



## SMART / DART Memorandum of Understanding Form

This Memorandum of Understanding (MOU) is between the State of Massachusetts Disaster Animal Response Team (SMART) and the \_\_\_\_\_ Disaster Animal Response Team (DART). The scope of this MOU is to provide a framework between SMART and DART regarding the training of DART members and the mobilization of DART to establish, manage and close Pet Friendly Shelters.

In consideration of this relationship, DART agrees to:

### Training Events

- DART shall notify SMART, via phone and e-mail, with information regarding training that DART members will be participating in which DART would like to have covered under SMART's liability insurance.

SMART contact information:

Phone Number: 508-429-5955

E-Mail Address: [activation@smartma.org](mailto:activation@smartma.org)

- DART shall be notified by SMART regarding whether the training event will be covered under SMART's liability insurance or not within 10 working days.
- Upon SMART approving the training DART will need to maintain a roster for the training and at the conclusion of the training share a copy of that roster with SMART.

### Pet Friendly Shelter Operations

- DART shall serve as the local point of contact for SMART.
- Upon being requested to activate a Pet Friendly Shelter by a local or state governmental agency DART shall immediately notify SMART via phone and / or e-mail.

SMART contact information:

Phone Number: 508-429-5955

E-Mail Address: [activation@smartma.org](mailto:activation@smartma.org)

- Upon being activated DART shall utilize the appropriate plans and procedures that have been approved by SMART to open, manage and close a Pet Friendly Shelter.
- When DART members arrive at the Pet Friendly Shelter to receive their assignment they will complete the Staff Registration Form. Once this form is completed and

signed by the member they will become a SMART volunteer for the duration of their assignment to the Pet Friendly Shelter.

- During an activation DART shall work in conjunctions with SMART to establish incident objectives designed to meet the needs of pet owners and their animals within the framework of a Pet Friendly Shelter.
- DART shall maintain records on volunteers working within the Pet Friendly Shelter. This information will include at a minimum:
  1. Fully completed Staff Registration for each volunteer.
  2. Maintaining a current Staff Log.
- DART shall provide written daily Situational Reports to SMART once DART has been activated. These reports should contain at a minimum:
  1. Location of Pet Friendly Shelter.
  2. The number of pets housed in the Pet Friendly Shelter during the previous 24 hours.
  3. The number of volunteers assisting at the Pet Friendly Shelter during the previous 24 hours.
  4. Any other noteworthy events.
- DART shall utilize all available personnel, expendable supplies and equipment to support a Pet Friendly Shelter once it has been established. When and if these resources are expended DART can contact SMART to request assistance in maintaining the operation of the Pet Friendly Shelter.
- DART shall immediately notify SMART via phone in the event of any accident involving a facility, equipment and / or an individual (DART members and / or pet owners). This provision includes animal bites.

In consideration of the relationship, SMART agrees to:

### **Training Events**

- SMART shall review the type of training to be offered by DART. Upon review of the training SMART shall notify DART as to whether or not DART will be covered by SMART's liability insurance.
- SMART shall add volunteers (DART members) as additional insured to its general liability per the policy language while the volunteers are engaged in DART training.

### **Pet Friendly Shelter Operations**

- SMART shall add volunteers (DART members) as additional insured to its general liability per the policy language while the volunteers are engaged in opening, managing and closing a Pet Friendly Shelter.
- When requested by DART a copy of SMART's liability insurance certificated will be provided to DART.

**General Provision**

- SMART shall immediately notify DART if SMART changes its liability coverage or if the liability coverage is canceled.

**State of Massachusetts Disaster Animal Response Team**

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Disaster Animal Response Team**

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_