



WASHINGTON STATE ANIMAL RESPONSE TEAM

POLICY NO. 3 TRAINING CURRICULUM

Revision: G

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Approved:

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REVISION RECORD

<u>Revision</u>	<u>Release Date</u>	<u>Description</u>	<u>Affected Sections</u>
Original	12/1/2010	Initial release*; redefined training categories	All
A	1/19/2011	Added Veterinarian exemption	"Veterinarian Exemption"
B	10/5/2011	Added summary flow chart; added IS-800 as mandatory reqmt; restructured Core class to make Core graduates deployable; moved Base Support from Sheltering & Field Response to Core; added competency demo as potential alternative for challenging curriculum; revised Continuing Ed reqmts;	"Mandatory Independent Study Requirements," "Core Classes for All Deployment Categories," "Sheltering," "Field Response," "Challenging Core and Specialized Category Courses," "Continuing Education," "Course Fee Structure"
C	8/1/2012	Reformatted; described means for challenging Core; clarified Continuing Ed requirements; updated Transport curriculum	1.0, 7.0, 9.0, 11.0, 16.0; all sections revised for reformatting
D	2/25/13	Added provision for emergency waiver of credentialing reqmts.; revised recertification requirements; added Form A-007 as alternative to blood-borne pathogens course	1.0, 2.0, 11.2, 11.3, 11.4, 13.0, Footnote 5; added Footnote 3 and Section 11.5. Significant text changes shown in underlined italics.
E	8/7/13	Added provision for challenging recertification, clarified challenging initial certification and clarified continuing education requirements	9.0; added new 11.5; renumbered 11.6; revised Footnote 5
F	2/5/14	Added exclusion of online First Aid/CPR classes	Footnote 1



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<u>Revision</u>	<u>Release Date</u>	<u>Description</u>	<u>Affected Sections</u>
G	5/7/14	Added Search and Rescue exemption	Added new Section 11.0 and subsections; renumbered all following sections. Significant text changes shown in underlined italics.

* Prior to its release as Policy No. 3, the WASART Training Curriculum had been released as an unnumbered document, and had undergone various informal revisions in that form



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1.0 REQUIREMENTS SUMMARY

For convenience, WASART’s training and credentialing requirements are summarized in the chart below:

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Category	Training/Qualification Element	Hours	Date	Location	Deployment Status
Mandatory Independent Study	FEMA IS-100	3	any	online	
	FEMA IS-200	"	"	"	
	FEMA IS-700	"	"	"	
	FEMA IS-800	"	"	"	
	First Aid, CPR, AED, Blood-borne Pathogens (Form A-007 may be submitted in lieu of BBP course)	6	any	any certified course	
	TOTAL	18			
Vaccination	Tetanus	N/A		boosted every 10 years	
Core	Disaster Preparedness	1	TBD	TBD	
	Legalities	1	"	"	
	Communications	1	"	"	
	Basic Fire Safety	1	"	"	
	Documentation	1	"	"	
	Volunteer Involvement	2	"	"	
	Disaster Psychology	2	"	"	
	Base Camp Support / ICS	2	"	"	
	Trailer and Transport Support	2	"	"	
	Biosecurity	2	"	"	
	TOTAL	15			Finish all blue segments and can deploy for all support activities not involving actual animal handling or technical rescue
Sheltering	Animal First Aid and Behavior	2	TBD	TBD	
	Animal Handling and Control	6	"	"	
	Shelter setup and Operations	7	"	"	
	TOTAL	15			Finish yellow segments in addition to blue and can now deploy for animal handling in shelters
Field Response	Overview and Communications	1	TBD	TBD	
	Site and Situation Assessment	1	"	"	
	Water Rescue Awareness	3	"	"	
	Technical Rope Rescue Awareness	2	"	"	
	Advanced Fire Safety	1	"	"	
	Animal Assessment	2	"	"	
	Trailer Loading Techniques Working Sessions	5	"	"	
	TOTAL	15			Finish green segments in addition to blue and can now deploy to handle animals in field conditions
Transport	Transport principles and safety	1	TBD	TBD	
	Scout Unit	1	"	"	
	WASART Trailers: Equipment and Towing	2	"	"	
	Transport principles in practice (towing)	4	"	"	
	TOTAL	8			Finish orange segments in addition to blue and can now tow the WASART trailers or stock trailers for animal transport

Recertification required for all segments every 3 years (FEMA courses excepted)

Member volunteers who wish to be deployed by WASART in a disaster or rescue response will have to have completed the training courses for the response category (categories) in which they wish to deploy. No training will be required of those volunteers who do not wish to deploy but who wish to join WASART and be members in an auxiliary or advisory capacity.

There will be four deployable categories of training: Core, Sheltering, Field Response and Transport. Before being eligible to begin training, the member will be required to complete all application forms and satisfactorily pass a background check. Proof of completion of any of the



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courses listed below or an acceptable equivalent will exempt a volunteer from retaking the course(s) within a three-year period. See the sections on Challenging Courses and Continuing Education, below.

All members wanting to deploy, regardless of training category, must have first successfully completed all the Mandatory Independent Study Requirements and Mandatory Vaccination described below. Members who wish to actually handle animals while on deployments must also have completed the specialized training for their deployment category or categories.

Recognizing that emergency situations' demands may exceed WASART's capacity to provide fully credentialed responders, a panel of three WASART Operations and/or Team Leaders may agree to a temporary waiver of the credentialing requirements for all or part of the duration of a specific deployment. Such agreement must be unanimous. In the event of such waiver, all emergent volunteers and non-credentialed members wishing to volunteer shall receive on-site emergency training and be designated Temporary Emergency Workers prior to being deployed. Any such credentialing waiver shall be ratified by majority vote at the next meeting of the Board of Directors.

Members that are otherwise qualified for deployment but currently under a doctor's care cannot deploy for Field Response, Sheltering or Transport deployments until they provide a written statement from their doctor saying they are fit for duty. However, if they are mobile without crutches, canes or similar assistance, they may deploy in a Base Camp support role if they choose.

2.0 MANDATORY INDEPENDENT STUDY REQUIREMENTS

These are courses not offered by WASART, but readily available from other agencies, as described in the notes below.

	Approx. Hours
• Human First Aid, CPR, & Blood-borne Pathogens ^{1,2,3}	6
• FEMA ICS 100 - Basic Incident Command System ⁴	3
• FEMA ICS 200 - Single Resources and Initial Action Incidents ⁴	3
• FEMA IS 700 - National Incident Management System, An Introduction ⁴	3

¹ These classes are offered by many fire departments, hospitals, the American Red Cross, and at work sites; a cost of approximately \$75.00 is usually involved. WASART has previously held in-house classes at somewhat lower cost. If there is sufficient interest, WASART may again schedule such sessions. Online courses are not acceptable for meeting this requirement.

² Health care professionals such as doctors, nurses, emergency medical technicians, etc. who are current in their occupational credentials are exempt from this requirement.

³ As an alternative to taking a formal Blood-borne Pathogens class, members may attest to their understanding of blood-borne pathogens' causes, risks, and means to mitigate their risks, by signing WASART Form A-007.

⁴ These courses can be completed on-line by going to <http://www.training.fema.gov/IS/crslist.asp>.



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- FEMA IS 800 – National Response Framework, An Introduction⁴ 3

3.0 MANDATORY VACCINATION FOR ALL CATEGORIES

- Tetanus (current)

4.0 CORE CLASSES FOR ALL DEPLOYMENT CATEGORIES

	Approx. Hours
• Disaster Preparedness	1
• Legalities	1
• Communications	1
• Basic Fire Safety	1
• Documentation	1
• Volunteer Involvement	2
• Disaster Psychology	2
• Base Support/Incident Command System	2
• Trailer and Transport Support	2
• Biosecurity	2

Upon completion of the above Core classes and Mandatory Independent Study Requirements, members will be qualified to deploy in all capacities that do not require actual animal handling or driving for animal transport. Members who wish to handle animals or drive vehicles for animal transport then move on to take the courses in their chosen category (categories) for the “job(s)” for which they wish to be qualified.

5.0 SHELTERING

Members that complete Sheltering training will be eligible to perform animal handling and other activities in WASART sheltering sites.

	Approx. Hours
• Animal First Aid and Behavior	2
• Animal Handling and Control	6
• Shelter Setup and Operations	7

6.0 FIELD RESPONSE

Members that complete Field Response training will be eligible to deploy on WASART Field Response Teams, handling animals during rescues and evacuations.



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	Approx. Hours
• Overview and Communications	1
• Site and Situation Assessment	1
• Water Rescue Awareness	3
• Technical Rope Rescue Awareness	2
• Advanced Fire Safety	1
• Animal Assessment	2
• Animal Handling and Trailer/Transport Loading Working Sessions	5

7.0 TRANSPORT

Transport volunteers will be qualified to deploy with the Field Response Teams to transport animals that have been rescued or evacuated, and to transport animals between facilities. They will also be able to use their vehicle in a Scout support capacity where they lead the trailer convoy, help with communications relay, and directions as needed.

	Approx. Hours
• Transport principles and safety	1
• Scout vehicle support	1
• WASART Trailer Equipment and Towing	2
• Transport principles in practice (trailer handling)	4

8.0 ADVANCED SPECIALTY TRAINING

In addition to the support needed from all credentialed members for all deployments, some require advanced training and certification beyond WASART's capabilities to provide. WASART currently has a technical rope rescue program. Two additional programs, technical water rescue and air operations support, are under development or consideration. Completion of Field Response training is a prerequisite for participation in any of these specialty programs.

Participants in the specialty programs establish the programs' training, certification and performance standards. Each participant must satisfy these standards in order to deploy as part of a specialty team. However, it should be understood that deployments that call for participation by a special discipline also require participation by all members who have completed Field Response training, not just members of the specialty team. All members who have completed the Field Response training are urged to respond to a callout.

Contact the WASART Training Director at training@washingtonsart.org for more specific information about these specialty teams.



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9.0 CHALLENGING CORE AND SPECIALIZED CATEGORY COURSES

Required category-specific courses may be challenged if a candidate believes he/she has already taken course material that is the equivalent of the WASART training curriculum. The challenge may be directed at all or part of the course material for which recertification is sought. It will be the responsibility of the candidate to provide evidence of the training already taken, as well as a detailed description of the course content, to the WASART Training Director for consideration by the WASART Training Committee. The Training Committee will consider each applicant challenge on a case-by-case basis, and will provide a response with its decision about the challenge within 30 days of its receipt. The decision of the Training Committee will be final.

As an alternative to taking equivalent training courses, the Training Committee will endeavor to develop competency demonstration tests that members can take to demonstrate mastery of the WASART training courses. These means of challenging training requirements will be applicable for initial credentialing and for satisfying Continuing Education requirements, as discussed further below. Until and unless the Committee is successful in developing formal tests, however, acceptance of competency demonstration will remain at the discretion of the Training Committee.

Since Core training entails WASART-specific training elements not available in other organizations' training courses, members that can successfully challenge the non-WASART Core elements will have to meet with the Training Committee to review the WASART elements in order to successfully complete the challenge.

The Mandatory Independent Requirements are not challengeable except as noted in Footnote 2, above.

10.0 VETERINARIAN EXEMPTION

WASART members who are licensed veterinarians are encouraged to take WASART's full training curriculum, in order to foster teamwork and comradeship with other members. However, recognizing their professional qualifications, the Board of Directors has waived certain training requirements for veterinarians. Those who are currently licensed in the State of Washington will only be required to complete all membership application forms, fulfill the Mandatory Independent Study Requirements, pass a background check, have a current tetanus vaccination, and be current in their financial obligations to WASART to satisfy their training requirements for deployment.



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11.0 SEARCH AND RESCUE (SAR) EXEMPTION

WASART members who are field qualified SAR responders are encouraged to take WASART's full training curriculum, in order to foster teamwork and comradeship with other members. However, recognizing their SAR training and mission/deployment experience, the Board of Directors has waived certain training requirements for SAR responders. Those SAR members with a state SAR unit who are currently field qualified, or its equivalent, will not be required to take Core and only be required to fulfill the following obligations:

11.1 SAR Member Requirements

Be a current SAR member in good standing for a minimum of two years and have a minimum of 60 mission/deployment hours in the previous two years.

11.2 WASART Administrative Requirements

Complete all membership application forms; pass a background check; fulfill the Mandatory Independent Study Requirements; provide verification of a current Tetanus vaccination, and be current in their financial obligations to WASART.

11.3 WASART Training Requirements

11.3.1 Online Training

- Disaster Stress Management
- Zoonotic Diseases, Biosecurity and Hazmat
- Preparedness - Animals in Emergencies
- Safety - Animals in Disasters
- Fire Safety Awareness

11.3.2 On-site Instruction

- The one-day animal handling component of either Field Response or Emergency Sheltering

The cost for the combined online and on-site instruction shall be determined by the Board of Directors.

SAR members or members of the general public that do not wish to join WASART but wish to gain animal-handling experience may take the one-day animal-handling component of either Field Response or Emergency Sheltering only, for a cost determined by the Board of Directors.



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12.0 CONTINUING EDUCATION

To remain eligible for deployment, members must maintain proficiency in the skills necessary for initial credentialing, and must demonstrate their proficiency at least every three years of the date of previous certification or re-certification. For specialized category training, WASART has established several means of demonstrating this proficiency maintenance. Any one of the methods is acceptable for the specific training category. It is the member's responsibility to provide adequate evidence of participation in deployments if that means is used to demonstrate proficiency. Effective beginning in 2013, should the member not satisfy any of the available methods for re-certification, he or she shall become ineligible for deployment in the specialty for which his or her certification has lapsed on December 31 of the year in which the certification expired.

Whichever means of re-certification is used, the new certification period shall begin with completion of the event used to re-certify and shall extend to December 31st of the third year after the re-certifying event.

Acceptable means of re-certifying are as follows:

12.1 Core

- Repeat the WASART Core training, at a reduced course fee (see below)
- Participate in two or more qualifying⁵ WASART deployments in a Base Support and/or a Trailer and Transport Support role
- Demonstrate competence by completing a challenge examination

12.2 Sheltering

- Participate in a sheltering deployment with a national animal welfare organization
- Participate in two or more qualifying⁵ WASART sheltering deployments
- Repeat the WASART Sheltering training, at a reduced course fee (see Section 14.0)
- Demonstrate competence by completing a challenge examination
- Complete an equivalent sheltering course from a national animal welfare organization

⁵ Qualifying deployments are those that are of sufficient complexity and rigor to provide meaningful experience to those who deploy and participate. The WASART Operations and Team Leaders that participated in each deployment will make a recommendation by majority vote at the conclusion of the deployment whether it met the criteria to be considered "qualifying." This recommendation will be forwarded to the Training Committee for consideration within 72 hours. The Training Committee will then either approve or deny the recommendation within 10 days. This decision will be recorded within the After Action Report for the deployment.



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12.3 Field Response

- Participate in a rescue deployment with a national animal welfare organization
- Participate in two or more qualifying⁵ WASART rescue deployments
- Repeat the WASART Field Response training, at a reduced course fee (see below)
- Demonstrate competence by completing a challenge examination
- Complete a refresher Large Animal Rescue (LAR) or Technical Animal Rescue (TAR) course from a training organization acceptable to the Training Committee

12.4 Transport

- Participate in two or more qualifying⁵ WASART Transport deployments
- Repeat the WASART Transport training, at a reduced course fee (see below)
- Demonstrate competence by completing a challenge examination

12.5 Challenging Recertification Requirements

If a member believes that he or she has accumulated experience or taken training equivalent to the recertification methods enumerated above, he or she may challenge the recertification by petitioning the WASART Training Committee. The challenge may be directed at all or part of the course material for which recertification is sought. It will be the responsibility of the candidate to provide evidence of the experience or the training already taken, as well as a detailed description of the work/deployment experience or training content, to the WASART Training Director for consideration by the Training Committee. The Training Committee will consider each applicant challenge on a case-by-case basis, and will provide a response with its decision about the challenge within 30 days of its receipt. The decision of the Training Committee will be final.

12.6 Recertification for Training Committee Members

Training Committee members will be qualified for re-certification in the various response specialties provided they have participated in the training program (by teaching portions of the course or otherwise provided support for the class) for the specialty for which re-certification is sought, and have attended 50% of the Training Committee meetings during a 12-month interval that includes the training event in which the candidate participated.

Other organizations' courses may be used to satisfy the Continuing Education requirement, subject to the same conditions as those listed above for challenging WASART's courses: the candidate must provide evidence of the training to the Training Director, and the Training Committee must approve the alternate training course.



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13.0 **RECOMMENDED COURSES**

In addition to the courses required to be eligible for deployment, WASART strongly encourages cross training with other organizations to strengthen and reinforce critical skills. The following additional courses are all highly recommended:

13.1 **Sheltering**

- FEMA IS 10 - Animals in Disaster Module A⁶
- FEMA IS 11 - Animals in Disaster, Module B⁶
- FEMA IS 111 - Livestock in Disaster⁶
- Animal Emergency Services or Disaster Sheltering for Companion Animals with American Humane Association (AHA)
- Emergency Animal Sheltering with Humane Society of the United States (HSUS)
- Emergency Animal Rescue Service with Red Rover

13.2 **Field Response**

- Large Animal Rescue (LAR)⁷
- Technical Large Animal Rescue (TLAR) or Technical Animal Rescue (TAR)⁷
- Search and Rescue (SAR) Techniques^{7,8}
- Map & Compass^{7,8}
- Basic Helicopter Safety^{7,8}
- SAR Survival^{7,8}
- Introduction to Emergency Worker⁸
- Crime Scene Awareness⁸

13.3 **Health**

- Pet and Large Animal First Aid
- Wilderness or Delayed Response First Aid
- Psychological First Aid with American Red Cross
- Critical Incident Stress Management (CISM)

⁶ These courses can be completed on-line by going to <http://www.training.fema.gov/IS/crslist.asp>.

⁷ These courses may partially satisfy the advanced certification requirements of one or more of the advanced specialty teams described above.

⁸ King County Search and Rescue Association offers these courses, usually at a Community College



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13.4 Other

- Amateur Radio Licensing
- Community Emergency Response Team (CERT)
- Incident Management Training
- Hazardous Materials Awareness and Decontamination
- Transportation Safety Course

14.0 RECOMMENDED VACCINATIONS FOR ALL MEMBERS

Due to various health risks in a disaster situation, we strongly recommend that all members, except support members who will not be deployed, be vaccinated against:

- Hepatitis A
- Hepatitis B
- Pre-Exposure Rabies

It is the responsibility of the individual to make copies of all required course completion certificates, copies of all First Aid, CPR, and Blood Borne Pathogens cards or Blood Borne Pathogens Form A-007, and vaccination verifications, and submit these to the WASART Credentials Manager immediately after completion of the course or vaccination.

Copies can be attached to an e-mail directed to the Credentials Manager, credentials@washingtonsart.org or mailed to WASART, P.O. Box 21, Enumclaw, WA 98022.

15.0 COURSE FEE STRUCTURE

	<u>Members</u>	<u>Nonmembers</u>
• Core Training (2 days)	\$85.00	\$110.00
• Sheltering (2 days)	\$85.00	\$110.00
• Field Response (2 days)	\$85.00	\$110.00
• Transport (1 day)	\$30.00	\$55.00

WASART members who are already certified for any of these categories may repeat the course as a means of completing their Continuing Education requirement, for 50% of the fee listed above⁹. Note that it is only necessary to complete the Core training and Mandatory Independent Study Requirements in order to be eligible for deployment, unless the member wishes to be qualified to actually handle animals or drive vehicles on WASART deployments.

⁹ No fee reduction will be allowed for successful challenges of part of the course material as permitted in Section 9.0 and Subsection 11.5



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Refund Policy: Should it be necessary for WASART to cancel a class for any reason, any course fees that have been paid will be promptly refunded. Course fees will be refunded in full if a participant cancels his or her registration 21 days before the scheduled class date. Registrations canceled between 21 days and 10 days before the scheduled date will be refunded 50%. Fees for registrations canceled less than 10 days before the class will not be refunded. Non-refunded fees may be applied to future WASART training classes, but it is the student's responsibility to bring the situation to the attention of the course Registrar. In the special circumstance where medical emergency or a death, occurring less than 10 days before the class, prevents the enrollee from attending or completing the class, and the enrollee has already taken all the other mandatory WASART courses, the Training Committee may authorize a full refund. In the case of emergencies that prevent the completion of a course already begun, the Training Committee will consider the circumstances and determine the appropriate course of action on a case-by-case basis.

Keep checking the Training page (<http://www.washingtonsart.org/training.html>) and Calendar (<http://www.washingtonsart.org/calendar.html>) on our website for notification of other training opportunities and workshops. They are open to all WASART members and often to the general public.

The WASART Training Committee will endeavor to schedule quarterly four-hour workshops throughout the year. Instruction will be on such topics as knot tying, wildland first aid, pet first aid, psychological first aid, radio communications, as well as table-top exercises, mock drills, etc. The fees charged for each workshop will be assessed on a case-by-case basis, and some workshops will be free.

16.0 TRAINING FOR NON-MEMBERS

WASART's training courses are primarily intended to increase and enhance the skills of its members. However, we recognize that there may be times and circumstances when non-members may also wish to take our classes. The WASART Board of Directors has determined that non-members may attend our training, class space permitting. The non-member fee for this training is \$55.00 for a one-day class, and \$110.00 for a two-day class. These are the same basic fees charged to members, to cover the cost of training materials, supplies, etc., plus a \$25.00 non-member fee that may be applied to membership at the student's option, within 90 days of completing the course. (\$25.00 is the amount of the annual WASART member dues, so applying the fee to membership will pay the student's dues for the current year.) Unless non-members subsequently join WASART, they are not required to undergo a Criminal Background Check or complete any documentation other than the documentation required to register for Core training.



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17.0 WASART OUTSIDE INSTRUCTION

WASART may provide instruction to other organizations or agencies on disaster planning for livestock and/or companion animals in an individual class setting or in a two-day format. Instruction can take place in King County or in a location that is convenient to the requesting agency or entity. A minimum of 10 students is required. The WASART Training Committee will determine the cost of instruction on a case-by-case basis. Contact training@washingtonsart.org for more information.

For the most current information on WASART training dates, times and locations, visit the WASART website at <http://www.washingtonsart.org/training.html>.