



Pennsylvania State Animal
Response Team (PASART)
2605 Interstate Drive
Harrisburg, Pennsylvania 17110-9364

PASART POLICY

NO. P2011-2

SUBJECT: DRAFT Spontaneous Volunteer Policy

DATE: May, 2011

I. **PURPOSE**

To establish a policy for the use of spontaneous volunteers by PASART/CART during disasters and other deployable events.

II. **GOAL**

Establishes a uniform policy for the use of uncredentialed volunteers during disasters and related events.

III. **POLICY**

It is the policy of PASART to allow for limited use of spontaneous volunteers for disaster related activities when CARTs are deployed.

IV. **APPLICABILITY**

This policy applies to all PASART members and CART members.

V. **PROCEDURES/REQUIREMENTS/RESTRICTIONS**

1. PASART hereby approves and supports any CART which decides that it needs to utilize spontaneous volunteers during a deployable event.

If the CART decides to utilize spontaneous volunteers, the work assigned must be limited to tasks that do not require any animal rescue/sheltering/care training. Examples of such work include, but are not limited to:

- Administrative tasks such as:
 - Storing, sorting, and filing paper files or computer files.
 - Preparing program materials, forms, brochures for distribution
- Assisting experienced volunteers with their assigned tasks.

- Select a volunteer who is a good delegator and suggest ways the spontaneous volunteer might help them.
 - General administrative or housekeeping tasks (eg: cleaning animal crates while an experienced volunteer cares for the animal).
2. CARTs will obtain the following information:
- Name (verified with ID such as driver's license or other form of photo ID)
 - Qualifications
 - Contact information
 - How he/she learned about your organization
 - Emergency contact information
3. CARTs will assign work that is relatively simple and under the supervision of an experienced volunteer.
4. **SPECIAL NOTE: Spontaneous volunteers who are PA Licensed professionals (Veterinarians, Veterinary technicians) may be assigned tasks consistent with their licensure.**
5. Attached questionnaire is to be used to collect necessary information from the spontaneous volunteer.

VII. **DISTRIBUTION**

1. PASART Members
2. County Animal Response Team (CART) Leaders
3. County Emergency Management Coordinators
4. PEMA Area Offices
5. PA Department of Agriculture