



Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

I. Skills and Interests

Education: Degree: _____ Institution: _____ Date: _____

Licenses Held: _____ Language(s) Spoken Fluently: _____

Hobbies, skills, interests: _____

Occupation: _____ Employer: _____

Employer Address: _____ Phone: _____

II. Experience (Paid and volunteer, beginning with the most recent.)

<i>Position</i>	<i>Organization</i>	<i>Dates</i>

III. Volunteering Preferences

Is there a particular type of volunteer work in which you are interested?

Availability (days and hours): _____

Do you have access to a vehicle that you can use for volunteer work? Yes No

How did you hear about Lehigh Valley CART? _____



IV. References

Provide the names and contact information for three people (not relatives) who know you well and can attest to your character:

V. Emergency Notification

In the event of an emergency, please contact the following individual(s):

Name

Address

Telephone Number *Relationship*

Name

Address

Telephone Number *Relationship*

VI. Verification and Consent for Reference and Background Check

I verify that the above information is accurate to the best of my knowledge.

I give Lehigh Vallry CART permission to inquire into my educational background, references, licenses, police records, employment and/or volunteer history. I also give permission to the holder of any such information to release it to Lehigh Valley CART.

I hold Lehigh Valley CART harmless of any liability, criminal or civil, that may arise as a result of the release of this information about me. I also hold harmless any individual or organization that provides information to the above-named agency. I understand that Lehigh Valley CART will use this information only as part of its verification of my volunteer application.

Signature *Date*

Lehigh County Emergency Management Agency Oath of Allegiance

Last Name _____ First Name _____ Middle Initial _____

Home Address _____ Phone _____

Business Address _____ Phone _____

FIRE COMMUNICATIONS MASS CARE MEDICAL POLICE RESCUE
 RADEF TRANSPORTATION SHELTER MGR LIASON SUPPLY

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

And I do further swear (or affirm) that I do not advocate, nor am I a member or an affiliate of any organization, group, or combination of persons that advocates the overthrow of the Government of the United States by force or violence; and during such time as I am a member of the Emergency Management Agency of Lehigh County or any of its political subdivisions, I will not advocate nor become a member or an affiliate of any organization, group, or combination of persons that advocates the overthrow of the Government of the United States by force or violence.

Signature _____ Date _____



PASART Volunteer Liability Waiver

I hereby waive, on behalf of myself and on behalf of my heirs, successors or assigns, any and all claims of any nature whatsoever, including without limitation claims for personal injury, death or loss of property against the Pennsylvania State Animal Response Team (“PASART”), its Board of Directors, employees, agents, volunteers, County Animal Response Teams, successors and assigns (collectively, “Released Parties”), which may result from or arise out of my participation as a participant in a PASART/ County Animal Response Team sponsored fund raising event or as a volunteer in PASART and/or a County Animal Response Team (“CART”), including any injury, death or property damage that is caused in whole or in part by the negligence of any Released Party.

I fully understand and appreciate the risks, no matter how remote, that may be attendant to activities for which I have agreed to participate in or volunteer for and I hereby release and hold harmless the Released Parties from and against any and all liability of any sort or nature whatsoever that may occur as a result of any accident, injury, or damage to me or my personal property during my participation as a volunteer, and do by my signature below, assume whatever risks, apparent or unapparent, that my volunteer efforts may entail.

Finally, I understand that PASART, on its own volition, has secured excess medical, general liability, along with personal liability insurance for all its volunteers and that a copy of those policies is available upon request. I understand that these policies do not apply to non-volunteer participants in fund raising events. I further understand that PASART is not obligated to continue such insurance in force, and may cancel, modify or change such insurance policies at any time, in its sole discretion. If PASART elects to change or modify this insurance coverage, it will so inform all volunteers affected by such change.

Name _____ DOB: _____
Address _____
Telephone/email: _____

Signature Date

Signature of Parent or Guardian for Minors
Under 18 years of age



Pennsylvania SART/CART Code of Conduct Policy

It is the policy of PASART to require the following of all SART/CART volunteers or representatives. Incident Commanders will have authority to deactivate any activated SART/CART volunteer or representative for behavior that violates this Code of Conduct.

Additionally, it is the policy of PASART to deny membership to any individual who has been convicted of a felony or any offense related to the mistreatment of any animal. **All current and prospective members and/or volunteers shall furnish to PASART proof that he/she has not been convicted of any such offense. This proof shall be in the form of an official Pennsylvania State Police Criminal History report. All current members of PASART must furnish this proof within ninety (90) days of the effective date of this policy. Prospective members must furnish this same proof within thirty (30) days of the submission of their membership application. Proof shall be supplied to the CART Coordinator in the county where the individual will volunteer. CART Coordinators shall submit their proof to the PASART Executive Director. This is a one time requirement. Non compliance with this section will result in termination of the individual's membership in PASART and his or her County CART.**

It shall be the responsibility of the prospective member, prospective volunteer, member, and/or volunteer to arrange and pay for the PA State Police Criminal History report in order to establish that he/she has not been convicted of a felony, or any offense related to the mistreatment of any animal, as set forth in the preceding paragraph.

Further, any potential member may be denied membership for any reason at the sole discretion of PASART.

All SART/CART volunteers or representatives shall:

1. Project a professional manner and appearance while participating in all related activities.
2. **Immediately, or as soon as reasonably possible under the circumstances**, identify operations **or activities** that are beyond their capabilities based on their **individual** qualifications, experience, training, and knowledge.
3. Provide and carry **current and relevant** professional credentials and display badge at all times during activation.

4. Observe safety rules and regulations and proper usage and operation of all equipment **at all times during activation.**
5. Accept assignments and/or orders as directed by the Incident Command System (ICS) Incident Commander or other supervising authority, or if required, make discretionary decisions based on appropriate intent and good judgment.
6. Not participate otherwise in operations that serve to promote personal gains or ideologies **while serving as a SART/CART volunteer or representatives.**
7. Not enter private properties **during activation or in connection with any SART/CART activity** to perform duties without **the express** permission from the owner, supervising authority or without a law enforcement escort.
8. Remain in contact with the appropriate ICS authority **at all times during activation,** and confine activities to the assigned mission and directives of the Incident Action Plan.
9. During activation, document or participate in documenting each rescue in a timely manner and submit documentation to the **Incident Commander** in the time period established by the **Incident Commander.**
10. Not transport animals to facilities other than those that have been **previously** approved by the supervising authority **during activation.**
11. Refrain from taking photographs out of respect of the privacy of the owner **during activation or other SART CART Activity.** In the event it becomes necessary to take photographs during activation or while otherwise engaged in SART/CART Activities, photographs will not be used for public display without the expressed written permission of the owner. **All photographs taken while activated or otherwise engaged in SART/CART activities, shall become the property of PASART or the respective CART.**
12. **Shall not at any time accept any personal donations on behalf of SART/CART** and shall direct all such donations to the appropriate person.
13. **Shall not behave in such a manner or otherwise engage in conduct** that will have a negative impact on PASART or any CART.

In addition, the following will not be tolerated while on site at a disaster, conference or other SART/CART activity:

- Consumption of alcoholic beverages while on duty;
- Display of public drunkenness;
- Possession, use or selling of any illegal drugs **and/or improper use or distribution of prescription drugs;**
- Violation of any laws;

- Public outbursts or derogatory remarks about other organizations or individuals; or
- Illegal use or display of a firearm

A PASART/CART volunteer may be removed from the membership rolls if it is determined by PASART that their behavior **or membership, in general**, does not serve the interests of PASART. Removal can be for violation of any of the items included in this Code of Conduct or other behaviors which are not listed but judged to be detrimental to PASART. **PASART reserves the right to remove any member or volunteer from membership for violating any of the terms set forth above or for the convenience of PASART.** CERTIFICATION: I have read the Code of Conduct and agree to abide by the rules set forth herein.

NAME (print)

SIGNATURE

DATE



PASART Policy on Prohibition of Sexual Harassment

WHEREAS, sexual harassment is a form of discrimination that undermines the integrity of the employment relationship and/or service delivery; and

WHEREAS, the Board of Directors of the Pennsylvania State Animal Response Team (PASART) has an obligation to assertively address sexual harassment issues in the workplace; and

WHEREAS, sexual harassment shall not be tolerated under any circumstances; and

WHEREAS, the PASART Board of Directors is committed to providing a work environment where employees, applicants for employment, or individuals receiving services from PASART shall not be subjected to sexual harassment; and

WHEREAS, to prevent sexual harassment in the workplace, all employees and volunteers must be made aware of the PASART sexual harassment policy, the steps to take when concerns arise, and our commitment to address instances of sexual harassment aggressively and equitably.

NOW, THEREFORE, the Board of Directors of PASART, by virtue of its' authority does hereby adopt PASART's sexual harassment policy as follows:

1. No Board Member, employee, or volunteer of PASART shall tolerate sexual harassment by anyone against any other Board Member, employee, applicant for employment, or volunteer or person receiving services from or conducting business with PASART. Sexual harassment in PASART work and volunteer settings is strictly forbidden. Further, no Board Member, employee or volunteer shall tolerate acts of sexual harassment by any other persons within either PASART work or volunteer settings. Sexual harassment is a violation of federal and state law. Therefore, all federal and state laws relating to sexual harassment and/or sex discrimination will be enforced.

2. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature where:

a. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or volunteer status; or

b. submission to or rejection of such conduct by an individual is used as a basis for employment or volunteer enrollment decisions affecting such individuals; or

c. such conduct has the purpose or effect of unreasonably interfering with an individual's work or volunteer performance or creating an intimidating, hostile, or offensive working or volunteer environment.

Prohibited sexual harassment may include actions by members of the opposite sex of an employee or volunteer as well as members of an employee's or volunteer's own sex. Prohibited sexual harassment may include actions which are overtly sexual or facially neutral if such actions constitute gender-based discrimination.

3. Any PASART employee or volunteer who engages in or knowingly condones sexual harassment related to PASART employment or volunteer status shall be subject to disciplinary action, up to and including removal from employment or volunteer status.

4. Retaliation in any form against an employee, applicant for employment, client, or person conducting business with or receiving services from PASART who exercises his or her right to make a good faith complaint under this policy or who cooperates in an investigation of any complaint is strictly prohibited, and will itself be cause for appropriate disciplinary action.

5. All PASART employees and volunteers will be educated in sexual harassment issues. Education may consist of written materials, formal training, educational videos, orientation sessions, workplace discussions, and/or individual counseling. All employees and volunteers will be provided with a copy of this policy and must sign an acknowledgement that they have received and reviewed the policy.

Please detach the bottom portion of this page and return to the CART coordinator:

I hereby acknowledge that I have received and reviewed the PASART Policy on Prohibition of Sexual Harassment and understand the implications of this policy.

Name (please print): _____

Signature: _____ **Date:** _____



Pennsylvania State Animal Response Team

Equal Employment Opportunity Policy

WHEREAS, the Board of Directors of the Pennsylvania State Animal Response Team (PASART) believes that the employment practices of PASART should be nondiscriminatory in intent and promote public confidence in the fairness and integrity of PASART; and

WHEREAS, there is a constitutional and legislative mandate to take affirmative steps to remedy employment discrimination and promote equal employment opportunity; and

WHEREAS, PASART is firmly committed to strengthening and developing equal employment opportunity;

NOW, THEREFORE, the Board of Directors of PASART, by virtue of its authority, does hereby issue the following policy:

1. Prohibition of discrimination and affirmation of equal employment opportunity.

- PASART, as an employer, shall not discriminate against any employee or applicant for employment because of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, or disability.
- Positive steps shall be taken by PASART to ensure fair and equal employment opportunity.
- Sexual harassment or harassment based on any of the factors listed in paragraph 1.a. of this policy is prohibited.

2. Responsibility for implementing equal employment opportunity.

- The Chairperson of the Board of Directors and the Executive Director shall ensure that the policy of the Board is implemented through the development and implementation of such procedures as may be necessary. They shall:

(1) Develop and promote steps designed to ensure a diverse workforce, equal employment opportunity and fair treatment of the protected classes listed in paragraph 1.a. of this policy in the organization.

(2) Develop additional equal employment opportunity policies, procedures, as may be needed.

(3) Develop complaint investigation and resolution procedures for implementation.

(4) Ensure that PASART's commitment to equal employment opportunity is clearly transmitted to all employees and volunteers.



Pennsylvania State Animal Response Team

Enrollment of Volunteers Policy

The Pennsylvania State Animal Response Team (PASART) hereby establishes the following policy as it relates to the enrollment of volunteers in PASART and County Animal Response Teams (CARTS).

As a non-profit volunteer based organization, the Pennsylvania State Animal Response Team (PASART) is dependent upon volunteers from the general public to provide the human resources that will make up the County based response teams providing assistance to county emergency management officials. Accordingly, it is appropriate to establish a policy that governs the enrollment of volunteers.

Specifically, it shall be the policy of PASART that individuals may volunteer to be members of PASART and CARTS if they are at least eighteen (18) years of age OR they are at least sixteen (16) years of age and have submitted a formal written consent from a parent or legal guardian.

Any volunteers under the age of eighteen (18) must be in compliance with any state and federal regulations regarding the use of minors as volunteers.

PASART/CART TRAINING POLICY

PURPOSE: To establish a training policy for County Animal Response Teams (CARTs) in Pennsylvania. The courses listed below will standardize the training while offering flexibility for the CART Coordinators in scheduling appropriate training for CART members based on their roles and responsibilities.

GOAL: To train CART volunteers commensurate with their responsibilities and assigned duties in an effort to protect the safety of the volunteers and animals (small, large, domestic, and wild).

SPECIAL PROVISIONS: Consideration will be given to CART members on a case-by-case basis who have had prior practical experience. Members who have completed courses prior to enrollment as a CART volunteer will be given credit provided a certificate was issued and is presented to the CART Coordinator.

REQUIREMENT: All CART members must complete Level I – Basic Responder training as soon as practical following enrollment as a volunteer. CART members must successfully complete Level I training requirements to qualify for reimbursement of Level II or other training costs.

TRAINING REQUIREMENTS AND OTHER RECOMMENDED TRAINING:

Level I - Basic Responder – Required of all volunteers

SART Orientation

Basic Incident Command System (IS-100 or equivalent)

HazMat Awareness

National Incident Management System (IS-700 or equivalent)

Animal Sheltering Training equivalent to 16 hours of classroom/field training

Special NIMS requirement for CART Coordinators and Co-coordinators IS-200

Level II – Specialized/Technical Responder – Specific courses (optional based on assigned role within each CART may include but are not limited to the following):

Animals in Disaster - Module A Awareness and Preparedness (IS-10)

Animals in Disaster – Module B Community Planning (IS-11)

Livestock in Disasters (IS-111)

Developing and Managing Volunteers (IS-244)

Agricultural Emergencies

Pet First Aid

Human First Aid

WMD Awareness

Large Animal Rescue

Biosecurity and Zoonoses

Trailer Rescue

**Animal Behavior
Barn Fires
Ice Rescue
Swift Water Rescue**

INSTRUCTORS/TRAINERS may include but are not limited to certified instructors, teachers/professors affiliated with accredited schools or universities, and other credentialed professionals such as the following:

**Penn State University American Humane
Federal Emergency Management Agency
Pennsylvania Emergency Management Agency
County Emergency Management Agencies
Volunteer Fire Companies**

Train-the-trainer opportunities and Independent Study (IS) on-line training through the Department of Homeland Security/Federal Emergency Management Agency (www.fema.gov) will be encouraged to conserve resources.

STUDENT TRAINING COSTS: PASART will financially support training or directly reimburse CART members for training costs not to exceed \$250 per CART member per year subject to the availability of funds. This pertains only to courses with Department of Homeland Security (DHS) approval or courses pending DHS approval. In either case the DHS approval number or DHS tracking number must be included on the request for reimbursement. CART members must successfully complete any course attended to be eligible for reimbursement. Eligible costs include but are not limited to course registration fee, hotel, and mileage to and from training site. CART members must successfully complete Level I training requirements to qualify for reimbursement of Level II or other training costs. CART members must successfully complete Level I training as a pre-requisite to any other PASART sponsored training. Attendance at PASART sponsored training will be denied to CART members who have not completed Level I training.

Training Report: CART members being reimbursed for course attendance must submit a report of their training experience which includes a summary of the course, copies of handouts and a statement as to the value of the training. This will provide the CART Coordinator with information necessary to consider future requests for the same training while also providing team members with summary information about the course.

APPROVAL REQUIREMENT: CART members need the prior approval of their CART coordinator to attend any course beyond the Basic requirement and for which they will seek reimbursement. (Note: This is to insure that CARTs control the training effort as much as possible so as to have an adequately trained team with back up capability).

POLICY REVISIONS: The Board of Directors may amend or revise this policy as priorities and needs change, financial resources become available, or other factors require amendments or revisions.

AMENDED and Approved by Board of Directors: May 4, 2010