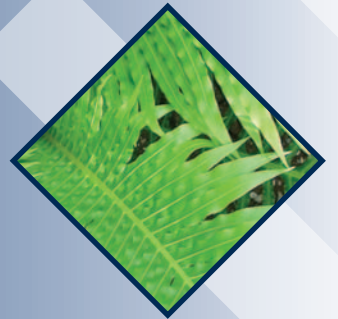




**creating a
county SART**



creating a county sart

june 2006

Creating a County SART Toolkit

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For a complete list or to download SART Training Media, visit the Florida SART Web site at
<www.flsart.org>.

Acknowledgements

This revised version of *Creating a County SART* was made possible by the hard work and dedication of the leaders and participants in our most active pilot counties:

- Collier County SART
- Hernando County SART
- Hillsborough County SART
- Palm Beach County SART
- Santa Rosa County SART

They deserve commendation for forging ahead and creating teams to address disaster-related animal and agricultural issues in their communities.

You may meet members from these pilot teams at a training event or a response. Please give them a pat on the back and congratulate them for playing such a critical role in the continuing success of Florida SART.

Elizabeth Wang
SART Coordinator

About Florida SART

SART is a multiagency coordination group consisting of governmental and private entities dedicated to all-hazard disaster preparedness, planning, response, and recovery for the animal and agriculture sectors in the state of Florida.

SART operates at the local level through county SART organizations.

SART utilizes the skills and resources of many agencies, organizations, and individuals with its multiagency coordination group structure.

SART supports the county, regional, and state emergency management efforts and incident management teams.

SART Mission

Empower Floridians through training and resource coordination to enhance all-hazard disaster planning and response for animals and agriculture.

SART Goals

- Promote the active engagement of each county coordinator who is responsible for animal and agricultural issues
 - Provide assistance in the development and writing of county ESF-17 plans
 - Promote the establishment of a county SART to work as a multiagency coordination group to support emergency management and incident management teams
 - Provide training for all SART and animal and agriculture personnel
 - Identify county resources available for an emergency or disaster
 - Work to comply with the National Incident Management System (NIMS) document
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Introduction

This publication provides guidance for those creating a county SART in their county. This manual is intended to be used in conjunction with the other materials in the County SART Starter Pack. It provides information for: 1) a County Emergency Management Informational Meeting, 2) a county SART Organizational Meeting, and 3) the first county SART member meeting.

The County SART Starter Pack contains the following materials:

- 3 copies of *Creating a County SART* toolkit
- One DVD and videocassette entitled *State Agricultural Response Team*
- 50 copies of the *Creating a County SART* tri-fold brochure
- 50 copies of the *Coordinating Disaster Response for Animals and Agriculture* tri-fold brochure
- 10 pens
- 10 magnets
- 10 koozies
- 10 key chains

The manual breaks down the process of creating a county SART — from identifying the Action Committee to holding the first county SART member meeting — into six easy-to-follow steps. The six steps are:

1. Recognize need for a county SART
2. Meet with County Emergency Management officials
3. Prepare for an Organizational Meeting
4. Conduct the Organizational Meeting
5. Prepare for first county SART Member Meeting
6. Conduct first county SART Member Meeting

In addition to providing guidelines to these tasks, this publication also supplies a series of forms that may be utilized in organizing, conducting, and promoting the various steps in the process of creating a county SART. The forms are summarized as follows:

- Letter of Invitation for County Emergency Management Meeting
 - Letter of Invitation for County SART Organizational Meeting
 - Potential Contact List
 - Community Characteristics and Hazards Worksheet
 - County SART Member Application
 - County SART Member Roster template
 - County SART Contact Sheet
 - SART FAQ
-

- Agenda for County Emergency Management Meeting
- Agenda for Organizational Meeting
- Agenda for First County SART Member Meeting
- Local Resources Tree Structure
- Reusable Name Card

What is a County SART?

A county SART is a group of people from a specific county that prepares for, responds to, and aids in recovery from an animal or agricultural emergency or disaster. Members are drawn from county agencies and organizations that play a role in the animal and agriculture community. The group may also include citizen volunteers. County SART members provide critical support to state SART and other responders, assist victims, and collect information that allows disaster relief to get to those who need it. Although, the word “response” appears in the SART name, a county SART is not necessarily a response team. Some SART members will be responders, and others will not. A county SART’s work improves planning, response, and recovery operations for animals and agriculture affected by emergencies and disasters.

The county SART operates as a multiagency coordination group (MAC), which identifies incident priorities that guide incident objectives, provides resources for an incident, integrates incident communications, integrates incident information, and provides interagency decision coordination. The SART MAC is a coordinating entity for local animal and agricultural disaster issues.

What Does a County SART Do?

A county SART meets regularly, perhaps monthly or bimonthly. During meetings, members share disaster-related activities within their organizations, perform a county risk assessment, study training material, prepare for or debrief from activation, or update the county and/or city ESF-17 plans.

In an emergency, the county SART is the key resource to the county’s ESF-17 coordinator. Some SART members may be called to assist the coordinator at the county emergency operation center or be called upon to report to the ESF-17 incident command post. Other members will work with their groups or agencies while maintaining contact with SART leaders. Any of these activities would fall under the response category of activity. Response action may be initiated for events such as a hurricane or plant or animal disease outbreak.

Additional categories of activity that a county SART may participate in include training, outreach, and networking.

Training may take place at local meetings, conferences, or workshops. Training may also be

provided at the annual SART meeting and conference. Another example of a training opportunity is simulating an activation of the emergency support function for animals and agriculture. Utilizing training materials created by SART or hosted by another entity is yet another way SART members may participate in training opportunities.

Outreach activities include conducting a community workshop on preparing pet disaster kits and staffing a SART display at community events, such as a county fair or hurricane exposition.

Networking is always part of SART activities. Contacts will be made during the staffing of display booths, attendance at training workshops, and ESF-17 activation for an emergency. Additional networking examples include developing mutual aid agreements with other counties and sharing information about needs and resources throughout the SART organization.

Who Should Form a County SART?

Every Florida county! Each county in the state of Florida has an animal and/or agricultural sector. Some have a larger concentration of one versus the other, but each has special needs that should be addressed in the event of an emergency or disaster. A county SART is the county level of the State Agricultural Response Team (SART), which was formed to coordinate resources in order to respond to and aid in recovery from disasters that affect animals and agriculture.

**Step 1: OK, We Recognize the Need for a County SART...
So, What's Next?**

A small group (two to three people referred to as the Action Committee) of interested individuals in the animal and/or agriculture community may initiate a county SART. The interested individual(s) should contact state SART to verify that a county SART for the county does not already exist. If there is one, state SART can provide the main contact(s) for it.

Since you are reading this section, that means you have already received the Starter Pack because there is no county SART in your community.

Congratulations! You have already completed the first step in creating a county SART! Now, on to the next step: holding an informational meeting with county emergency management.

Step 2: County Emergency Management Informational Meeting

The next step in creating the county SART is to arrange and hold a meeting between your county emergency management director, ESF-17 coordinator (if one exists), and your Action Committee. Remember that small group of people you identified earlier as the Action Committee? This is the first opportunity that they, and you, will have to present information on the SART organization and the plan for the county SART.

Now, your ESF-17 coordinator may have already been contacted and is involved at this point. They may know about SART and have already made contacts within emergency management. If this is the case, you may choose to eliminate this step.

Because SART is a component of ESF-17, it is imperative that county emergency management know that SART exists and that the county SART team is being formed.

A state SART member should be contacted to make the presentation with you and your Action Committee. It is important that a state SART representative, such as the State Coordinator, be involved in beginning county SART operations. They are able to provide guidance and assistance through the various steps.

The emergency management director and ESF-17 coordinator should be contacted via mailed letter, followed up with a phone call. A template for this letter is located in the Resources section. If a good working relationship exists between an Action Committee member and the county emergency management director and/or the ESF-17 coordinator, the formality of this step may be eliminated. A simple e-mail or phone call request may be used instead. Make sure to state the purpose, location, and time-frame for the meeting.

A sample agenda for the meeting is located in the Resources section of this publication. The meeting should not last more than one hour, as follows:

Part 1 – Call to Order	5 min
Part 2 – Introducing SART	20 min
Part 3 – What is a County SART?	10 min
Part 4 – How a County SART Can Help Our Community	10 min
Part 5 – Exploring Opportunities and Determining Next Steps	10 min
Part 6 – Adjournment	5 min

TOTAL	1 hour
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Specific Meeting Objectives

At the end of the county emergency management meeting, attendees as potential SART members, will be able to:

1. Describe SART, why it was formed, and how it is structured.
2. Describe what a county SART is.
3. Discuss how a county SART can help the community.
4. List the opportunities available to SART members.
5. Describe the next steps for the county SART.

Materials/Equipment Needed

To complete the County Emergency Management Meeting, you will need the following:

- Sufficient number of handouts for all attendees
 - County Emergency Management Meeting Agenda
 - County SART Member Application
 - *Coordinating Disaster Response for Animals & Agriculture* brochure (plus extras as needed)
 - *Creating a County SART* brochure (plus extras as needed)
 - County SART Contact Sheet
- Sufficient seating for all attendees
- Pens or pencils for each attendee
- Television with VCR or DVD player (to play SART video or DVD from Starter Pack)

Before the County Emergency Management Meeting

On the day of the meeting, check that all equipment needed is in place, or in possession of the person in charge of transporting it to the meeting venue and setting it up. It is possible that this meeting will take place at the emergency management director's office or at the county emergency operations center (EOC); if this is the case, check to make sure any and all needed equipment is present and working.

Make certain that any materials such as worksheets, brochures, pencils, or pens for attendees are available in sufficient numbers for each attendee.

Part 1 – Call to Order

Focus: Start the meeting and identify all attendees

This is the start of the meeting where the Action Committee spokesperson introduces themselves and the committee members and states the purpose of the meeting.

If any state SART members or guests are present, make sure to introduce them or allow them to introduce themselves.

Part 2 – Introducing SART

Focus: Educate audience about the SART organization

The emergency management director and ESF-17 coordinator may not know about the SART organization. So, this is the first issue to address.

With this need in mind, a special training unit, *Introducing SART*, is available for download from the Florida SART home page under the “Training Materials” link. The lesson plan provides the instructor/speaker the background information needed to explain why SART was begun, what it does, and how it is structured. If proper electronic equipment is available, you may choose to show the slide presentation. [Bear in mind that this arrangement would have to be planned for ahead of time.] Otherwise, simply explaining the slide handouts – also available from the training unit – should be sufficient.

A DVD and videocassette are included in the County SART Starter Pack that may be useful here. Plan ahead to make sure that a television and VCR/DVD player is available (and working) to show this 12-minute presentation.

This part of the meeting might be the right time for you to ask the invited state SART member to speak as they would be particularly proficient at explaining what SART is.

Make sure to stop and ask if there are any questions before proceeding to the next part of the agenda. There is a SART FAQ sheet provided in Resources to help you anticipate questions you may be asked and their suggested answers. It may also be a helpful handout to provide to meeting participants.

Part 3 – What is a County SART?

Focus: Provide details about the county level of the SART organization

Now that attendees have had the opportunity to hear about SART as a whole, it is time to tell them more about the county segment of SART.

People tend to find out how to deal with an emergency as the emergency occurs. In order to avoid this situation, people involved in planning, response, recovery and the public need to work together on all levels. This is especially true of the animal and agriculture communities.

The county organizations of SART are the next level of SART from which cooperation and understanding are needed between the animal and agriculture community, government agencies, and response and recovery organizations. County residents and organization personnel need to come together to better plan for disasters on the local level. This joining through the county SART will impose a greater sense of control for all involved. Better response and quicker recovery will result.

Any emergency is a local emergency first. A county SART is the group of people that coordinate resources to prepare for, respond to, and help victims recover from an animal or agricultural disaster on the local, community level. County SART members provide critical support to state and/or federal responders, assist victims, and collect information that allows disaster relief to get to those who need it.

The county SART operates under the direction of the ESF-17 coordinator as a multiagency coordination group (MAC) and is activated as needed. Response to any animal and/or agricultural disaster is coordinated using the Incident Command System (ICS). The ESF-17 coordinator may designate someone on the county SART as the County SART Administrator. The County SART Administrator would be responsible, when called upon, to contact county SART members along a determined chain of command. Additional, regular duties of the Administrator include being listed as a contact for the county SART on the Florida SART Web site, maintaining county SART information for their county, keeping an up-to-date member roster, and posting county resources to the Florida SART Web site, as well as working with the state SART coordinator to address other miscellaneous issues that may arise.

In addition to performing response activities, a county SART participates in training, outreach, and networking activities. Members also contribute to

community planning for animal and agriculture disaster needs. Training opportunities include attending the statewide SART conference and using training materials during county SART member meetings. Outreach includes setting up information booths at local fairs or disaster expositions. Networking occurs at all levels and is considered a cornerstone principle of SART.

Before describing the benefits of the county SART, ask attendees to recall the organizations that were previously mentioned. Tell them that all these organizations have been identified as being critical to the mission of establishing a county SART. The actual county SART is comprised of individuals just like those in the room: people with an interest in protecting animals and agriculture from disaster. SART members come from diverse backgrounds; some are local government or pet rescue organizations, and others may be first responders. The county SART harnesses these diverse backgrounds to a common interest and goal to create a powerful organization to coordinate resources for planning, responses, and recovery.

Part 4 – How a County SART Can Help Our Community

Focus: Describe the benefits that SART, specifically a county SART, provides for the community stakeholder groups

If you have a county SART in place when a disaster strikes, it will activate according to its plan. This plan includes:

- Addressing the needs of the county's animals and agriculture
- Coordinating response through the organizational structure
- Delivering expertise based on specialized training
- Tapping into identified resources to gain materials and assistance from the statewide SART network

It is important to make clear that the county SART is not an effort by one faction of the community to dictate how animal and agriculture disaster planning, response, and recovery will take place, but it is a way that all parties involved can come together and build a network of cooperation and collaboration. During a time of need, differences need to be put aside to realize the common goal of helping animals and agriculture.

The county SART operates under the direction of the ESF-17 coordinator and is activated as directed. Response to any animal and/or agricultural disaster is coordinated using the Incident Command System (ICS). The ESF-17 coordinator may designate someone on the county SART as the County SART

Administrator. The County SART Administrator would be responsible, when called upon, to contact county SART members along a determined chain of command. Regular duties of the Administrator may also include being listed as a contact for the county SART on the Florida SART Web site, maintaining county SART information for their county, keeping an up-to-date member roster, and posting county resources to the Florida SART Web site.

County SART members have intimate knowledge of their community's animal and agricultural needs and bring this knowledge with them when participating in planning, training, outreach, response and networking activities.

This would be the opportunity to use community-specific examples of how a county SART will help emergency response for the animal and agriculture sectors. For example, if your community has several horse breeding operations and the water supply is interrupted for an extended period of time, county SART members will have access to ESF-17 response teams to arrange and execute the delivery of water in addition to feed and hay needs. Use just two or three examples – enough to bring the concept home for the meeting's attendees.

Benefits for specific community stakeholders are summarized in the following table.

Stakeholder Group	Benefit
Animal and agriculture community	<ul style="list-style-type: none"> • Improved preparation • Identifiable help during response and recovery operations
Government (federal, state & local)	<ul style="list-style-type: none"> • More effective partnerships • Increased ability to serve
Communicators	<ul style="list-style-type: none"> • Better, more reliable information available
Nonprofit agencies and civic groups	<ul style="list-style-type: none"> • Service opportunity • Better, more reliable information available for members
General public	<ul style="list-style-type: none"> • Better, more reliable information available • Identifiable help during response and recovery operations

As you can see, SART has a positive influence for several areas of the community, not just animals and agriculture. Make certain to stress to the audience the governmental benefits that SART presents.

Additionally, the Florida SART Web site provides an area for each county to post contact information for the emergency management director, emergency operations center (EOC) location and contact information for the ESF-17 coordinator and county SART administrator. There is also a listing of emergency response resources posted for each county.

Your audience may have some questions at this point; make sure to provide an opportunity to answer them.

Part 5 – Exploring Opportunities and Determining Next Steps

Focus: Encourage member sign up and announce SART member meeting

Now, the director and coordinator have learned what SART is, how it works, and the benefits it brings to the county. So, what is the next step? Getting people to join the county SART!

Point out that a County SART Member Application has been provided to everyone as part of their materials packet. Encourage them to fill out the form and return it. This form is important whether they have signed up as SART members on the Florida SART Web site or not. It allows the Action Committee to compile a membership roster and contact sheet to reach the team members in the event of activation and to send out meeting announcements.

State the date, time and location of the initial Organizational Meeting. The ESF-17 Coordinator should now agree to help plan for this meeting and attend. The emergency management director may or may not attend this county SART meeting. If they ask if they should, encourage them to, but also prepare them for the fact that the Organizational Meeting will be presenting most of the same information that was presented in this meeting. The emergency management director's attendance is most important at the first county SART meeting where community benchmarking and initial review of the ESF-17 plans will occur; the date, time, and place of the first county SART member meeting will be forthcoming after the organizational meeting(s).

Ask if there are any questions. Hopefully, at this point, anyone who has not

already asked a question will raise their hand and ask about any lingering thoughts.

Part 6 – Adjournment

Focus: Thank audience for their attendance and adjourn the meeting

You have made it through the entire meeting!

Thank the group for their attendance, time, and cooperation. Congratulate them for their commitment to the SART endeavor and on their desire to be a part of the solution. Your invited speaker(s) may also wish to share some parting comments. Make sure to arrange this with them ahead of time and stress that they should keep any comments brief, so as to keep on schedule. The meeting should then be adjourned (hopefully with the emergency management director's blessing!).

Step 2 is now complete!

Step 3: Preparing for the Organizational Meeting

Another Action Committee meeting is needed to determine the needs for the county SART Organizational Meeting and to discuss items such as:

- Targeted contacts for county SART members
- Organizational Meeting date, place, and time
- First county SART member meeting date, place, and time (Note: Tasks beyond date, place, and time will be addressed in Step 5.)
- Tasks needing completion for the Organizational Meeting such as worksheets to use, speakers to invite, and refreshment and equipment purchase and transport
- Completion dates for tasks
- Follow up for tasks
- Mail-out of letters of invitation
- Personal follow-up with key contacts

Identifying Potential County SART Members

The Action Committee now needs to focus on recruiting members to be the county SART. The people who become members of the county SART are likely to be already involved with animals and/or agriculture on a professional and/or personal level.

Some individuals must be contacted and are expected to become SART members, if they are not already. These people include:

- County ESF-17 Coordinator (should already have commitment from previous Emergency Management Meeting; they should be helping to plan the Organizational Meeting as a member of the Action Committee now.)
 - County Emergency Manager and/or staff (should already have a support and membership commitment.)
 - Staff and members from partner organizations that already support SART and have committed employee and member involvement at all levels
 - Florida Department of Agriculture and Consumer Services (FDACS) Divisions of Animal Industry (DAI), Plant Industry (DPI), Agriculture Environmental Services (AES), Dairy (DOD), and Forestry (DOF)
 - United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS), Farm Service Agency (FSA),
-

- Office of the Inspector General (OIG), Natural Resources Conservation Service (NRCS), and Rural Development (RD)
- Humane Society of the United States (HSUS) Southeast Region
 - Disaster Animal Response Team (DART)
 - Florida Farm Bureau
 - University of Florida Institute of Food and Agricultural Sciences (UF-IFAS) and the College of Veterinary Medicine
 - Southern Plant Diagnostic Network (SPDN)
 - Florida Veterinary Medical Association (FVMA)
 - Florida Animal Control Association (FACA)
 - Southeast Milk, Inc.
 - Florida Nursery, Growers and Landscape Association (FNGLA)
 - Southern Plant Diagnostic Network (SPDN)
 - Florida Cattlemen's Association
 - Florida Association of Kennel Clubs
 - Florida Sea Grant
 - United Animal Nations Emergency Animal Rescue Service (UAN/EARS)
 - Sunshine State Horse Council (SSHC)
 - Farm Credit of South Florida

The ESF-17 coordinator will, from now on, be notified and be participating in SART activities. Make sure they are contacted or reminded of the planning meeting(s) for the Organizational Meeting if they were not already notified at the conclusion of the Emergency Management Meeting.

The county emergency director will be expecting a personal follow-up to remind him/her about this meeting and additional thanks for attending the county emergency management informational meeting. Make sure to assign someone the task of personal follow-up with this key person.

Other individuals come from a diverse selection of organizations, as previously mentioned. A handout, *Potential Contact List*, located in the Resources section, suggests further areas of expertise and people who may be considered as potential county SART members. Remember that these are just suggestions; your community may have other areas and organizations that should be considered. The purpose of the contact list is to provide a starting point in compiling a list of invitees for the Organizational Meeting.

The Action Committee should schedule a time to develop a list of invitees and their contact information. Alternatively, each Action Committee member could be assigned certain areas of the list to research and obtain contact information for.

Compile a master list of invitees and contact information for use in another part of Step 3.

Mailing Letters, Securing a Venue, and Completing Other Tasks

The second part of Step 3 is to plan for the Organizational Meeting. This is when the concept of SART will be presented to targeted community members (remember that list we just compiled?). Action Committee members need to decide who will be responsible for scheduling the event (be aware of holidays, other meetings, conferences, and the like, which may prevent some members of the target audience from attending), mailing out the letters of invitation, making sure that needed materials are available in sufficient quantities, and other associated tasks.

Be as detailed as possible and create a checklist for yourselves.

When scheduling the event, choose a convenient date, location, and time for the meeting. Make sure any equipment needed, like a television, VCR or DVD player or chairs, are available before securing the venue. If needed amenities are not available, then they must be secured by the Committee prior to holding the meeting or alternatives sought. A full list of materials needed to conduct the Organizational Meeting is located under Step 4, Materials/Equipment Needed.

Letters of invitation should follow the template provided in the Resources section. Fill in the blanks with information specific to your county's Organizational Meeting. Do not forget to include the time, date, and location of the meeting and a way to contact someone if they have questions *and to RSVP!* This letter will be addressed to each of the individuals on the master list of potential county SART member contacts the Action Committee recently finished.

If a final agenda has been developed, you may choose to enclose it with the letter of invitation. If an agenda has not yet been finalized, then do not mail one out; wait until the meeting to provide an agenda.

Pick someone to manage the RSVPs of attendees. The number of RSVPs will be used to make sure enough seats and materials are available in addition to emailing or calling to remind those who RSVP'd that the event will be held. Arrange to have any handouts and brochures copied ahead of time and make a few extra; there will always be people who show up without having

RSVP'd or want to take some materials for a friend. Refreshments like coffee, soda, juice, and cookies may be served. You might want to consider the time of day when planning for refreshments; morning meetings may serve coffee, juice, doughnuts, and pastries, whereas evening meetings may serve coffee, soda, and cookies or a simple donated/catered dinner.

Other tasks like copying worksheets, member applications, and agendas may be identified as needed by the Action Committee. Make sure someone follows up on all of these tasks!

Once these tasks are completed you will simply be waiting to hold the Organizational Meeting.

Step 4: Conduct the Organizational Meeting

This section provides step-by-step instructions for holding the county SART Organizational Meeting.

Approximately one hour should be allocated for the meeting with up to 30 minutes of networking time after the conclusion of the meeting.

A reproducible copy of the agenda is located in the Resources section and on-line at the Florida SART Web site (www.flsart.org). The agenda is as follows:

Part 1 – Call to Order	5 min
Part 2 – Introducing SART	20 min
Part 3 – What is a County SART?	10 min
Part 4 – How a County SART Can Help Our Community	10 min
Part 5 – Exploring Opportunities and Determining Next Steps	10 min
Part 6 – Adjournment	5 min
Networking session	30 min
<hr/>	
TOTAL	1 hour, 30 min

Specific Meeting Objectives

At the end of the Organizational Meeting, attendees as potential SART members, will be able to:

1. Describe SART, why it was formed, and how it is structured.
2. Describe what a county SART is.
3. Discuss how a county SART can help the community.
4. List the opportunities available to SART members.
5. Describe the next steps for the county SART.

Materials/Equipment Needed

To complete the Organizational Meeting, you will need the following:

- Sufficient number of handouts for all attendees. (Note: These are the recommended handouts. You may choose to use other worksheets from the Resources section in addition to these.)
 - Organizational Meeting Agenda
-

- County SART Member Application
- *Coordinating Disaster Response for Animals & Agriculture* brochure (plus extras as needed)
- *Creating a County SART* brochure (plus extras as needed)
- County SART Contact Sheet
- Sufficient seating for all attendees
- Pens or pencils for each attendee
- Television with VCR or DVD player
- Computer with projector and display surface (if slide presentation to be shown)

Before the Organizational Meeting

On the day of the meeting, check that all equipment needed is in place, or in possession of the person in charge of transporting it to the meeting venue and setting it up.

Once set-up, double-check that the television and VCR or DVD player work together. Also, make certain that any materials, such as worksheets, brochures, pencils or pens for attendees, are available in sufficient numbers for all anticipated attendees. Refreshment set-up should also be taken care of at this time.

Make sure a check-in table is set-up at least 20 minutes prior to the start of the meeting, so that as invitees arrive, they are greeted, provided their materials and directed to the proper area.

Part 1 – Call to Order

Focus: Start the meeting and identify all attendees

Once all attendees have taken their seats and have settled down, welcome them to the Organizational Meeting for the <your county's name> county SART. Thank them for attending, and congratulate them on taking the time to become involved in this important project. Remind them that the best way to plan for, respond to and recover from a disaster is to have a strong foundation of community involvement.

Now is the time for the speaker(s) to introduce themselves and then have everyone else in the room, stand and state their name and organization

affiliation. This gets participants involved and begins the networking process. This should only take about five minutes; if there is a particularly large turnout, limit introductions to the speakers.

This is a time when attendees are getting comfortable with the meeting surroundings and you, the facilitator. At the same time, you and the other speaker(s) are getting comfortable with the attendees. Pay close attention to time; you may find yourself a bit nervous getting started. These “nerves” can make people ramble or talk faster or slower than normal.

Part 2 – Introducing SART

Focus: Educate audience about the SART organization

The people in attendance probably do not know about the SART program. Accordingly, an introduction to SART should be the first thing presented to them. There are three ways to accomplish this: *Introducing SART* training unit, SART DVD or video, and invited state SART member or coordinator.

A special SART training unit. *Introducing SART*, is available for download from the Florida SART Web site under the “Training Materials” link. The lesson provides the background information needed to explain why SART was begun, what it does and how it is structured. If appropriate equipment is available, you may choose to show the slide presentation. [Bear in mind that this arrangement would have to be planned ahead of time.] Otherwise, simply explaining the slide handouts, also available from the training unit, should be sufficient.

A DVD and videocassette are included in the County SART Starter Pack that may be useful here as well. Plan ahead to make sure that a television and VCR/DVD player is available and working to show this 10-minute presentation. This may be the easiest way to introduce SART and can be used in concert with the other two options.

For this part of the Organizational Meeting, you might want to ask the invited state SART member to speak, as they would be proficient at explaining what SART is.

Part 3 – What is a County SART?

Focus: Provide details about the county level of the SART organization

Now that attendees have had the opportunity to hear about SART as a whole, it is time to tell them why they are at this meeting.

People tend to find out how to deal with an emergency as the emergency occurs. In order to avoid this situation, people involved in planning, response, recovery and the public need to work together on all levels. This is especially true of the animal and agriculture communities.

Any emergency is a local emergency first. A county SART organization is the basis for cooperation and understanding between the animal and agriculture community, government agencies, and response and recovery organizations. County residents and organization personnel need to come together to better plan for disasters on the local level. Working together through the county SART will provide a greater sense of control for all involved. Better response and quicker recovery will result.

A county SART is the group of people that prepare for, respond to and help others recover from an animal or agricultural disaster. Through resource coordination, county SART members provide critical support to state and/or federal responders, assist victims and collect information that allows disaster relief to get to those who need it.

The county SART operates under the direction of the ESF-17 coordinator as a multiagency coordination group (MAC) and is activated as needed. Response to any animal and/or agricultural disaster is coordinated using the Incident Command System (ICS). The ESF-17 coordinator may designate someone on the county SART as the County SART Administrator. The County SART Administrator would be responsible, when called upon, to contact county SART members along a determined chain of command. Regular duties of the Administrator include being listed as a contact for the county SART on the Florida SART Web site, maintaining county SART information for their county, keeping an up-to-date member roster, and posting county resources to the Florida SART Web site, as well as working with the state SART coordinator to address other miscellaneous issues that may arise.

In addition to performing response activities, the county SART also participates in training, outreach, and networking activities. Members also contribute to community planning for animal and agriculture disaster needs. Train-

ing opportunities include attending the statewide SART conference and using training materials during county SART member meetings. Outreach includes setting up information booths at local fairs or disaster expositions. Networking is a cornerstone of the county SART’s effectiveness, and it should be a part of all SART activities.

Before describing the benefits of the county SART, ask attendees to bring to mind the names and organizations of their fellow attendees. Tell them that all attendees have been identified as critical to the mission of establishing a county SART. The actual county SART is composed of individuals just like those in the room: people with an interest in protecting animals and agriculture from disaster. SART members come from diverse backgrounds; some are from local government or pet rescue organizations and others may be first responders. The county SART harnesses this diversity through common interests and goals into a powerful planning and response organization for the county to coordinate resources for planning, response, and recovery.

Part 4 – How a County SART Can Help Our Community

Focus: Describe the benefits that SART, specifically a county SART, provides for the community stakeholder groups

Benefits for specific community stakeholders are summarized in the following table.

Stakeholder Group	Benefit
Animal and agriculture community	<ul style="list-style-type: none"> • Improved preparation • Identifiable help during response and recovery operations
Government (federal, state & local)	<ul style="list-style-type: none"> • More effective partnerships • Increased ability to serve
Communicators	<ul style="list-style-type: none"> • Better, more reliable information available
Nonprofit agencies and civic groups	<ul style="list-style-type: none"> • Service opportunity • Better, more reliable information available for members
General public	<ul style="list-style-type: none"> • Better, more reliable information available • Identifiable help during response and recovery operations

It is important to make clear that the county SART is not an effort by one faction of the community to dictate how animal and agriculture disaster planning, response, and recovery will take place, but it is a way that all parties involved can come together and build a network of cooperation and collaboration. During a time of need, differences need to be put aside to realize the common goal of helping animals and agriculture.

The county SART operates under the direction of the ESF-17 coordinator and is activated as directed. Response to any animal and/or agricultural disaster is coordinated using the Incident Command System (ICS). The ESF-17 coordinator may designate someone on the county SART as the County SART Administrator. The County SART Administrator would be responsible, when called upon, to contact county SART members along a determined chain of command. Regular duties of the Administrator may also include being listed as a contact for the county SART on the Florida SART Web site, maintaining county SART information for their county, keeping an up-to-date member roster, and posting county resources to the Florida SART Web site.

County SART members possess an intimate knowledge of their community's animal and agricultural needs and bring this knowledge with them when participating in planning, training, outreach, response and networking activities.

This would be the opportunity to use community-specific examples of how a county SART will help emergency response for the animal and agriculture sectors. For example, if your community has several horse breeding operations and the water supply is interrupted for an extended period of time, county SART members will have access to ESF-17 response teams to arrange and execute the delivery of water in addition to feed and hay needs. Use just two or three examples – enough to bring the concept home for the meeting's attendees.

As you can see, SART has a positive influence for several areas of the community, not just animals and agriculture.

The Florida SART Web site provides an area for each county to post contact information for the emergency management director, emergency operations center (EOC) location and contact information for the ESF-17 coordinator and county SART administrator. There is also a listing of emergency response resources posted for each county.

Invite your audience to ask any questions they may have at this point. Keep an eye on the time, and remind your audience that there will be time for

more questions later in the program or one-on-one after the program concludes.

Part 5 – Exploring Opportunities and Determining Next Steps

Focus: Encourage member sign-up and announce SART member meeting

So now the audience has learned what SART is, what it does, and how it benefits the county. So, what is the next step? Getting people to join the county SART!

Becoming a SART member only costs some time. And while everyone's time is valuable, the benefits that SART offers outweigh this cost. Remind the audience of the benefits and activities that SART offers.

Ask if there are any questions. Hopefully, at this point, anyone who has not already asked a question will raise their hand and ask about any lingering thoughts.

Point out that a County SART Member Application has been provided to everyone as part of their materials packet. Encourage them to fill out the form and return it to the table where they checked in (or direct them to bring it to a certain person). This form is important whether they have signed up as SART members or not. It allows the Action Committee to compile a membership roster and contact sheet to reach the team members in the event of activation and to send out meeting announcements. Encourage people to sign up as SART members at the Web site (www.flsart.org) as well.

State the date, time, and location of the first official county SART meeting or next organizational meeting, if another is to be held. Challenge each audience member to recruit and bring at least one person to the meeting. [This is a quick, easy way to get new members to take ownership of the program and show leadership. Plus, even if every person does not bring a new member, they have at least talked to people about the county SART's existence, which is important marketing and promotion. You may choose to skip having the audience recruit new members for the next meeting if a large group has already turned out. Membership numbers should be kept manageable; the membership cap is at your discretion.] If another organizational meeting will be held, you will repeat the steps in Step 4 for the expanded group at the next meeting.

Part 6 – Adjournment

Focus: Thank audience for their attendance and adjourn for refreshments and networking

You have made it through the entire meeting! Now it is time to let people network and make the final decision to join the county SART.

Thank the group for attending. Congratulate them for their commitment to the SART endeavor and on their desire to be a part of the solution. Your invited speaker(s) may also wish to share some parting comments. Make sure to arrange this with them ahead of time, and emphasize that they should keep any comments brief, so as to keep on schedule.

Step 5: Call a Meeting of the Action Committee to Recap the Organizational Meeting and Plan for the First County SART Member Meeting

You and your Action Committee have successfully completed the first four steps to forming your county SART. While it would be nice to relax, there is still some work to be done.

Any tasks remaining unfinished or any issues that have surfaced by the conclusion of the Organizational Meeting should be addressed at this juncture. For instance, by this time, compilation of the member roster using the template provided in the Resources section, should be nearly complete. You may even be finished by now. If not, this task needs to be completed.

When compiling the Member Roster, make certain that the members are entered online as SART members at the SART Web site. If you have not done so already, contact the Florida SART Coordinator to designate the County SART Administrator and make arrangements to perform these operations online.

If another organizational meeting is to be held, planning for that would continue as this point.

In planning the first member meeting, the Action Committee should consider whether or not the county has an existing ESF-17 emergency management plan. If a plan exists, arrange for copies of it to be made available and for a presentation to be made about it at the member meeting. Work with the ESF-17 coordinator to identify which areas, if any, he/she would like to have addressed. A SART template to create a county ESF-17 plan is under development. Until this template is available, your county should make arrangements with a neighboring county to obtain a copy of their plan to establish a starting point.

Whether your county has a current plan or will be developing one, state SART should be contacted to help coordinate the plan. Through coordination, state SART provides guidance to ensure that the county plan can be supported by the state. It also serves as an outside review to establish some consistency among county plans, especially within a region of counties with similar demographics.

One of the activities leading into an update of the county ESF-17 plans is to perform a community risk assessment to identify the risks, both natural and man-made, that are posed to the animals and agriculture within the area.

Step 6: Hold First County SART Meeting

The date, time, and location for the Member Meeting were decided prior to the Organizational Meeting and subsequently announced there. If any changes occurred, make sure to contact all invitees to inform them. Now the agenda must be finalized. The first membership meeting should cover the following topics as outlined by the agenda in the Resources section. The agenda is summarized as follows:

Part 1 – Call to Order	5 min
Part 2 – Reviewing the Role of Emergency Management	20 min
Part 3 – Community Evaluation	30 min
a. Characteristics	
b. Potential Hazards	
Part 4 – Local Resources	30 min
Part 5 – Review and Wrap-Up	10 min
Part 6 – Adjournment	5 min
<hr/>	
TOTAL	1 hour, 40 min

Specific Meeting Objectives

At the end of the Member Meeting, SART members will be able to:

1. Describe how emergency management operates and how it provides for ESF-17 under SART.
2. List community characteristics that affect planning for animals and agriculture in disasters.
3. List potential disasters/emergencies in their community; have an understanding of the likelihood of these situations; recognize the hazards they pose for animals and agriculture.
4. Perform a community risk assessment and identify potential organizational resources.

Materials/Equipment Needed

To complete the Member Meeting, you will need the following:

- Sufficient number of handouts for all attendees
-

- Blank tree structure worksheets (one for each organization per packet)
- Community Characteristics and Hazards worksheet
- Member Meeting Agenda
- County SART Member Application (as needed)
- *Coordinating Disaster Response for Animals & Agriculture* brochure (as needed)
- *Creating a County SART* brochure (as needed)
- County SART Contact Sheet (as needed)
- Sufficient seating for all attendees
- Pens or pencils for each attendee

You may also consider creating folders for each person and name cards. Both can be reused at future meetings. This may help organize meeting activities. A template for the name card is located in the Resources section of this publication.

Before the Member Meeting

On the day of the meeting, check that all equipment needed is in place, or in possession of the person in charge of transporting it to the meeting venue and setting it up.

Make certain that any materials such as worksheets, brochures, pencils or pens for attendees are available in sufficient numbers for all anticipated attendees. Refreshment set-up should also be taken care of at this time.

Make sure a check-in table is set up at least 20 minutes prior to the start of the meeting, so that as members arrive, they are greeted, provided with their materials, and directed to the proper area. You may choose to keep this greeting table for subsequent meetings or not.

Part 1 – Call to Order

Focus: Start the meeting and identify all attendees

Once all attendees have taken their seats and have settled down, welcome them to the first member meeting for the <your county's name> county SART. Thank them for attending and congratulate them on showing the commitment to become involved in this important project.

Now is the time for the speaker(s) to introduce themselves. Then ask everyone else in the room stand and state their name and organization again. It may have been a few weeks since these people last saw each other, so having everyone say their names will break the ice for this meeting. If everyone in the room knows each other, this task may be skipped, but be careful of making this assumption.

Part 2 – Reviewing the Role of Emergency Management

Focus: Recall the community’s overall approach to disasters

Your ESF-17 coordinator or emergency management director is probably best able to provide this recap of emergency management for your community or just the ESF-17 portion of the management plan. Exactly what is presented will depend on who is available to speak.

Be sure the speaker knows how much time is allotted and what topics to emphasize. At a minimum, the speaker needs to address the most recent disaster/emergency that affected the community in which the EOC was activated at full level (or ESF-17 was activated), what response was completed, how long it took, and some of the challenges that were encountered.

Part 3 – Community Evaluation

a. Characteristics

b. Potential Hazards

Focus: Examine and list the community needs, characteristics and potential hazards

Up to this point, the agenda has primed the members’ minds and encouraged them to think about how their community can be affected by disasters and what disasters or hazards they have encountered.

The worksheet, Community Characteristics and Hazards, located in the Resources section provides a matrix in which members can write the animal and agriculture segments in the community and the hazards that threaten their community. This worksheet could be completed individually and followed with discussion, or it could be conducted as a group activity using one large print-out of the worksheet and one person recording the suggestions

provided by the audience. Just make sure to keep the meeting orderly!

The point of this activity is to get members thinking about what hazards might befall the different animal and agriculture segments of their community. What may be a disaster to one segment may not be to another. Identifying the locations of certain segments is helpful as well. Something affecting pets has the potential to affect households scattered county-wide, whereas soybean rust may be clustered in areas with soybean rust-susceptible plant material.

In examining characteristics of the community, have the audience consider the following:

- Is the community urban or rural or a mixture of both?
- What are the community demographics? (ages, economic profile, cultures, etc.)
- What natural features are present, such as sinkholes, cliffs/drop offs, etc.
- What materials are transported regularly through the counties road- and railways? What is the potential for man-made disasters from nuclear, chemical and manufacturing plants?
- Is the community along major evacuation routes? Does it tend to host response operations?
- What is the community's history with disaster?

In asking members to consider what hazards are present, make sure to tell them that no community is hazard-free. All communities have highways on which a hazardous material incident could occur, and we are all within reach of tropical weather effects. While some disasters may be more likely than others, work toward plans that can accommodate less likely situations as well.

Part 4 – Local Resource Identification

Part Four of this meeting should focus on what resources each organization could bring to the table in the event of an emergency or disaster. This is a logical step following a risk assessment and is important in determining who should be included in the ESF-17 plan. There is a sample tree structure located in the Resources section, and available online, that can be utilized in completing this task. Make sure enough copies are made for all participants so that they may fill in one per organization present.

To complete the tree structure, the name of the organization goes in the top box and contributed resources in the boxes below. The facilitator or discussion may utilize a flip chart to write down the information in front of the group, so group members have a reference as they are taking notes. Either a blackboard or dry-erase board is a suitable alternative, although you will have to be cautious of erasing the lines of the boxes along with the information between agencies.

Part 5 – Review and Wrap-Up

Focus: Reiterate what was discussed and decisions made

The first member meeting is almost over! Use this time to restate all topics that were discussed and any decisions that were made. Ask if there are any questions of differences between the official record of the meeting and what any member recollects.

Part 6 – Adjournment

Focus: Thank audience for their attendance and adjourn for refreshments and networking (if applicable)

You have made it through the entire member meeting!

Thank the group for attending. Congratulate them for their commitment to the SART endeavor and on their desire to be a part of the solution. Tie up any final questions and comments. If the next member meeting date has already been decided, then announce this before adjourning.

After the Member Meeting

Additional member applications may have been collected as a result of this meeting. Remember to add information from these applications to the Member Roster and online as well.

Final Remarks: Future County SART Activities

You have now completed all six steps to create the county SART for your county. Pat yourselves on the back!

The next steps are now up to you and your county SART members to sustain the county SART and its operation.

Future member activities and meetings may include:

- Developing or updating ESF-17 plans

Some counties currently have an ESF-17 plan as part of their emergency management plans, and some do not. The ESF-17 coordinator will be the best resource to lead this part of the meeting and guide the discussion. They will also know what can and cannot be done to the plan and what is needed. The revisions or writing may include specific reference to the county SART and help to define its duties according to your county's specific needs.

If your county has a current ESF-17 plan, this part of the meeting would be used to review it. Make sure copies of the plan are available for each person to have their own to reference. After everyone has considered what hazards face their community and any areas of special concern, they can better determine whether the ESF-17 plan adequately meets those needs.

After discussion among the group, final review and changes could be sent to a subcommittee led by the ESF-17 coordinator. Sending this to a subcommittee chaired by the ESF-17 coordinator allows this task to be completed quickly and efficiently.

If the community does not have an ESF-17 plan, a plan should be written. At this time, a SART template for such plans is under development. However, one does not need to wait until a template is made. Contact neighboring counties to see if they have ESF-17 plans which could be used as models for your own community.

- Use of SART training materials to improve knowledge of disaster- and agriculture-related topics
 - Simulations of disaster events with county emergency management
 - County SART booth/table at local fair/show/exposition
 - Attending the state-wide SART conference
 - Planning a multi-county training event using the SART training materials
 - Developing mutual aid agreements with surrounding counties
 - Writing an article on county SART activities to share in *The Sentinel* newsletter
 - Developing memorandums of understanding between organizations
-

- Creation of a county/community-specific SART brochure for distribution (Please speak to the Florida SART Coordinator if you decide to pursue this option.)
- Development of a calling tree in the event of an emergency

Remember, state SART is always available to help you and your county SART with any requests you may have, whether you might need someone to speak to a group if interested people, more brochures, or just a simple question.

Having a county SART will add a new dimension to your disaster response. You will meet new, like-minded people, and you will increase your effectiveness. Have fun!

Resources

The following agendas, templates and worksheets are available for this toolkit:

- Letter of Invitation for County Emergency Management Meeting
- Letter of Invitation for County SART Organizational Meeting
- Potential Contact List
- Community Characteristics and Hazards Worksheet
- County SART Member Application
- County SART Member Roster template
- County SART Contact Sheet
- SART FAQ
- Agenda for County Emergency Management Meeting
- Agenda for Organizational Meeting
- Agenda for First County SART Member Meeting
- Local Resource Tree Structure
- Reusable Name Card

If additional tri-fold brochures are needed, they are available for download on the Florida SART Web site.

- For the *Creating a County SART* tri-fold brochure, visit the Florida SART Web site www.flsart.org and click on “About Florida SART.”
- For the *Coordinating Disaster Response for Animals and Agriculture* tri-fold brochure, visit the Florida SART Web site www.flsart.org and click on “About Florida SART.”

You may also contact state SART to request more brochures.

Letter of Invitation for County Emergency Management Meeting

[Date]

[Recipient Name(s)]

[Recipient Address]

Dear [Emergency Management Official's Name]:

We are all aware of the potential for disaster – whether natural or man-made in Florida. We often think first of the impact of these disasters on people or structures, but Florida's animals and agricultural sectors are affected just as severely.

Currently, disaster response for animals and agriculture under the Florida comprehensive emergency management plan is designated ESF-17. Many counties do not have a plan for this area of disaster response, and even in counties that do, there is no ongoing coordination of groups that might respond under ESF-17.

Therefore, in order to better serve the animal and agriculture industries of Florida, the State Agricultural Response Team (SART) was created. SART is a cooperative effort between multiple federal, state and local government agencies and private organizations, including the Florida Department of Agriculture and Consumer Services, the United States Department of Agriculture and the University of Florida IFAS Extension Service, among others. The goal of SART is to coordinate county organizations and resources to provide more effective disaster planning and response for animals and agriculture by operating as a multiagency coordination group.

Any disaster is a local disaster first. The county SART is the key resource to support the county's ESF-17 coordinator and emergency manager. SART members may be called upon to assist with various tasks associated with animal and agriculture issues during emergencies.

We, the undersigned, are interested in forming a county SART in [county name] County. As part of its formation, we would like to schedule a time to meet with you and further discuss SART and what a county SART offers our community. Only one hour of your time is needed. One of the undersigned community members will be contacting you shortly to schedule a mutually agreeable time to meet.

We look forward to speaking with you about this important endeavor.

Kindest regards,

[Names of Action Committee Members and, as applicable, Agency Affiliations]

Letter of Invitation for County SART Organizational Meeting

[Date]

[Participant Name]
[Participant Address]

Dear [Participant Name]:

We are all aware of the potential for disaster – whether natural or man-made in Florida. We often think first of the impact of these disasters on people or structures, but Florida’s animals and agricultural sectors are affected just as severely.

Currently, disaster response for animals and agriculture under the Florida comprehensive emergency management plan is designated ESF-17. Many counties do not have a plan for this area of disaster response, and even in counties that do, there is no ongoing coordination of groups that might respond under ESF-17.

To better serve Florida’s animal and agriculture industries, the State Agricultural Response Team (SART) was created. SART is a cooperative effort between federal, state and local government agencies and private organizations, including the Florida Department of Agriculture and Consumer Services, the United States Department of Agriculture and the University of Florida/IFAS Extension, among others. The goal of SART is to coordinate county organizations and resources to provide more effective disaster planning and response for animals and agriculture by operating as a multiagency coordination group.

Any disaster is a local disaster first. The county SART is the key resource to support the county’s ESF-17 coordinator and emergency manager. SART members may be called upon to assist with various tasks associated with animal and agriculture issues during emergencies.

A county SART is being formed in our community. To inform all individuals interested in finding out more about SART, an organizational meeting is being held on [date] from [start time] until [end time] at [location]. Refreshments will be served [before/after] the meeting.

We ask that you RSVP to [name of person collecting RSVPs] by [date]. Please contact [him/her] at [phone number and/or email].

We look forward your participation at this important event.

Kindest regards,
[Names of Action Committee Members and, as applicable, Agency Affiliations]

County SART Potential Contacts	
<p>Efforts for emergency preparedness and response have more impact when a broad base of people and organizations are involved. Communities vary in terms of which groups are available, able and willing to help in emergency preparedness for animals and agriculture. The stakeholders to contact listed below are just suggestions; customize this list for your community as needed. See the County Resources section of the Web site for a list of high priority contacts for your county.</p>	
High Priority Contacts	
<ul style="list-style-type: none"> • County emergency management director • County coordinator for the animal and agriculture support function (ESF-17) • FDACS Division of Animal Industry representative • University of Florida Extension Service representative • USDA, Farm Service Agency representative 	
Examples of Other Stakeholders	
Animal and agriculture community	Farm Bureau, Farm Credit, agricultural cooperatives and similar groups Commodity groups Nursery, growers and landscapers' local associations Major agricultural, aquacultural and horticultural producers Humane Society and animal rescue groups Large and small animal veterinarians Disaster Animal Response Team (DART) 4-H and FFA clubs and chapters Pet stores
Government and educational institutions	Animal control/services FDACS employees USDA, various divisions Fire rescue departments Law enforcement agencies Utility companies Schools, colleges and universities like the University of Florida - IFAS
Key communicators	Government public information professionals Media representatives
Nonprofit agencies and civic groups	Red Cross Community Emergency Response Team (CERT) Service clubs
Business and healthcare providers	Insurance companies Financial institutions Clinics and hospitals

Community Characteristics and Hazards		
<p>Use this worksheet to get a snapshot of the characteristics of your community and the hazards that potentially threaten it. Each community has its own circumstances and history which influence the considerations for animal and agriculture disaster and emergency preparedness and response. You may need a separate sheet of paper to record all important details.</p>		
Community Characteristics	Characteristics	Considerations
Urban, rural, mix?		
Demographics, including ages, economic profile and cultures?		
Natural features like floodplains? Coastal areas?		
Are we a host community? <ul style="list-style-type: none"> • Along major evacuation routes • On higher ground • Major metropolitan area History of disasters		
Animals and agriculture (identify and choose sectors that are present in your county) <ul style="list-style-type: none"> • Pets • Citrus • Cattle (dairy and beef) 		
Community Hazards	Characteristics	Considerations
Hurricanes		Likelihood
Tornadoes		
Floods		
Wildfires		
Hazardous material spill		
Terrorism -- domestic or foreign		
Others		

County SART Member Application	
<p>Please print legibly in black or blue ink. Items marked with an asterisk must be completed. If a question does not apply to you (e.g., you do not have a cell phone), then write 'NA' in the answer space. There are three pages to this application – make sure you complete all the pages and sign it!</p>	
Last Name of Member*	First Name of Member*
<p>Are you already registered as an FLSART member online? YES NO</p> <p>If "NO," Please provide the username you would like to have. Minimum of 6 characters, maximum 12: _____</p>	
Affiliated Organization*	
Title*	
Business Mailing Address*	<p>Number and Street</p> <p>City, State</p> <p>Zip Code</p>
Residential Mailing Address*	<p>Number and Street</p> <p>City, State</p> <p>Zip Code</p>
Preferred Mailing Address* Business Residential	<p>Business Phone* (include area code)</p> <p>Home Phone* (include area code)</p> <p>Fax* (include area code)</p>
Pager* (include area code)	Email*
Cell Phone* (include area code)	<p>Cell Phone Provider* (Circle one) This will allow an emergency text message to be sent to you in the future.</p> <p>Cingular Sprint Verizon Alltel Nextel: Direct Connect # _____ Other: _____</p>

Personal Information	
Providing the following information is optional, however please consider that you are going to be working with an emergency preparedness and response organization; this information may prove valuable.	
Date of Birth	Height
Blood Type	Eye Color
Known Drug Allergies	Hair Color
Relevant Vaccinations (check those that are current) <input type="checkbox"/> Smallpox <input type="checkbox"/> Anthrax <input type="checkbox"/> Tetanus <input type="checkbox"/> Rabies <input type="checkbox"/> Other (Please Specify):	

Emergency Contact Information	
Name of Emergency Contact (First and Last)	Relationship to You
Business Phone (include area code)	Address (Street, City, State, Zip Code)
Cell Phone (include area code)	Home Phone (include area code)
Email	

Certifications and Specialized Training	
Please list/mark any certifications you currently possess. Provide registration or license numbers as appropriate.	
CPR Certification	First Aid Certification
Training Organization _____ Expires _____	Training Organization _____ Expires _____

Other Certification or Specialized Training			
Title	Dates Attended	License or Registration Number	Expiration Date
1.			
2.			
3.			
Other Certification or Specialized Training			
Please list any additional skills you possess that you feel may be useful during SART activities. Some examples may be electrical, carpentry, Ham radio, foreign language fluencies, etc.			
1.			
2.			
3.			
4.			
By signing below, I certify that the information above is truthful and accurate. I understand it is my responsibility to update my membership information and notify SART of any applicable changes. This information is to be used for SART activities only and will not be transferred or sold to outside parties.			
Member Signature*		Printed Name of Member*	Date*
Administrator Use Only			
Reviewed by		Date Received	Approval Date
Entered onto Member Roster		Approved	Entered Online
Comments			

County SART Contact Sheet	
The following are the Action Committee members that you may contact for additional information regarding the County SART	
Name	
Home Phone	
Cell Phone	
Office Phone	
Email	
Name	
Home Phone	
Cell Phone	
Office Phone	
Email	
Name	
Home Phone	
Cell Phone	
Office Phone	
Email	
Name	
Home Phone	
Cell Phone	
Office Phone	
Email	
Name	
Home Phone	
Cell Phone	
Office Phone	
Email	

SART FAQ

1. What is SART?

The acronym SART stands for State Agricultural Response Team. Florida's SART is a cooperative effort between multiple government agencies and private organizations with interests and responsibilities for animal and agriculture disaster situations. SART is the organization that supports ESF-17 efforts. It operates as a multiagency coordination group.

2. What is a county SART?

A county SART is a team of people from a specific county that prepares for, responds to and aids in recovery from an animal or agricultural emergency or disaster. County SART members provide critical support to state SART and other responders, assist victims and collect information that allows disaster relief to get those who need it. A county SART's work improves local planning, response and recovery operations. The group works as a multiagency coordination group, just like state SART

3. How is SART structured?

SART operates on the state, regional and local levels. State SART is composed of agency representatives from partner agencies. Regional distributions are according to the Division of Emergency Management's disaster regions. A county SART represents the county-level unit of SART.

4. Who can join SART?

Anyone from a partner agency or organization can join. In addition, anyone who has an interest in helping animals and agriculture prior to or after an emergency or disaster may become a SART member.

5. What do SART members do?

SART members engage in four areas of activities – training, outreach, networking, and response. Training includes the utilization of official SART training media and external opportunities like participating in incident command system courses. Outreach activities include setting up a display at a local fair or disaster expo or conducting a teaching unit to a group of FFA/4-H members. Networking is pervasive throughout each activity level and is central to the SART organization; getting to know others and what they do is essential in building an effective preparedness and response plan. Response activities for ESF-17 are coordinated after an emergency or disaster strikes.

SART FAQ, continued**6. How will SART help producers and animal owners?**

Producers and animal owners benefit from SART's existence by having improved access to educational preparedness material and more efficient response to emergencies and disasters. SART is the vehicle through which ESF-17, the emergency support function for animal and agriculture protection, conducts its response and recovery operations. Producers will receive dedicated attention in resolving any needs identified after a disaster. Pet owners benefit from SART's involvement in creating pet-friendly shelters for people to evacuate to during a time of need.

7. What does having a county SART mean to my emergency management team?

Having a county SART allows your ESF-17 coordinator to be more efficient and organized in their response to animal and agriculture needs prior to and after a disaster. The county SART works under the ESF-17 coordinator's direction and allows them the opportunity to request resources from SART's network. Working through the SART network allows for contacts throughout the organization to be tapped in a time of need.

8. What is ESF-17?

In the state of Florida Comprehensive Emergency Management Plan (CEMP) there are emergency support functions, or ESFs, for a variety of areas. The ESF for animal and agricultural issues is 17. This number varies across states.

9. How are SART and ESF-17 related?

SART is the multiagency coordination group that supports ESF-17 efforts. The group helps ESF-17 accomplish its goal of assisting animals and agriculture in a time of need. SART members may participate in ESF-17 operations such as working on the incident management team. ESF-17 would still exist if SART discontinued operations.

<p style="text-align: center;">Agenda for County Emergency Management or Organizational Meeting</p>
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Date

Time

Location

I. Call to Order

II. Introducing SART

III. What is a County SART?

IV. How a County SART Can Help Our Community

V. Exploring Opportunities and Determining Next Steps

VI. Adjournment

Agenda for Organizational Meeting
--

Date

Time

Location

I. Call to Order

II. Introducing SART

III. What is a County SART?

IV. How a County SART Can Help Our Community

V. Exploring Opportunities and Determining Next Steps

VI. Adjournment

Networking Session

<p style="text-align: center;">Agenda for First County SART Member Meeting or Organizational Meeting</p>

Date

Time

Location

I. Call to Order

II. Reviewing the Role of Emergency Management

III. Community Evaluation

A. Characteristics

B. Potential Hazards

IV. Review Current Plan –OR– Write a Plan

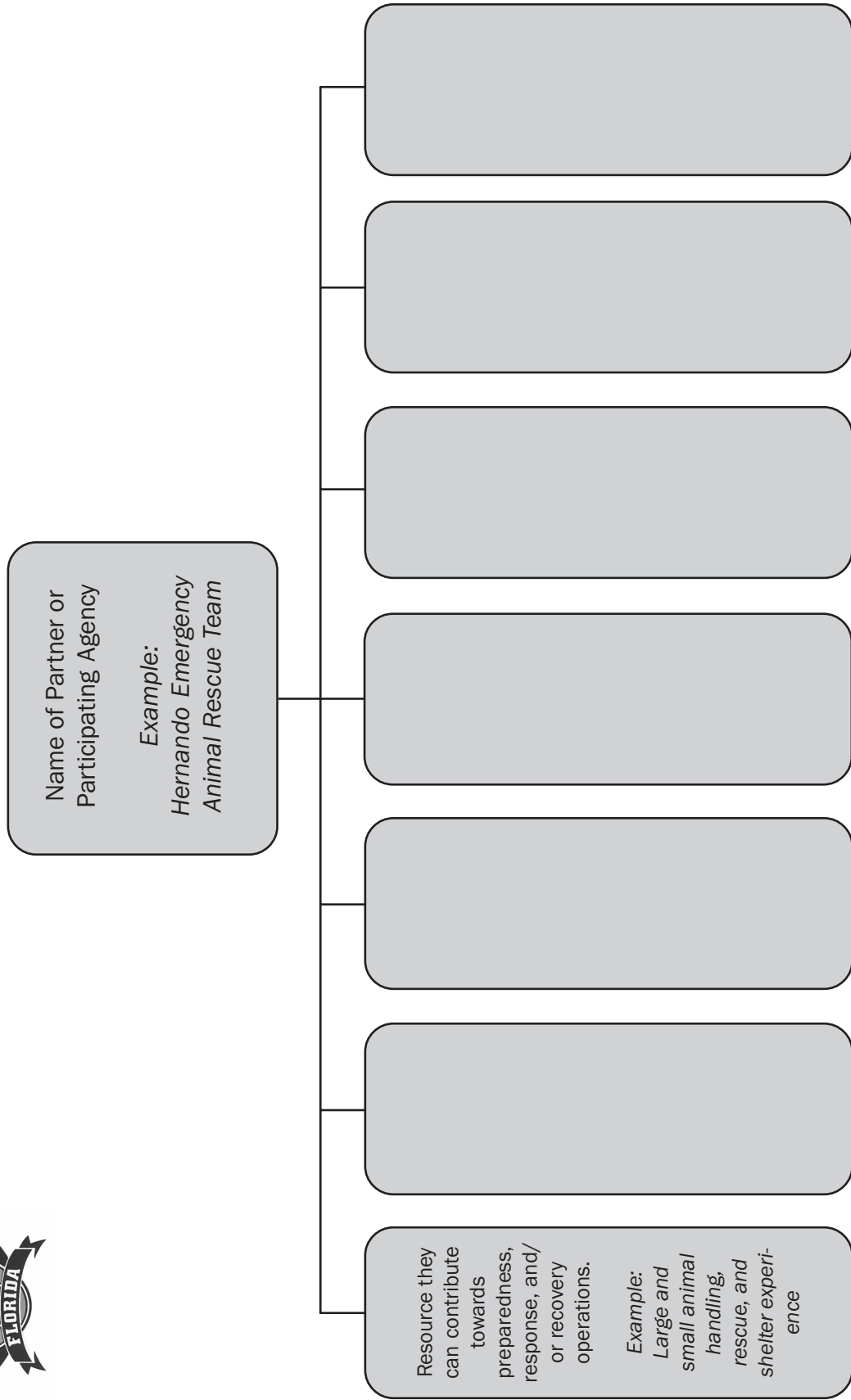
V. Review and Wrap-up

VI. Adjournment

[Refreshments served, if applicable]



Resource Tree Structure



Name Card



Attendee's Name

Organization Affiliation

Notes

