of defense and indemnification as defined in Article 26-B.
- If response capacity within a county is exceeded, the Department will assist the county emergency manager and/or their designee by soliciting CART volunteers outside that county's jurisdiction, or provide a list of qualified volunteers from other localities that have agreed to participate outside their local jurisdiction.

##### New York State Department of Health

- Will maintain the volunteer database to ensure accessibility for authenticated users.

##### Participating County

- The county emergency manager and/or their designee will determine resource needs and identify available CART volunteers within their jurisdiction by accessing the volunteer database.
- The participating county emergency manager may activate qualified CART volunteers within their jurisdiction for training and exercises at their discretion.

- The county emergency manager and/or their designee will activate CART volunteers by using the volunteer database. In addition, the county emergency manager or their designee will include the New York State Department of Agriculture and Markets in the activation so NYSDAM can monitor when volunteers have been activated and when they are deactivated.
- The county emergency manager and/or their designee will deactivate responding CART volunteers from activated status in the database upon the proper completion of local release procedures and demobilization processes.
- Counties will keep a written record of all CART volunteers that have been activated and demobilized during a disaster response or exercise to ensure redundant record keeping. This may be accomplished through attendance rosters and/or ICS forms already in use for the response or exercise. These records will be kept following the County's record retention policy or a period of no less than 3 years.
- The county emergency manager and/or their designee are responsible for incorporating the CART into the existing response protocol and ICS structure.

#### CART Volunteers

- Will abide by the Code of Conduct and follow the direction of their county emergency management officials and ICS response organization.
- Are required to comply with any additional requirements imposed by the county emergency manager and ICS chain of command for the county they are responding in and/or affiliated with.

## **SECTION IV – ADMINISTRATIVE**

### **4.1 Roles and Responsibilities**

#### **New York State Department of Agriculture and Markets**

- Will establish in this SOG, the minimum training requirements necessary to consider whether a volunteer is qualified to participate on a CART.
- Will establish a Code of Conduct which will be made available to CART volunteers; a signed copy for each volunteer will be kept by the County and/or NYSDAM.
- Will maintain final authority to qualify or disqualify volunteers.
- Will ensure that volunteer information received will be uploaded to the database.

#### **Participating County**

- Will ensure that each CART volunteer has completed the required training as established by New York State Department of Agriculture and Markets.
- Will keep a copy of each qualified volunteer's training certificates and will when possible forward a copy to the New York State Department of Agriculture and Markets.
- Will maintain a record of each activation or training exercise in which CART volunteers were utilized.

## **SECTION V – ATTACHMENTS**

**5.1** Attachment: New York State Agriculture and Markets Law Article 26-B

**5.2** Attachment: NIMS Animal Emergency Response Job Titles applicable to a CART

**5.3** Attachment: Code of Conduct for CART Volunteers

**5.4** Attachment: Links to required training classes

## **Attachment 1**

The Agriculture and Markets Law is amended by adding a new article 26-b to read as follows:

### **Article 26-B Animal Response Teams**

Section 410. Establishment of animal response teams. 1. The commissioner of the department of agriculture and markets is hereby authorized to establish state and county animal response teams to support the prevention of, preparedness for, response to, and recovery from emergencies and disasters affecting animals in New York State. The commissioner may appoint qualified volunteers to such teams which may include appropriate state agency and specialty personnel and such other personnel and volunteers he or she deems appropriate. For purposes of this section qualified volunteer shall mean a person who does not receive compensation for his or her services, who is an active member of an animal response team and has either been activated by directive of the commissioner or is acting in an official capacity of the animal response team pursuant to guidelines from the commissioner.

2. Training. The commissioner shall be responsible for training such teams established pursuant to this section to ensure response during emergencies and disasters.

3. Defense, indemnification and insurance coverage of team members. Members of the teams formed pursuant to this section who are volunteer firefighters, volunteer ambulance workers, municipal or state employees, or employees of a non-governmental entity shall be provided coverage by their respective municipalities, organizations, and entities for purposes of sections seventeen and eighteen of the public officers law and/or other defense and indemnification coverage and workers' compensation coverage pursuant to applicable provisions of the workers' compensation law or benefits pursuant to applicable provisions of the volunteer firefighters' benefits law or the volunteer ambulance workers' benefit law. Individuals appointed to an animal response team for which such coverage is not available, shall be deemed volunteer state employees for purposes of section seventeen of the public officers law and section three of the workers' compensation law.

3. Rules and regulations. The commissioner shall have the authority to promulgate rules and regulations as deemed necessary relating to the formation, training, appointing and activation of state and county animal response teams established pursuant to this article.

**Attachment 2**  
**Animal Emergency Response (AER) Positions**  
**Credentials**

The following Animal Emergency Response positions are attached here only as an option for consideration of further developing positions and qualifications for CARTs. These are **NOT REQUIRED** positions for a CART.

**Animal Emergency Response**  
**Resource Typing and Credentialing**  
**(October 2007)**

**Summary**

Over the past year a dedicated group of experts, the Animal Emergency Response Working Group (AERWG) and hundreds of reviewers developed a resource typing and credentialing framework to better prepare for and respond to all hazard causes of emergencies affecting all animals.

Similar to the approach used to create the TCL, the AERWG used mission area analysis (“Functions Analysis”) to identify all of the major functions required for a comprehensive response to animal issues.

The product of the AER Resource Typing and Credentialing are templates that provide a comprehensive list of WHAT tasks need to be performed for animals in disasters. This template supports pre-incident capability based planning, but does not prescribe HOW an Incident Commander would organize the ICS to accomplish the mission. Hence, planners can use this AER Resource Typing and Credentialing template to identify which tasks their jurisdiction or organizations should or could perform.

By providing this information during the preparedness phase of disasters, the efficiency and effectiveness of the response can be greatly facilitated. The template developed by the AERWG will ultimately serve as a template for capability assessments, currently being developed as the National Preparedness System.

Furthermore, the Animal Emergency Response (AER) Resource Typing and Credentialing guidelines allow emergency managers to request assistance from another jurisdiction or group using common terminology that is understood by wide variety of professionals and other disciplines.

The guidelines also provide an important source for learning objectives to develop task proficiency through training and exercises. The task-condition-standard combination provides a basis for evaluating how well tasks are performed. Many tasks defined by the AERWG are cross-referenced to the NRP.

The following credentials are the *minimum* requirement for Animal Emergency Responders (AER) to participate in the NIMS Integration Center’s National Emergency Responder Credentialing System. Credentialed responders are intended for interstate deployment under the Emergency Management Assistance Compact (EMAC). Credentialing of individual responders provides flexibility to the Incident Commander to assimilate multiple AER into functional resources (teams, units, etc.) on site and as the situation demands. Examples of how this might work during a response please see the Explanatory Notes following the Position Title credentials.

The metrics used in *Designing a National Emergency Responder Credentialing System* are defined in the following six criteria and were used to define AER credentials too. To be credentialed a responder must meet all criteria. Credentialing is a pre-incident activity.

<b>Education</b>	Formal instruction based upon a curriculum that prepares an individual with the core knowledge and skill for entry into a discipline and for performing a job title
<b>Training<sup>1</sup></b>	Instruction and/or activities that enhance and individual’s core knowledge; increase skill set and proficiency; and strengthen and augment abilities.
<b>Experience</b>	Time required functioning in a job title for an individual to attain proficiency in applying knowledge, skills, and abilities.
<b>Physical/ Medical Fitness</b>	Physical and medical considerations that, when applied, help to ensure safe performance in risky environments <sup>2</sup> .
<b>Certification</b>	Designation granted by Authority Having Jurisdiction <sup>3</sup> that an individual has met the requirements and achieved specific knowledge, skills, and abilities.
<b>Licensing</b>	Legal designation granted by Authority Having Jurisdiction, indicating that a person has met the necessary legal requirements to function in a job title.

### Prerequisites

In addition to the standard credentialing criteria AER have prerequisites that identify qualifications, experience and/or expertise required to perform the tasks related to a certain position. In most cases, prerequisites are needed for an AER to work with certain species of animals. The species groups are:

- Companion animals (such as dogs, cats and other domestic household pets<sup>4</sup>);
- Equines (such as domesticated Equids, such as horses, ponies, donkeys and asses);
- Livestock (such as cattle, sheep, goats, pigs)
- Avian (such as commercial poultry, captive, exotic and non-domestic, pet- and wild birds);
- Non-domestic (such as exotic species in zoos, captured game premises, and households<sup>4</sup>).

<sup>1</sup> All Federal, State, Tribal, and Local entities, Private Sector and Nongovernmental personnel with a direct role in emergency management and response must be NIMS and ICS trained. This includes all emergency services related disciplines such as Animal Emergency Responders, EMS, hospitals, public health, fire service, law enforcement, public works/utilities, skilled support personnel, and other emergency management response, support and volunteer personnel, as follows:

*Entry Level*

FEMA IS-700: NIMS, An Introduction

ICS-100: Introduction to ICS

*First Line, Single Resource, Field Supervisors*

IS-700, ICS-100 and ICS-200: Entry Level ICS or its equivalent

*Mid-level Management: Strike Team Leaders, Division Supervisors, EOC Staff, etc.*

IS-700, IS-800.A NRP, ICS-100, ICS-200 and ICS-300\*

*Command and General Staff; Area, Emergency and EOC Managers*

IS-700, IS-800.A, ICS-100, ICS-200, ICS-300\* and ICS-400\*

\* NOTE: Not all persons required to take ICS-300 and ICS-400 will need to take IS-800.A. Emergency managers or personnel whose primary responsibility is emergency management must complete this training.

<sup>2</sup> It is recommended that all Animal Emergency Responders who work with animals that can transmit rabies ensure that they are current with their pre-exposure rabies vaccination but pre-exposure vaccination is not a requirement to participate on a CART. More information regarding rabies pre-exposure prophylaxis can be found in the document “Human Rabies Prevention – United States, 2008” maintained on the CDC website at <http://www.cdc.gov/mmwr/PDF/rr/rr5703.pdf>.

State and local emergency management agencies or other agencies with preparedness and credentialing responsibility will use this nationally-accepted standard to identify, train, certify, credential, and maintain an inventory of responders to implement NIMS (HSPD-5) and the National Preparedness Goal (HSPD-8). Identifying, recruiting and credentialing of responders are the responsibility of the State and local emergency management agencies. In most cases emergency managers will delegate this responsibility and provide resources (e.g., funding) to implement AER credentialing to agencies, organizations, and jurisdictions identified as the lead for animal issues in their State or local Emergency Operations Plan. For interstate mutual aid and deployment under EMAC the appropriate office to delegate and accept the credentials of Animal Emergency Responders will be the State Animal Health Official (e.g. State Veterinarian, located in the State Department of Agriculture, Board of Animal Health or Bureau of Animal Industry) or his/her designee. (For additional information on local and non-government organizations AER credentialing see “Explanatory Notes” below).

<sup>4</sup> The distinction between domestic and non-domestic household pets is to protect the responder. Although non-domestic and exotic animals may be pets to some owners, they may not be regarded as pets to responders.

## **Position Titles**

The following Position Titles provide a template for AER personnel to respond to all hazards, including Animal Health Emergencies and Natural and Technological Disasters according to the NIMS Integration Center's National Emergency Responder Credentialing System. The positions are:

AER Job Title 1. Animal Case Manager (p. 17)

AER Job Title 2. Animal Control Specialist (p. 18)

AER Job Title 3. Animal Disease Epidemiologist (p. 19)

AER Job Title 4. Animal Handling Specialist (p. 20)

AER Job Title 5. Animal Industry Specialist (p.21)

AER Job Title 6. Animal Premises Site Manager (p. 22)

AER Job Title 7. Animal Shelter Manager (p. 23)

AER Job Title 8. Animal Technician (p. 24)

AER Job Title 10. Permit Specialist (p. 25)

AER Job Title 12. Species Specialist (p. 26)

AER Job Title 14. Veterinarian (p. 27)

## Animal Emergency Response Job Title 1: Animal Case Manager

**Job Title:** Animal Case Manager

**Categories:** Companion animals (C)

Equines (E)

Livestock (L)

Avian (A)

Non-domesticated species (N)

**ROSS Assignment #:** AR01 (proposed)

**Description:** Assists in reuniting animal and owner

Documents rightful ownership of animal

Ensures new owner and animal are compatible

### Credentials

<b>Education</b>	Not specified
<b>Training</b>	ICS 100, IS 700
<b>Experience</b>	Has functional skills applicable to the day to day care and needs of animals Has functional skills to recognize animal characteristics and animal behavior Has functional skills to assess an appropriate match between owners and animals
<b>Physical/ Medical Fitness</b>	Able to perform under conditions of moderate stress
<b>Certification</b>	Works in related field (government, academia, private sector)
<b>Licensing</b>	Not specified
<b>Prerequisite</b>	Has current expertise of working with companion animals, equines, livestock, avian or non-domesticated species

## Animal Emergency Response Job Title 2: Animal Control Specialist

**Job Title:** Animal Control Specialist

**Categories:** Companion animals (C)

Equines (E)

Livestock (L)

Avian (A)

Non-domesticated species (N)

**ROSS Assignment #:** AR02 (proposed)

**Description:** Captures and evacuates (extricates) animals  
 Restrains dangerous animals  
 Safely and humanely handles animals  
 Advises on euthanasia of dangerous animals  
 Assesses needs of animals  
 Counts animal populations  
 Identifies and counts premises  
 Coordinates animal operations at impacted site  
 Advises on species management

### Credentials

<b>Education</b>	Not specified
<b>Training</b>	ICS 100, 200; IS 700
<b>Experience</b>	Has functional skills in animal capture, rescue and evacuation
<b>Physical/ Medical Fitness</b>	Able to perform under conditions of moderate stress
<b>Certification</b>	Certified animal control officer (domesticated animals)
<b>Licensing</b>	May be restricted by species and may be required by State
<b>Prerequisite</b>	Has current expertise of working with companion animals, equines, livestock, avian or non-domesticated species

## Animal Emergency Response Job Title 3: Animal Disease Epidemiologist

**Job Title:** Animal Disease Epidemiologist

**ROSS Assignment #:** AR03 (proposed)

**Description:** Investigates diseases in animal populations

Identifies animal, agent and environmental risk factors for animal disease transmission (Operations Section)

Identifies animal, agent and environmental risk factors that could adversely affect animals (Operations Section)

Identifies animal, agent and environmental risk factors for animal disease transmission (Planning Section)

Identifies animal, agent and environmental risk factors that could adversely affect animals (Planning Section)

### Credentials

<b>Education</b>	Advanced degree in Epidemiology or related field in animal population health
<b>Training</b>	Entry Level: ICS 100, IS 700 First Responder: ICS 100, 200, IS 700
<b>Experience</b>	Operations Section: Has functional skills applicable to field investigations of animal population health events Planning Section: Has functional skills applicable to planning investigations of animal population health events
<b>Physical/ Medical Fitness</b>	Able to perform under conditions of moderate stress
<b>Certification</b>	Works in related field (government, academia, private sector)
<b>Licensing</b>	Not specified
<b>Prerequisite</b>	Not specified

## Animal Emergency Response Job Title 4: Animal Handling Specialist

**Job Title:** Animal Handling Specialist

**Categories:** Companion animals (C)

Equines (E)

Livestock (L)

Avian (A)

Non-domesticated species (N)

**ROSS Assignment #:** AR04 (proposed)

**Description:** Safely and humanely handles animals

Counts animal populations

Ensures appropriate sanitation for animals

Feeds and waters animals

Exercises animals

### Credentials

<b>Education</b>	Not specified
<b>Training</b>	Entry Level: ICS 100, IS 700 First Responder: ICS 100, 200, IS 700
<b>Experience</b>	Has functional skills applicable to safe and humane handling of relevant species Has functional skills applicable to basic husbandry of relevant species
<b>Physical/ Medical Fitness</b>	Able to perform under conditions of moderate stress
<b>Certification</b>	Entry Level: Works in related field (government, academia, private sector) First Responder: Certified for this position by the State Animal Health Official
<b>Licensing</b>	Not specified
<b>Prerequisite</b>	Has current expertise of working with companion animals, equines, livestock, avian or non-domesticated species

## **Animal Emergency Response Job Title 5: Animal Industry Specialist**

**Job Title:** Animal Industry Specialist

**Categories:** Companion Animals (C)

Equines (E)

Livestock (L)

Avian (A)

Non-domesticated species (N)

**ROSS Assignment #:** AR05 (proposed)

**Description:** Advises on specific priorities for animal industry

### **Credentials**

<b>Education</b>	Not specified
<b>Training</b>	ICS 100, IS 700
<b>Experience</b>	Has functional skills and knowledge applicable to relevant animal industry
<b>Physical/ Medical Fitness</b>	Able to perform under conditions of moderate stress
<b>Certification</b>	Works in related field (government, academia, private sector)
<b>Licensing</b>	Not specified
<b>Prerequisite</b>	Has current expertise of working with companion animals, equines, livestock, avian or non-domesticated species

## Animal Emergency Response Job Title 6: Animal Premises Site Manager

**Job Title:** Animal Premises Site Manager

**ROSS Assignment #:** AR06 (proposed)

**Description:** Coordinates response operations at individual animal premises  
Coordinates animal response operations at impacted premises

### Credentials

<b>Education</b>	Not specified
<b>Training</b>	ICS 100, IS 200, IS 700
<b>Experience</b>	Has functional skills applicable to day to day operations of animal facilities Recent field experience in disasters preferred
<b>Physical/ Medical Fitness</b>	Able to perform under conditions of moderate stress
<b>Certification</b>	Works in related field (government, academia, private sector)
<b>Licensing</b>	Not specified
<b>Prerequisite</b>	Has proven organizational and management skills Has current expertise of working with companion animals, equines, livestock, poultry or non-domesticated species

## **Animal Emergency Response Job Title 7: Animal Shelter Manager**

**Job Title:** Animal Shelter Manager

**ROSS Assignment #:** AR07 (proposed)

**Description:** Manages temporary animal shelter

### **Credentials**

<b>Education</b>	Not specified
<b>Training</b>	ICS 100, IS 200, IS 700
<b>Experience</b>	Has functional skills applicable to the day to day care of animals Has functional skills applicable to animal shelter management
<b>Physical/ Medical Fitness</b>	Able to perform under conditions of moderate stress
<b>Certification</b>	Works in related field (government, academia, private sector)
<b>Licensing</b>	Not specified
<b>Prerequisite</b>	Has proven organizational and management skills

## Animal Emergency Response Job Title 8: Animal Technician

**Job Title:** Animal Technician

**Categories:** Companion animals (C)

Equines (E)

Livestock (L)

Avian (A)

Non-domesticated species (N)

**ROSS Assignment #:** AR08 (proposed)

**Description:** Same as for Animal Handling Specialist, plus

Assists with animal health care

Assists with animal depopulation

Assesses needs of animals

Collects specimens from animals

Assists with establishing and maintaining medical records

Identifies and counts animal premises

### Credentials

<b>Education</b>	Not specified
<b>Training</b>	Entry Level: ICS 100, IS 700 First Responder: ICS 100, 200, IS 700
<b>Experience</b>	Recent experience preparing medical records Has functional skills applicable to management of relevant animal populations Has functional skills applicable to working in animal facilities Has functional skills applicable to safe and humane handling of relevant species Has functional skills applicable to basic husbandry of relevant species
<b>Physical/ Medical Fitness</b>	Able to perform under conditions of moderate stress
<b>Certification</b>	Entry Level: Works in related field (government, academia, private sector) First Responder: Certified for this position by State Animal Health Official
<b>Licensing</b>	Not specified
<b>Prerequisite</b>	Has current expertise of working with companion animals, equines, livestock, avian or non-domesticated species Some activities will be performed under the supervision of a veterinarian

## **Animal Emergency Response Job Title 10 Permit Specialist**

**Job Title:** Permit Specialist

**ROSS Assignment #:** AR10 (proposed)

**Description:** Issues Permit for movements of animals, goods, commodities and services  
**Credentials**

<b>Education</b>	Not specified
<b>Training</b>	Entry Level: ICS 100, IS 700 First Responder: ICS 100, 200, IS 700
<b>Experience</b>	Has functional skills applicable to data entry and relevant permits tracking software
<b>Physical/ Medical Fitness</b>	Able to perform under conditions of moderate stress
<b>Certification</b>	Certified for this position by State Animal Health Official
<b>Licensing</b>	Not specified
<b>Prerequisite</b>	Not specified

## **Animal Emergency Response Job Title 12: Species Specialist**

**Job Title:** Species Specialist

**Categories:** Companion animals (C)

Equines (E)

Livestock (L)

Avian (A)

Non-domesticated species (N)

**ROSS Assignment #:** AR12 (proposed)

**Description:** Advises on the hands-on management of individual animals and animal populations.

### **Credentials**

<b>Education</b>	Not specified
<b>Training</b>	Entry Level: ICS 100, IS 700 First Responder: ICS 100, 200, IS 700
<b>Experience</b>	Has functional skills applicable to the specific needs of relevant species
<b>Physical/ Medical Fitness</b>	Able to perform under conditions of moderate stress
<b>Certification</b>	Entry Level: Works in related field (government, academia, private sector) First Responder: Certified for this position by State Animal Health Official
<b>Licensing</b>	Entry Level: Not specified First Responder: Certified for this position by State Animal Health Official
<b>Prerequisite</b>	Has current expertise of working with working with companion animals, equines, livestock, avian or non-domesticated species

## Animal Emergency Response Job Title 14: Veterinarian

**Job Title:** Veterinarian

**Categories:** Companion animals (C)

Equines (E)

Livestock (L)

Avian (A)

Non-domesticated species (N)

**ROSS Assignment #:** AR14 (proposed)

**Description:** Same as Animal Technician, plus

Investigates cases of animal disease

Performs clinical examinations and makes diagnoses of animal diseases

Identifies presence of disease and abnormal conditions in animals

Recommends risk reduction procedures for animal-to-animal disease transmission

Monitors for the emergence and re-emergence of disease

Provides healthcare to animals

Advises on animal depopulation

Performs euthanasia

Oversees vaccination of animals

Advises on disease control and prevention

Monitors and recommends humane care standards of animals

### Credentials

<b>Education</b>	Doctor of Veterinary Medicine or equivalent degree
<b>Training</b>	Entry Level: ICS 100, IS 700 First Responder: ICS 100, 200, IS 700
<b>Experience</b>	Works or has worked in primary animal health care
<b>Physical/ Medical Fitness</b>	Able to perform under conditions of moderate stress
<b>Certification</b>	Entry Level: Works in related field (government, academia, private sector) First Responder: Certified for this position by State Animal Health Official
<b>Licensing</b>	Is in good standing Eligible to practice veterinary medicine
<b>Prerequisite</b>	Has current expertise of working with companion animals, equines, livestock, avian or non-domesticated species

**Attachment 3**



**New York State Department of Agriculture and Markets**

***CART***

***Code of Conduct***

Individuals volunteering for a County Animal Response Team (CART) shall adhere to the following policies. All CART members will sign this document to indicate that they understand and agree to abide by the codes identified within this document. Incident Commanders will have authority to deactivate any activated CART representative for behavior(s) that is contrary to the code of conduct based on their discretion.

1. Individuals shall project a professional manner and appearance while participating in any CART – related activities. The following will not be tolerated while on site at a disaster, training event, exercise or other County, State or CART sponsored activity:
  - a. Consumption of alcoholic beverages while on duty or any display of public drunkenness
  - b. Possession, use or selling of any illegal drugs
  - c. Violation of any laws
  - d. Public outbursts, public derogatory remarks about other organizations or individuals

New York State Agriculture and Markets  
County Animal Response Team – Standard Operating Guideline

- e. Illegal use or display of a firearm
2. Individuals shall identify operations that are beyond their capabilities based on their experience, training and knowledge, and will provide and carry professional credentials during activation. Individuals shall observe all safety rules and regulations and be familiar with proper usage and operation of all equipment.
3. Individuals shall be expected to accept assignments and/or orders as directed by the appropriate supervising authority (ICS Incident Commander or other subsequent supervisor), or if required, make discretionary decisions based on appropriate intent and good judgment.
4. Individuals while representing a CART will not participate otherwise in operations that serve to promote personal gains, ideologies, or individual organizations.
5. Individuals shall not enter private properties to perform CART duties without permission from the owner, supervising authority, or without law enforcement escort.
6. Individuals shall remain in contact with the appropriate ICS chain of command, and confine their activities to the stated mission and directives of the Incident Action Plan.
7. All individuals shall wear current identification as required by the Incident Commander and local emergency management protocols while on site at a disaster.
8. Individuals will be required to document or participate in documentation for each emergency activity or action in a timely manner, and submit documentation to the assigned/designated personnel through the appropriate ICS channels.
9. Individuals shall not transport animals to facilities other than the ones that have been assigned by the supervising authority without permission from the supervising authority.

New York State Agriculture and Markets  
County Animal Response Team – Standard Operating Guideline

10. Individuals shall refrain from taking photographs out of respect for the privacy of the owner unless you are directed to take such photos by the Incident Commander and any photos taken may not be used for personal purposes or used for display to the public.
11. In situations in which an animal(s) is rescued and transported from a property without prior permission, individuals participating in such rescue must leave notification of the removal of the animal or disturbance of the property on the property in the most visible area possible. The Incident Commander will dictate the form of notification.
12. Individuals shall not accept personal gratuities. All personal donations shall be directed to the CART and/or emergency management officials.
13. Volunteers serving as part of an official CART activation will direct all questions and requests for interviews to the Public Information Officer indicated in the ICS organizational structure.

**SIGN AND DATE BELOW:**

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Attachment 4

### Required Trainings

ICS course requirements are designed to comply with the NIMS 5 Year Training Plan. Training requirements should be updated to stay in compliance as NIMS requirements change.

- **ESART Orientation** - online at <http://www.ualbanycphp.org/learning/default.cfm>
- **\*Incident Command System 100** – online at <http://training.fema.gov/EMIWeb/IS/IS100b.asp>
- **\* National Incident Management System 700** – online at <http://training.fema.gov/EMIWeb/IS/is700a.asp>
- **\*\*Hazmat Awareness** – online at [http://www.saferesponse.com/sub\\_page/hazmat\\_main.htm](http://www.saferesponse.com/sub_page/hazmat_main.htm)
- **Code of Conduct** - online at <http://www.empiresart.com/pdfs/Code%20of%20Conduct.pdf>

\*This requirement may also be met by attendance at a training class offered by the State Office of Emergency Management or Office of Fire Prevention and Control or equivalent.

\*\*This requirement may also be met by completing any awareness level course that meets the requirements of OSHA 29 CFR part 1910.120 Q (6) (i) or National Fire Protection Association standard – NFPA 472 4.1 through 4.6 is required.