

General Descriptions of Roles from PCART Standard Operating Guidelines

P CART Emergency Operations Center (EOC) Liaison

The Payne CART EOC Liaison will be in the Emergency Operations Center and assist incident command

PCART Coordinator (aka Animal Agent in Charge)

- The PCART Coordinator (aka Animal Agent in Charge) will be designated by a **bright orange vest, armband or tape strip.**
- The PCART Coordinator (aka Animal Agent in Charge) oversees all PCART activities and answers to the local jurisdictional authority.
- Will handle day to day business of PCART and coordinate activities.
- Will verify assisting veterinarians' credentials after OKMRC volunteer veterinarian resources have been exhausted.
- Coordinate with the requesting agency or jurisdiction and the Shelter Manager/Team Leader to select appropriate locations for operations, length of operations, and expected animal population
- Conduct an After Action Debriefing and prepare the After Action Report (See Appendix D) in conjunction with the Payne County Emergency Manager.
- Submit reimbursement form to requesting agency after obtained from Supply Officer.
- Coordinate the flow of information to and from the appropriate agencies or groups
 - Provide information to the Incident Public Information Officer (PIO)
 - Provide updated list of animals lost/found to be posted

PCART Volunteer Coordinator

- The PCART Volunteer Coordinator works with the Emergency Manager and/or PCART Coordinator (animal agent in charge) in charge to oversee that volunteers for Payne CART are organized, assigned and directed to appropriate locations as needed when needed in a callout situation.
- Will handle day to day and call out Volunteer Coordination and Recruitment of P CART members.
- Will assist with (if needed) verify assisting veterinarians' credentials after OKMRC volunteer veterinarian resources have been exhausted.

PCART Shelter Teams

- Shelter teams consist of the following positions:
 - Safety Officer
 - Shelter Manager
 - Supply and Information Officer
 - Intake/Discharge Clerk
 - Veterinarian, consulting or on-site
 - Two team members
 - Kennel Technicians and/or Large Animal Technicians
- Shelter teams may be scaled up or down as the response demands.
- A full shelter team is generally needed for a response involving 10 animals or more, lasting more than one operational period.
- Could be a Shelter team for large and small animals.
- For large responses, a Scribe may be assigned to any position.
- Members of a shelter team will answer to the Shelter Manager.

PCART Rescue, Triage, and Treatment (RTT) Teams

- PCART R Teams will handle field operations to include search and rescue, field triage, and transport of animals.
- Could be a RTT Team for large and small animals
- RTT Team Members will answer to the Team Leader you are assigned to.
- Field teams will be made up of
 - Team Leader – Qualified rescue trained individual
 - Veterinarian (could also serve as the Team Leader with rescue qualifications)
 - Two Team Members – One to be a Scribe, one with knowledge in animal restraint (Basic Animal Rescue Training (BART) preferred.
 - Veterinary Technician and/or Veterinary Assistant

PCART Veterinary Team Leader

- The PCART Veterinary Team Leader will be designated by a **neon green vest, armband or tape strip**.
- Must be licensed to practice Veterinary Medicine in Oklahoma, with a license in good standing with the State of Oklahoma. (Through OKMRC or verified by PCART Coordinator).
- The PCART Veterinary Team Leader has responsibility for leadership of RTT teams and answers to the PCART Coordinator (aka Animal Agent in Charge) or the local jurisdictional authority.
- Will set-up and direct triage and treatment of animals.
- May be called upon as an expert advisor to Incident Command or requesting agency or jurisdiction
- Will be responsible to fill out medical supplies reimbursement form and provide to the PCART Supply Officer at conclusion of incident.

PCART Veterinarian

- The PCART Veterinarian will be designated by a **dark green vest, armband or tape strip**.
- May be assigned to shelter or RTT Team operations. Position will answer to the Veterinary Team Leader if assigned to an RTT Team. Position will answer to the Shelter Manager if you are assigned to shelter operations.
- May be assigned as an advisor in their area of expertise

PCART Veterinary Technician

- The PCART Veterinarian Technician will also be designated by a **dark blue vest, armband or tape strip**.
- May be assigned to shelter or RTT Team operations.
- Supports the PCART Veterinarian.

PCART Veterinary Assistant

- May be assigned to shelter or RTT Team operations.
- Supports the PCART Veterinarian.

PCART Shelter Manager (for clarification – could be a city or municipality employee, but is most likely a Payne CART member.)

- The P CART Shelter Manager will be designated by a **purple vest, armband or tape strip**.
- The Shelter Manager is in charge of shelter operations and answers to the PCART Coordinator (aka Animal Agent in Charge).
- May be called upon to advise requesting agency or jurisdiction

PCART Team Member

- The Payne CART Team Member will be designated by a MRC shirt.
- Team members may be assigned to a shelter team, an RTT Team, or assigned to assist a requesting agency, jurisdiction, or organization. Team members will answer to a Team Leader if assigned to an RTT Team. You will answer to the shelter manager if you are assigned to shelter operations.
- Jobs of a PCART Team Member may include, but are not limited to: scribe, information officer, Kennel Technician, Large Animal Technician and intake/discharge clerk.
 - A scribe is assigned to a specific person to follow and take notes for that individual.
 - The supply and information officer is responsible for monitoring supplies, resources, and information. The officer is responsible for submitting the medical supplies reimbursement form (after being completed by Veterinarian Team Leader) to the PCART Coordinator.
 - The intake/discharge clerks will be in charge of initial Intake/Discharge. Subsequent paperwork may be assigned to shelter or field operations.

PCART Safety Officer

- The PCART Safety Officer will be designated by a **yellow vest, armband or tape strip**.
- The Safety Officer may be assigned to shelter or field operations and will answer to a Veterinarian Team Leader if assigned to an RTT Team. Will answer to the Shelter Manager if you are assigned to shelter operations.
- It is the Safety Officer who has responsibility for the overall safety of operations. Any potential safety issues are reported to their direct supervisor immediately.

PCART Training Officer

- The PCART Training Officer will have the responsibility for the management of the PCART Training Program. (A Veterinarian is preferred for this position or someone with a strong knowledge and a good working relationship with Veterinarians).
- The PCART Training Officer reports to the PCART Steering Committee during day to day operations and to their assigned Shelter or RTT Team Leaders during an emergency.
- The Training Officer Will oversees Just In Time (JIT) training should the need arise.

PCART Supply Officer

- The PCART Supply Officer will have the responsibility for the management of the PCART supplies on a day to day basis and during an emergency.
- The PCART Supply Officer reports to the PCART Steering Committee during day to day operations and to their assigned Shelter or RTT Team Leaders during an emergency.
- They may designate a Warehouse Manager during times of emergency should the need arise.