

## **The Kansas State Animal Response Team**



## **Creating your County Animal Response Team C.A.R.T**



## Preface

A disaster or threatening situation in the animal and agricultural sectors involves the resources of government, private, for-profit as well as non-profit organizations, and affected individuals at every level. Even though federal, state, county and local entities are involved, the response should always begin at the local level. The moment the hurricane knocks over the power pole at the intersection, the playground with multiple dead birds is discovered or the field is discovered with the strange white dust on the grass the disaster has occurred at the local level. At that same time, the local resources must apply their expertise and management. Thus, the formation of a disaster response organization at the local level is vital. This is because the awareness and understanding of local circumstance is finest at the local level.

## Purpose of this handbook

To encourage the development of an effective County Animal Response Team for each county or “region” throughout Kansas by opening dialogue with Emergency Management and become part of the multi-agency coordination group in preparation for a disaster.

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# PART I

## INTRODUCTION

According to the Federal Emergency Management Agency (FEMA) in the Department of Homeland Security, “A multi-agency coordination (MAC) system is a combination of facilities, equipment, personnel, procedures and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities. The primary functions are to support incident management policies and priorities, facilitate logistics support and resource tracking, inform resource allocation decisions using incident management priorities, coordinate incident management related information, and coordinate interagency and intergovernmental issues regarding incident management policies, priorities and strategies.” (FEMA Independent Study Program IS-701)

The mission of a multi-agency coordination (MAC) group is to function as a coordination entity to support local Incident Command in coordination with the local Emergency Operations Center (EOC) by assisting with the deployment of resources needed to prevent, prepare for, or respond to any and all declared disasters or events. A MAC group is comprised of disciplined leaders, usually consisting of Law Enforcement, Fire Rescue, Emergency Management and Health/Medical representation.

Following the lead of the federal government, the State of Kansas has organized its emergency response by function and a county’s emergency management systems mimic this structure. Within this document, the “local level” is defined as a county. Still, there is no reason that cities, towns or even neighborhoods – or groups of citizens such as area cattlemen or a town’s cat owners, for that matter – cannot initiate a CART program that integrates creatively and effectively into their county support structure. Lower level CART organizations could in fact use the same format.

# PART II

## 12 STEPS TO AN EFFECTIVE CART

In the following dozen easy steps, any county in Kansas can develop the framework for an effective local multi-agency coordinating group, a CART operating under the auspices of the county emergency manager. Functioning with the direction of a small, but com-mitted Advisory Board that represents all sectors of a county’s animal and agricultural community, your CART becomes a vital member of the overall system and its efforts.

### **STEP 1: Operate your CART as a multi-agency coordinating group**

Your CART needs to operate as a multi-agency coordinating group, a MAC. Although it should have member representatives from first response agencies, even as members of the Advisory Board, CART itself is designed to be a hands-on response unit in an animal or agricultural emergency. **\*\*CARTs are designed to be the response units, SART is not\*\***

According to FEMA’s IS-701, a MAC is a combination of facilities, equipment, personnel, procedures and communications integrated into a common system – and within the federal guidelines, there are numerous levels. As a local MAC, your CART will be responsible for coordinating and supporting domestic incident management activities in the animal and agriculture areas. Your primary functions are defined in this manner:

- to support incident management policies and priorities,
- facilitate logistics support and resource tracking,
- allocate resources using incident management priorities,
- coordinate incident management related information and
- coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.

Your CART is therefore designed to be aware of and in communication with experts, trained responders and resources within your county, your region and ultimately (because networking is an overall CART priority) around the state, for ideally any hazardous animal or agricultural situation. In the simplest terms, your CART will assist the Emergency Managers by communicating, tracking and coordinating.

## **STEP 2: Establish regular meetings with agendas**

Your CART program is instituted with an Advisory Board that is committed to effective implementation of plans that will safeguard your county's animal and agriculture sectors in an emergency. Member application and circulating it to prospective stakeholders is important. A local level contact sheet allows the Advisory Board to build a "potential membership roster" and to develop contact lists for various animal and agricultural situations.

It is also important to have a published schedule, a specific date, time and location for CART meetings, and a firm agenda. Choose a central location for these meetings. Good options are the county emergency operations center, the county USDA-Farm Service Agency, the Cooperative Extension Service office or even a public library meeting room. The meeting location should have the capability to access the Internet and to host training classes. Be sure to have someone take and circulate notes of the meeting, the issues and goals discussed and action items decided.

Your Advisory Committee will develop meeting specifics, but a regularly scheduled meeting with a published agenda and at least one new and notable reason to attend each time will solidify your diverse county group as a team. "New and notable reasons" could be a meeting with the county Emergency manager (who should be a member of the Advisory Board), or a presentation from an owner of a local dairy with information on how to handle and feed small calves during a disaster.

The point to remember is your county emergency management director's attendance is important at all early CART meetings where community benchmarking and initial review of the emergency plans will occur. Now that the federal government has mandated responsibilities to provide for pet evacuation and safety, there should be additional reasons why a county director will appreciate the assistance of a CART.

## **STEP 3: Work closely with the county Emergency Manager**

By now your CART has a firm direction with a committed and functioning Advisory Board. The county's emergency management response team is informed and, at whatever level you negotiate or they deem appropriate, is involved in the CART effort. It is time to work closely with your Emergency manager – whom you already know and who presumably concurs with the idea that a CART will make their job both easier and more productive – to review county emergency management plans. (If you have not already done so, this is the time to become acquainted with the physical layout and capabilities of your county emergency operations center.) It is up to your group now to determine, to be

attentive to, and to make suggestions about how the CART can assist with county Emergency manager's efforts. This is the point that the work to bring many different agendas and points of view into synchronicity begins to pay dividends for the

animal and agricultural sectors of your county. It is important that every stakeholder have a voice that your effort is Inclusive rather than Exclusive, because plant and animal issues – indeed even the difference in issues between household pets and larger animals such as horses and goats – is pronounced.

## **STEP 4: Review & update your county's plan**

The animal and agricultural effort is part of your county's emergency operations plan. With the approval and support of your county emergency management who will either direct or be a part of the effort, your CART will "brainstorm" the plan: take it apart and analyze each section, then put it back together again in accordance with state Division of Emergency Management standards. Often, the plan you begin with will seem foreign and bureaucratic. The CART's job will be to understand it as an operational guide and to tweak it specific for animals and the agricultural sector, thus bringing it to life.

A thorough emergency response plan for your county should take into account each element of the animal and agricultural sector, from horses to geckos, ornamental nursery plants to field crops. Typically, the plan will be one of the last annexes in the plan, but following the pet disaster that resulted from Hurricane Katrina in 2005, the emergency function has gained considerable publicity and public support. Remember, also, that a plan is only a guiding document and not an SOP or standard operational procedure. Your CART is a volunteer organization, a multi-agency coordinating group, not a line function and its members in Kansas are not first responders. Even though particular members, the Sheriff's Department, for instance, may have detailed first response emergency tasks, most members will not have this kind of job description. Most CART members will have agency or organizational affiliations with response guidelines that dovetail into your CART plans and efforts and are present to coordinate, inform and network.

*Here is a rough template that may help develop a good introductory plan for your county.*

### **A. Analyze the possible threats.**

This is also called performing a "risk assessment." Although every county will be slightly different in its final document format, the threat matrix will first need to be understood.

a. Acts of nature such as, tornadoes, out-of-control fires, snow and ice storms, extensive drought or the opposite, extensive flooding. Does your county have a history of destructive fires? Is it inside tornado alley?

b. Intentional or unintentional human acts. Whether accidental or an act of terrorism, such an event cannot be predicted in the same manner as the year's

tornado season or cycles of sun spot activity or the appearance of migratory birds that may spread avian influenza or West Nile virus. For planning purposes, unintentional human acts happen randomly in time – tonight, tomorrow or perhaps never – whereas intentional acts (setting wildfires or contaminating food) are designed for maximum impact and exposure, and can sometimes be anticipated. This of course makes the planning, response and recovery task more of a challenge and all that more necessary.

#### **B. Perform a county animal and agricultural census.**

It is not possible to know the exact number and type of pets in the county and even experts will disagree about the number of large animals such as horses or cows. These things can be estimated fairly closely, however, and resources are available through the various members, agencies and organizations that have joined your CART. In addition, your county may maintain a list of dangerous dogs, wildlife rescue facilities or exhibitions, and pet dealers licensed to handle and sell venomous reptiles. For pets, a reasonable rule-of-thumb is to estimate one pet per two residents. Information about breeding colonies of invasive exotics should be included in both the animal and agricultural census. This information can easily be accessed at the state level. Contact the Kansas Animal Health Department for lists of your county's large-scale animal breeding facilities.

a. Animal Census (large, small, exotic)

b. Agricultural Census

#### **C. Prepare a support profile.**

Such a step begins in the CART meeting and documents the support systems available to assist in the planning, hazard mitigation and recovery phases.

a. Animal Support Profile

This sector should begin with your CART itself with the agencies and organizations represented. Many of them (United Animal Nations Emergency Animal Rescue Service, HSUS, AHA, for example) will have plans and internal support functions already in place, while others (possibly even a local group) will be able to supply resources and volunteers, but will rely upon your CART's coor-dinating ability.

The important element is that your county animal and agriculture plan should be inclusive rather than exclusive. It should incorporate more rather than fewer voices, even if there is apparent duplication of effort or occasional rivalry among groups or even if fundamental group goals are at cross-purposes. In such cases, your CART's planning and networking efforts can help sort out any confusion in

advance of an emergency. In a difficult situation, it is almost always better to have too much help, if it can be coordinated, than too little: including veterinarians, pet store owners, horse park managers, U.S. Fish & Wildlife Service officers, the Humane Society of the United States and countless others.

#### **D. Develop a concept of operations.**

This section of your county plan may include standard operating procedures for county personnel and agencies. Because your CART is a MAC, a multi-agency coordinating group, however, it is an all-volunteer effort and it works with and through member volunteers, agencies and non-profit organizations.

a. Communications: A communications section of the plan should give the emergency plan the ability to coordinate emergency need with specific tools to meet that need. During an emergency, our normal methods of communicating may quickly become inoperable: telephone service will be interrupted; cellular service towers may collapse; and the Internet becomes inaccessible. A variety of battery-powered radios or citizen band radios with pre-established frequencies should be part of the solution. If that option fails, designated assembly points in the county and personal contact will need to be established as soon as travel is safe.

b. Up-to-date contact lists are important, and one vital, if mundane, CART function should be to maintain current member lists and con-tact information. Keeping these lists up-to-date is necessary to the success of CART's mission. It begins with the small step of regularly reviewing member contact information or even issuing wallet-size laminated cards with CART identification and contact information.

c. Having a clear "chain of command" and a central point of contact and Decision-making –probably the county emergency managers office – during and following an emergency are exceptionally important. Making sure that all CART members understand how the chain of command works is a crucial step in effective communication. There is no reason to compound one difficult situation with another when volunteers are mismanaged or when bickering between agencies or an organization ensues in the aftermath of an emergency. It is important that all CART team members have a clear understanding of each other's emergency management role – which group is experienced at handling vicious dogs and which can corral stray livestock, for example – and how "turf battles" are resolved.

d. Develop a structure for recovery. It is not only during a situation that CART's organizational abilities can be meaningfully employed, but as we have often seen from major world disasters, a majority of effort is required in the immediate aftermath and especially in the weeks, months and even years following an

emergency. Residents return to the area to find their homes shredded, their jobs gone and suddenly believe that they are unable to care for pets.

#### **E. Perform follow-up analysis.**

Perform follow-up evaluations after a situation has stabilized. Exactly when this should take place depends upon the nature of the emergency, but at some time afterwards, your CART team will want to sit down together and begin to assess its effectiveness during and after the situation. This meeting should include careful consideration of lessons learned so that your CART's procedures can be improved and the county emergency operations plan supplemented, if necessary and improved, if possible. One hopes, of course, that all members will be able to take part in a logical process of positive self-study and self-evaluation: not finger pointing, but a consensus for approach to any subsequent situation.

#### **F. Implement what you learn.**

Implement what you learn and learn from what you experience.

## **STEP 5: Develop an active outreach and recruitment effort**

With the awareness and support of county emergency management, the CART Advisory Board (or a designated committee) should develop recruitment and outreach plans. The two concepts naturally work together. Outreach will both alert the host community about your CART's viability and bring its function and organization to the attention of local stakeholders. Government agencies, non-profit organizations and individuals should be contacted personally or by making use of free media opportunities in newspapers, and on the radio, television and via the Internet. Representatives should be invited to attend meetings, give their input and to participate in the CART effort. Aside from those initial active members who committed to be part of the Advisory Board and the county emergency management staff, these are additional recruitment possibilities for a CART team:

- ❖ Local Humane Society
- ❖ Staff and members of partner organizations that already support the state level Kansas SART program and have already committed county-level employee and member involvement
  - ❖ Kansas Animal Control Association
  - ❖ Your area's Cattlemen's Association
  - ❖ Kennel Clubs

- ❖ United Animal Nations Emergency Animal Rescue Service
- ❖ Veterinarians
- ❖ agricultural-related retailers
- ❖ 4-H Club members
- ❖ FFA members
  
- ❖ educators representing agriculture
- ❖ forestry and zoo programs
- ❖ interested individual producers
- ❖ members of local law enforcement who may already be charged with specific tasks relating to known controlled species in the event of an emergency.

Of course, the above is not a conclusive list and you will certainly be able to add additional individuals and organizations of local significance. Other possible members who are not already associated with state level KSART partner area are always an option for information and resources.

*Most importantly, it is assumed that your county Emergency manager or ESF coordinator is an integral part of your CART.* Even though he or she may decline to take an active leadership role, make sure they are contacted and/or reminded of all CART meetings and activities. It is good policy to assign the task of making a personal follow-up and/or thanks for attending to a member of the Advisory Board. Other interested individuals will come from a diverse selection of relevant local, state and federal agencies as well as non-governmental organizations, as previously mentioned. Remember that these are only the individuals who come immediately to mind and who are most affected, perhaps because your CART is tangential to their job or business; your community may have other areas and organizations, or perhaps other needs, to take into consideration. The purpose of the above contact list is to provide a starting point for compiling a list of invitees, not only for the organizational and developmental phases of your CART, but for ongoing recruitment.

Remember, the purpose of recruitment is to develop an Inclusive rather than an Exclusive organization. This means enlarging the CART by bringing aboard new members and, inevitably, wider points of view and dissimilar individual and organizational emphasis cause conflict about activities and priorities. This is natural– and may be necessary – in a vital and purposeful organization. Taken in stride with every member given an opportunity to present their opinion, your CART can make the best decision within the scope of your Mission Statement and your county’s emergency management plan.

## **STEP 6: Promote awareness of your CART**

This is nothing other than getting the word out about your County SART. It certainly goes hand-in-hand with member recruitment, and the purposes cross paths, but creating public awareness is an entirely separate function than membership development. Building awareness means advertising and public relations. Most members of your CART team will have been accomplishing these tasks since they ran for president of the sixth grade or worked hard for an “A” in science so they could play on the football team. All humans engage in this activity but, as in every endeavor, some are naturally more adept than others. Finding those who are talented or hard working (or both!) promoters and charging

them with developing community awareness of CART and its animal and agricultural mission will pay dividends prior to and during an emergency situation.

Public acceptance of the CART mission to help safeguard animals and the agricultural infrastructure will make the team’s job easier. The more community officials are aware of and become informed partners in CART goals, the more effective your effort becomes. Indeed, that awareness will crystallize in the dedication of normal members who realize that their many volunteer hours spent planning and training will not be wasted in an emergency, and that their time and effort is both understood and appreciated.

There are thousands of opportunities in a normal Kansas community to promote your CART. From talk radio to interviews with community newspapers and county commissioners and Internet blogs, the variety of methods for informing your community are well known to the average high school band booster. All communities sustain local gala events to raise funds for such causes as research into muscular dystrophy and Alzheimer’s disease or to support the American Cancer Society or the Heart Association.

Typically, only a handful of local individuals are skilled at, and frequently called upon to organize these events. These people know who in the community can be tapped for a donation; who can be called upon to write an article and submit a photograph to the newspaper; who will loan a truck to help move equipment; who understands how to get your CART in the feature rotation on area electronic bulletin boards such as those in front of banks. Your task is to find these individuals – indeed, they may already be CART members – and learn from or even borrow their experience to promote CART’s mission.

## **STEP 7: Support and utilize the KSART website**

The Kansas State Animal Response Team, ( KSART’s internet site is [www.ksart.org](http://www.ksart.org) ) has taken the lead in building an effective, cooperating network of CART organizations and participating partners in Kansas. The Internet site above is a central point for disseminating

information, for positioning training modules and for developing CART team members into an effective emergency response community.

Of course, your CART may find that it is advantageous to develop its own Internet presence for local information and education.

## **STEP 8: Provide training for CART members & the community**

There are several types of training and your CART will want to be involved in both. The first is routine or meeting-oriented training where your group may review a CART training module from the Kansas SART web site at [www.ksart.org](http://www.ksart.org). Another might be to

have an expert demonstrate how to catch and control an aggressive dog, learn to identify an anxious cat using common language and descriptions, or have a non-profit member organization give a presentation about its purpose and capabilities, explaining how it fits into your CART. Training of this sort keeps member awareness growing outside their specific areas of expertise, and keeps everyone abreast of new developments.

An excellent place to begin and perhaps become energized to the CART role in emergency animal and agricultural response is the Annual KSART Conference. The conference is highlighted throughout the year on the KSART website, where the agenda is continually updated. The conference provides a forum for speakers from many different agencies and groups. Equipment is demonstrated and the conference is both a fine way to network and an excellent learning environment in a relaxed environment.

Still another type of training is the formal training-practice exercise and it is good to conduct at least one per year. If conducting your own exercise is out of the question, it is possible for CART members to sit in on those held by other agencies or organizations and then to report back to the group. The American Red Cross, for example, holds numerous training exercises and has web sites filled with informational items, everything from “Pandemic Influenza Planning: A Guide for Individuals and Families” to “Living Safely With Natural Gas Pipelines”. Training exercises or emergency procedure scenarios give your CART the information members need to improve their own coordination and

communication prior to a real emergency. Your county emergency management team will periodically conduct or participate in training exercises. Designing a training exercise is both simple and difficult at the same time and, in the beginning, your group will almost certainly want to work with county emergency management personnel. (It will, in fact, be a good idea to coordinate with them any time your group begins to plan a real-time training exercise.)

Setting up an effective training exercise is, itself, a time-consuming exercise and, in fact, many things can go wrong. (Indeed, you should count on something going wrong almost every time you develop a training exercise, because as good as your planning and preparation are, in the real world things go wrong). Your CART is part of a complex system, and there are many factors that cannot be anticipated or controlled. Relax and make the unexpected become part of the training scenario. Expect to incorporate those uncontrollable and unaccountable contingencies into the exercise and your learning curve.

So begin with a realistic scenario, such as an F-1 tornado in the middle of the night. In theory, your county will not have much if any warning, and evacuations of people and animals will be nonexistent. Now what? How can your CART – all of the local members will, of course, need to secure their own families and property – play an effective, supportive role in response and recovery for people, animals and agriculture? Answering these questions, putting them on paper and developing a formal simulation will help you evaluate your team's effectiveness in an emergency situation.

## **STEP 9: Become NIMS compliant**

Understanding the broader scope of emergency or incident management requires the study of a number of policies and training modules developed by the Federal Emergency Management Agency (FEMA) in the Department of Homeland Security. The Internet site developed for FEMA training materials is located at <http://www.training.fema.gov/EMIWeb/IS/crslist.asp>. A number of these training modules are set up for self-study on-line, and the FEMA webmasters have made it relatively easy to download, study, self-test, track your progress and even receive certificates of completion. On-line modules can be studied at your leisure.

Your CART leadership team should inventory available classes, self-study modules and training opportunities and may want to track member participation as well. In fact, a committed group of leaders will lead by example, studying the modules individually and discussing them as a group to glean all of the tips and information possible that can be applied to the local situation. If your CART program ever plans to move beyond the most basic phases of telephone networking and occasional meetings, it must take advantage of these state and national learning opportunities; and doing so methodically, making sure that learning opportunities are readily available to all members is a sure sign of a group that can be effective when called upon.

One should not think of “becoming NIMS compliant” as a destination or graduation. It is true that Certificates of Completion are awarded when one successfully tests after studying a module, but it is truly not a certificate that is the diploma and thinking of it in this manner may lead to a false sense of security. NIMS compliance is an on-going process of study, testing, application to one’s local plan, application during a disaster and post-event evaluation.

Prerequisites I-100 and I-200, I-300 Intermediate Incident Command System: This 24-hour course is a continuation of the Incident Command System training series. Provides a more complete description and detail of the organization and operation of the ICS, management of resources, duties of all positions including Air Operations organization, and provides examples of how the essential principles are used in incident and event planning. \*\*Include 700 as required\*\*

## **STEP 10: Develop a regional context and contacts**

A hazardous situation of any significance will involve multiple counties. Tornadoes, pet food recalls, a spreading outbreak of Avian Influenza or the Ebola virus, or surprise infestations of exotic pests do not respect county lines or human jurisdictions. Your ESF coordinator will undoubtedly know the coordinators of surrounding counties and he or

she can help you make contact with adjacent CART programs. There are endless opportunities for sharing information, cross training and getting acquainted, because in a time of crisis, you should be able to share personnel, equipment and supplies. By knowing your counterparts in adjacent counties, it will make operation in a crisis situation much easier. In addition to mutual aid during and following hazardous situations, your Kansas region is a potential source of funding for CART programs. It also provides an opportunity to participate in professionally organized and managed tests and exercises that will make your CART more effective. \*\*KSART can act as a resource to coordinate mutual aide between counties\*\*

## **STEP 11: Identify & obtain animal emergency response equipment & supplies**

The idea of stockpiling equipment and supplies in advance of a possible disaster scenario is a dilemma. In fact, finding a source for a grant and then writing a successful grant application to pre-position material may not be the difficult part. Funding is occasionally available through your Regional Domestic Security Task Force, from grants such as the

Urban Area Security Initiatives through the Department of Homeland Security and even from non-governmental sources.

If your CART believes that prepositioning supplies is essential for foreseeable disaster scenarios and grant monies cannot be immediately found, it should develop a plan for a community fund drive, including such things as bake sales, car washes, auctions, celebrity entertainment events and a range of alternative and enjoyable activities. Depending on your goals, however, this can be a slow process (even though, in the long run, it may be quite rewarding), and to maximize your resources, you will then need to find retail sources (local if possible) that will sell supplies at the best possible price: at cost if feasible. Sometimes, that is easier said than done.

The acquisition of gear and supplies will not be a random process and you will want to dovetail any gear purchase with your emergency plan and your county's anticipated needs in an emergency. Before you commit to acquiring equipment and supplies, issues that should be dealt with include:

- ❖ **Storage:** Finding the right location – secure, but readily accessible – to store the gear; a place where it is safe from pilfering and deterioration.
- ❖ **Maintenance:** Maintaining the equipment in top condition so that it is ready when you need it.
- ❖ **Training:** Developing a training program so that County SART members or other first responders will be able to use the gear at the right time and in the proper manner.
- ❖ **Accountability:** While the gear is in storage, a person, team or sub-committee will need to establish a method of inventory and accountability, remembering that a CART is a MAC and primarily a volunteer enterprise.

## **STEP 12: Take time to enjoy the process**

It may not be a milestone that can be integrated, as such, into a written plan or marked on a calendar, but enjoying the CART process is crucial to its success. Life is, after all, a journey, and most of our time in CART meetings, coordination and training is spent preparing for an event that may never happen. Certainly, every CART member hopes that such things as destructive tornados or the introduction of debilitating exotic diseases never occur in or near their county or state. On the other hand, at one time or another, we all experience turmoil in life and we know that somewhere, sometime disagreeable ... even hurtful ... things happen in our communities. And often, they take place unexpectedly. If you have participated in CART planning, training and networking, you can now see that within the animal and agricultural area, your CART may very well make a contribution that is both positive and rewarding.

So do take the time to enjoy the effort, the people and the knowledge you are acquiring. You have become one of those very bright points of light prepared for brilliance in an unknowable future.

This act shall be known and cited as the "Good Samaritan Act." (2) (2)(a) Any person, including those licensed to practice medicine, who gratuitously and in good faith renders emergency care or treatment either in direct response to emergency situations related to and arising out of a public health emergency declared pursuant to s. 381.00315, a state of emergency which has been declared pursuant to s. 252.36 or at the scene of an emergency outside of a hospital, doctor's office, or other place having proper medical equipment, without objection of the injured victim or victims thereof, shall not be held liable for any civil damages as a result of such care or treatment or as a result of any act or failure to act in providing or arranging further medical treatment where the person acts as an ordinary reasonably prudent person would have acted under the same or similar circumstances.

Keep in mind however Advisory Boards, employees, and volunteers of your CART are not immune from liability. CART's should consider Directors and officers insurance and general liability insurance.

## **PART III**

# **KNOW YOUR ACRONYMS**

Simply put, FEMA has language all its own. During a disaster, being overwhelmed with the strange language is not unusual and can frustrate you and your CART members. However, don't despair. Even the members of FEMA have an occasional laugh about the acronyms used. The real issue is that not every acronym is used during every disaster.

So if you want a glimpse into the world of FEMA's language, you need to consult the FAAT. The FAAT is an acronym that stands for FEMA Acronyms, Abbreviations and Terms. Yes, it's a booklet of acronyms that is an acronym itself. The 154-page document lists the alphabet soup of acronyms that is the official language of FEMA, which is an acronym for the Federal Emergency Management Agency. The following are only a few of the more commonly used acronyms you might be subjected to during the onset and course of a disaster. It is important to at least be familiar with them or understand the concept of "Managing" a Disaster.

- **ARC** American Red Cross
- **ARES** Amateur Radio Emergency Services
- **CDT** Central Daylight Time
- **CST** Central Standard Time
- **DAE** Disaster Assistance Employee
- **DAC** Disaster Application Center
- **DFO** Disaster Field Office
- **EAS** Emergency Alert System

- **EBS** Emergency Broadcast System
- **EDT** Eastern Daylight Time
- **EICC** Emergency Information and Coordination Center (FEMA)
- **EMS** Emergency Medical Services
- **EOC** Emergency Operations Center
- **EOP** Emergency Operations Plan
- **ERT** Emergency Response Team (FEMA)
- **ERT-A** Advance Element of the Emergency Response Team (FEMA)
- **ESF** Emergency Support Function
- **EST** Emergency Support Team (FEMA) / Eastern Standard Time
- **FAST** Field Assessment Team
- **FCO** Federal Coordinating Officer (FEMA)
- **FEMA** Federal Emergency Management Agency
- **FRP** Federal Response Plan
- **ICS** Incident Command System
- **IT** Information Technology Directorate (FEMA)
- **JIC** Joint Information Center
- **MAC** Multi-Agency Coordination
- **MERS** Mobile Emergency Response Support (FEMA)
- **MPH** Miles Per Hour
- **NAWAS** National Warning System
- **NDMS** National Disaster Medical System
- **NECC** National Emergency Coordination Center (FEMA)
- **NIMS** National Incident Management Systems
- **NVOAD** National Voluntary Organizations Active in Disaster
- **NWS** National Weather Service
- **NWSFO** National Weather Service Forecasting Office
- **OSC** On-Scene Coordinator
- **OS** Operations Support Directorate (FEMA)
- **PIO** Public Information Officer
- **PT** Preparedness, Training and Exercises Directorate (FEMA)
- **RD** Regional Director
- **REACT** Radio Emergency Associated Communication Team
- **ROC** Regional Operations Center
- **RR** Response and Recovery Directorate (FEMA)
- **SCO** State Coordinating Officer
- **SITREP** Situation Report
- **SOP** Standard Operating Procedure
- **TSB** Technical Support Branch (TPC)
- **USACE** United States Army Corps of Engineers
- **USAF** United States Air Force
- **USAR** Urban Search and Rescue
- **UTC** Coordinated Universal Time
- **VT** Valid Time
- **WFO** Weather Forecast Office

- **WRF** Weather Research and Forecasting model
- **Z** Zulu Time (same as UTC)

## **PART IV**

### **To be continued:**

It would be easy to just close this handbook and believe everything reviewed and suggested within it are etched in stone. The fact of the matter is this; no two disasters are exactly the same. The magnitude of the disaster your community is experiencing will determine the level of function needed. As the disaster occurs and changes so shall your CART. Both are living, breathing machines. So tweak the pages of this handbook to make it specific to your community. Remembering along the way, the only aspect of the machine required to maintain consistency and remain the same is the team effort and its multi-agency effort. Someone once said “The right hand must know what the left is doing at all times”. Commonsense tells you it will be the difference between your CART working a disaster successfully or not. No one wants to be the focus of negative media or losing someone’s animal because of a lack of communication and focus. Your CART is one cog in the entire machine and with good management and team effort it will perform well.

KSART will be happy to answer questions in the future as they occur, but as noted; it also remains a living, breathing machine and will grow and change with the times and the disasters. If we can’t answer the question immediately, we will certainly give it every effort. We look forward to any ideas and wish all those embarking on uncharted waters, GOOD LUCK!