



## Responder Leadership Job Descriptions

All animal response team volunteers in Kansas are required to be trained on basic emergency preparedness.

### Required Training

1. Federal Emergency Management Agency (FEMA) Independent Study (IS) 100: Introduction to Incident Command System
2. FEMA IS 200: ICS for Single Resources and Initial Action Incidents
3. FEMA IS 700: Introduction to NIMS
4. School of Public Health at University at Albany (SUNY): County Animal Response Team
5. Animal First Aid (CE every 2 years)
6. Human First Aid (CE every 2 years)
7. Psychological First Aid (CE every 5 years)

### Additional Requirements

- All animal response team volunteers in Kansas must have a go bag (so they can deploy at a moment's notice and not further drain the resources of the affected community).
- Animal response team volunteers in Kansas must have no previous conviction of animal cruelty.

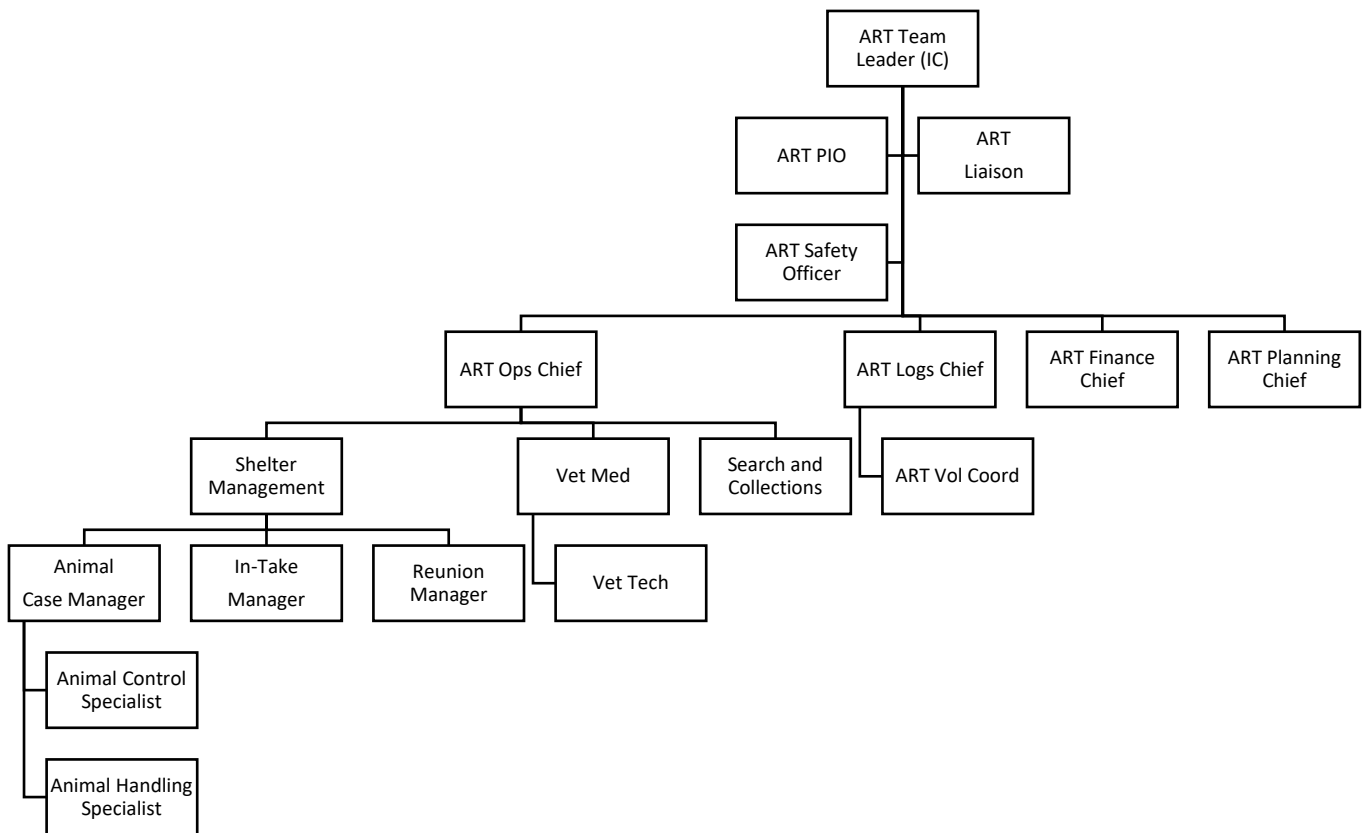
### Introduction to Position Descriptions

The following position descriptions include the *additional minimum* requirements for volunteers to become credentialed for an animal response team position. To be credentialed in a particular position, a responder must meet all criteria for the specified position. If, however, a volunteer has considerable experience relevant to the position, some training requirements can be waived. Credentialing is a *pre-incident* activity.

Upon completion of the basic training requirements, a volunteer may enroll in further training in advanced techniques. It is possible, and highly likely, that a volunteer be responsible for more than one position. It is recommended that after completing the basic training requirements, volunteers receive additional training and practice these techniques at a minimum of two to three times per year to ensure retention.



## Responder Leadership Job Descriptions





## Responder Leadership Job Descriptions

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**Position:**Animal Case Manager (Reunion Manager)

**Supervisor:** Animal Shelter Manger

**Description:**

- Assists in reuniting animal and owner.
- Documents rightful ownership of animal.
- Ensures owner and animal are compatible.
- Places animal in shelter or available veterinarian clinic.

**Training:**

- IS-100, IS-200, IS-700, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid, Animal Handling Course, Emergency Animal Sheltering Course

**Experience:**

- Daily care of animals.
- Recognize animal characteristics and animal behavior.
- Assess an appropriate match between owners and animals.

**Additional qualified roles:**

- Shelter Placement Manager
- Shelter Intake Manager
- Shelter Reclaim Manager
- Shelter Team Member



## Responder Leadership Job Descriptions

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**Position:**Animal Control Specialist

**Supervisor:** Veterinarian

**Description:**

- Captures and evacuates (extricates) animals.
- Restrains dangerous animals.
- Safely and humanely handles animals.
- Identifies animals.
- Consults with veterinarians on euthanasia of animals.
- Assesses needs of animals.
- Counts animal populations.
- Identifies and counts premises.
- Coordinates animal operations at impacted site.
- Advises on species management.
- Will assist in the removal of deceased animals.
- Keep records of deceased animals, burials, and cremations.

**Requisite training:**

- IS-100, IS-200, IS-700, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid, Animal Handling Course, Companion Animal Decontamination Training, Emergency Animal Sheltering Course, Zoonosis, Preparedness & Public Health

**Experience:**

- Animal capture, rescue, and evacuation.
- Works with companion animals, equines, livestock, avian, or non- domesticated species.

**Additional qualified roles:**

- Search and Collections Team Member
- Shelter Team Member



**Position:** Animal Handling Specialist

**Supervisor:** Animal Shelter Manager

**Description:**

- Assesses animal behavior.
- Safely and humanely handles animals.
- Identifies animals for tracing and reunion.
- Counts animal populations.
- Ensures appropriate sanitation for animals.
- Feeds and waters animals.
- Exercises animals.

**Prerequisite Training:**

- IS-100, IS-200, IS-700, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid, Animal Handling Course, Emergency Animal Sheltering Course, Zoonosis, Preparedness & Public Health

**Experience:**

- Safe and humane handling of relevant species.
- Basic husbandry of relevant species.
- Works with companion animals, equines, livestock, avian, or non- domesticated species.

**Additional qualified roles:**

- Shelter Volunteer



**Position:** Animal Shelter Manager

**Supervisor:** Animal Operations Chief

**Description:**

- Coordinates shelter response operations at individual animal premises
- Coordinates animal response operations at impacted premises

**Requisite training:**

- IS-100, IS-200, IS-700, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid, Animal Handling Course, Emergency Animal Shelter Course, Shelter Operations (Red Cross), Zoonosis, Preparedness & Public Health

**Experience:**

- Daily operations of animal facilities.
- Animal shelter management.
- Daily care of animals.
- Organizational and management skills.
- Works with companion animals, equines, livestock, avian, or non- domesticated species.

**Additional qualified roles:**

- Shelter Placement Manager
- Shelter Intake Manager
- Shelter Reclaim Manager
- Shelter Team Member



## Responder Leadership Job Descriptions

**Position:**Animal Vet Technician

**Supervisor:** Veterinarian

**Description:**

- Assesses animal behavior.
- Safely and humanely handles animals.
- Identifies animals for tracing and reunion.
- Counts animal populations.
- Ensures appropriate sanitation for animals.
- Feeds and waters animals.
- Exercises animals.
- 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.

**Requisite training:**

- IS-100, IS-200, IS-700, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid, Animal Handling Course, Emergency Animal Sheltering Course, Zoonosis, Preparedness & Public Health, Certified Vet Technician

**Experience:**

- Preparing medical records.
- Management of relevant animal populations.
- Working in animal facilities.
- Safe and humane handling of relevant species.
- Basic husbandry of relevant species.
- Works with companion animals, equines, livestock, avian, or non- domesticated species.

**Additional qualified roles:**

- Veterinary Assistant or Technician
- Animal Control Specialist or Animal Handling Specialist
- Animal Case Manager



## Responder Leadership Job Descriptions

**Position:** Veterinarian

**Supervisor:** Animal Operations Chief (OSC)

**Description:**

- Assesses animal behavior.
- Safely and humanely handles animals.
- Identifies animals for tracing and reunion.
- Counts animal populations.
- Ensures appropriate sanitation for animals.
- Feeds and waters animals.
- 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.
- 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.

**Training:**

- IS-100, IS-200, IS-700, NY CART Emergency Preparedness Course, Human First Aid, Psychological First Aid, Emergency Animal Sheltering Course, Zoonosis, Preparedness and Public Health

(Veterinarian Cont't)





**Experience:**

- Works or has worked in primary animal health.
- Works with companion animals, equines, livestock, avian, or non- domesticated species.

**Additional qualified roles:**

- Veterinary Assistant
- Veterinary Technician
- Animal Control Specialist
- Animal Case Manager
- Animal Handling Specialist



## Responder Leadership Job Descriptions

**Position:** Animal Search and Collections Specialist

**Supervisor:** Animal Operations Chief (OSC)

**Description:**

- Captures and evacuates animals
- Assesses the needs of the animals
- Assesses animal behavior
- Safely and humanely handles animals
- Identifies animals for tracing and reunion
- Counts animal populations
- Ensures appropriate sanitation for animals
- Feeds and waters animals
- Exercises animals

**Requisite training:**

- IS-100, IS-200, IS-700, IS-317, IS-809, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid, Emergency Animal Sheltering Course, Zoonosis, Preparedness & Public Health

**Experience:**

- Animal disaster response.
- Safe and humane handling of relevant species.
- Basic husbandry of relevant species.
- Works with companion animals, equines, livestock, avian, or non- domesticated species.

**Other qualified roles:**

- Shelter Placement Manager
- Shelter Intake Manager
- Shelter Reclaim Member
- Shelter Team Manager
- Search and Collections Team Leader
- Search and Collections Team Member
- Search and Collections Manager



## Responder Leadership Job Descriptions

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### Position: Animal Safety Officer (SO)

Supervisor: Animal Team Leader (IC)

#### Description:

- Ensures the safety of the animals is maintained at all times.
- Ensures the safety of the volunteers is maintained at all times.
- Ensures proper precautions and safety techniques are used by all.
- Monitors and assesses safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

#### Requisite training:

- IS-100, IS-200, IS-300, Is-400, IS-700, IS-800, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid, Animal Handling Course, Companion Animal Decon Training, Animal Sheltering Course, Zoonosis Preparedness and Public Health

#### Experience:

- Daily care of animals.
- Recognize animal characteristics and animal behavior.
- Assess an appropriate match between owners and animals.
- Safe and humane handling of relevant species.
- Works with companion animals, equines, livestock, avian, or non- domesticated species.



## Responder Leadership Job Descriptions

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**Position:** Animal Operations Chief (OSC)

**Supervisor:** Animal Team Leader (IC)

**Description:**

- Oversees the coordination and response of the Search and Collections and Sheltering operations.
- Responsible for Unit assignments, Examinations/physicals, Shelter locations, Triage, Search and collection, Surveillance, Quarantine and isolation, Security, Cleaning and disinfection o Euthanasia and disposal of Vector control

**Requisite Training:**

- IS-100, IS-200, IS-300, IS-400, IS-700, IS-800, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid, Animal Handling Course, Companion Animal Decon Training, Emergency Animal Sheltering Course, Shelter Operations (Red Cross), Zoonosis, Preparedness and Public Health

**Experience:**

- Daily operations of animal facilities.
- Significant experience in emergency management.
- Animal shelter management.
- Animal capture, rescue, and evacuation.
- Daily care of animals.
- Safe and humane handling of relevant species.
- Works with companion animals, equines, livestock, avian, or non- domesticated species.



## Responder Leadership Job Descriptions

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**Position:** Animal Logistics Chief (LSC)

**Supervisor:** Animal Team Leader (IC)

**Description:**

- Provides facilities, services, and material support for the incident.
- Oversees the acquisition and distribution of needed supplies.
- Supply handling and ordering, ground support needs and facility provisions.

**Requisite training:**

- IS-100, IS-200, IS-300, Is-400, IS-700, IS-703, IS-800, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid, Emergency Animal Sheltering Course

**Experience:**

- Facilities, services, and material support.
- Emergency management.
- Strong organizational skills.
- Strong written and verbal communication skills.
- Significant experience in supporting various service areas.



## Responder Leadership Job Descriptions

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**Position:**Animal PIO (PIO)

**Supervisor:** Animal Team Leader (IC)

**Description:**

- Coordinate with the overall Incident Command PIO for receiving and dispersing information to the public.
- Interface with the public and media.
- Write and distribute all media bulletins.
- Coordinate media interviews.
- Attend daily briefing sessions.

**Requisite training:**

- IS-100, IS-200, IS-300, Is-400, IS-700, IS-702, IS-800, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid, Emergency Animal Sheltering

**Experience:**

- Manage the generation and dissemination of information related to an incident for the public and media.
- Strong organizational skills.
- Ability to learn and convey the history and concepts of animal response teams, both state and local.
- Strong written and verbal communication skills.
- Can speak publicly to an audience, large or small.
- Outgoing personality; extrovert.



## Responder Leadership Job Descriptions

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**Position:** Animal Liaison Officer (Liaison)

**Supervisor:** Animal Team Leader (IC)

**Description:**

- Coordinate with cooperating and assisting agencies.
- Attend operations and incident command meetings.
- Report developments of interest from meetings.
- Daily reports to SCART Team Leader.
- Timely communication with state board of veterinary medicine and state veterinary medical association.

**Requisite training:**

- IS-100, IS-200, IS-300, Is-400, IS-700, IS-800, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid, Emergency Animal Sheltering Course,

**Experience:**

- Coordination with representatives from various agencies and organizations.
- Strong organizational skills.
- Ability to learn and convey the history and concepts of animal response teams, both state and local.
- Strong written and verbal communication skills.
- Can speak publicly to an audience, large or small.
- Outgoing personality; extrovert.



**Position:**Animal Planning Chief (PSC)

**Supervisor:** Animal Team Leader (IC)

**Description:**

- Collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan.
- Responsible for Resource unit, Risk assessment, Mapping Epidemiology, Documenting and disease reporting, Vaccination evaluations, Animal welfare, Laboratory administration, Legal issues, Environmental and economic impact assessment, Weather predictions

**Requisite training:**

- IS-100, IS-200, IS-235, IS-300, IS-400, IS-700, IS-800, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid, Emergency Animal Sheltering Course

**Experience:**

- Emergency planning and preparedness.
- Report writing.
- Information management.
- Strong organizational skills.





**Position:** Animal Finance Chief

**Supervisor:** Animal Team Leader

**Description:**

- Will handle all SCART financial, administrative, and cost analysis aspects of an incident.
- Responsible for: Procurement authorizations, Compensation and claims, Cost benefit and analysis, Time/recordkeeping

**Requisite training:**

- IS-100, IS-200, IS-300, IS-400, IS-700, IS-800, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid

**Experience:**

- Strong organizational skills.
- Finance, accounting, cost analysis, administrative duties, and payroll.
- Strong computer skills; must be familiar with Microsoft Office.



## Responder Leadership Job Descriptions

**Position:** Animal Team Leader

**Supervisor:** IC

**Description:**

- Overall authority and responsibility for conducting incident operations.
- Responsible for the management of all incident operations at the incident site.
- Will coordinate SCART's response to the incident with the overall Incident Commander.
- Will work with the Planning Officer to plan SCART's response to the incident.
- Establishes An Incident Command Post, Mission statement, Immediate goals,
- Supervises planning meetings.
- Ensures incident safety.
- Coordinates and approves activities of command and general staff.
- Approves the release of information to the public.
- Approves and implements the Incident Action Plan of the Day.
- Coordinates the end of the incident.

**Requisite training:**

- IS-100, IS-200, IS-700, ICS-300, ICS-400, IS-701, IS-703, IS-775, IS-800, IS-811, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid, Animal Handling Course, Companion Animal Decontamination Training, Emergency Animal Sheltering Course, Shelter Operations (Red Cross), Zoonosis, Preparedness & Public Health

**Experience:**

- Management of emergency incidents and events that may involve multiple jurisdictions
- Strong organizational skills with ability to attract, maintain, supervise, encourage and reward volunteers.
- Strong written and verbal communication skills.



## Responder Leadership Job Descriptions

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**Position:**Animal EOC Specialist

**Supervisor:** Animal Team Lead (IC)

**Description:**

- Provide interagency coordination and executive decision-making in support of the incident response.
- Coordinates through information collection and evaluation, priority setting, and resource management.
- Coordinates and manages an area response in an EOC Environment

**Requisite training:**

- IS-100, IS-200, IS-300, IS-400, IS-700, IS-775, IS-800, IS-811, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid

**Experience:**

- Management of emergency incidents and events that may involve multiple jurisdictions
- Strong organizational skills with ability to attract, maintain, supervise, encourage and reward volunteers.
- Strong written and verbal communication skills.



## Responder Leadership Job Descriptions

**Position:** Animal Volunteer Coordinator

**Supervisor:** Animal Team Leader

**Description:**

- Responsible for all facets of the volunteer program.
- Participate in organizational activities; assessing every opportunity for recruitment.
- Execute volunteer orientations on a periodic basis.
- Maintain records of volunteer information to include training completed and immunizations.
- Participate in the committee to provide volunteer mentoring and support.
- Maintain record of volunteer hours donated.
- Assist training committee to ensure all volunteers complete mandatory requirements.
- Visit and speak at local organization meetings.

**Requisite training:**

- IS-100, IS-200, IS-700, IS-244, NY CART Emergency Preparedness Course, Animal First Aid, Human First Aid, Psychological First Aid

**Experience:**

- Volunteer supervisory capacity or three years experience in a volunteer coordinator's or similar position.
- Strong organizational skills with ability to attract, maintain, supervise, encourage and reward volunteers.
- Ability to learn and convey the history and concepts of animal response teams, both state and local.
- Strong written and verbal communication skills.
- Can speak publicly to an audience, large or small.
- Outgoing personality; extrovert.