Module 6, Appendix B: SART Development

Building Your Team, Creating a SART: Refer to Module 6, Appendix D for ideas about the members and their roles and responsibilities for the facility SART.

Using Module 6, Appendix D* as guide:

1) Make a list of the agency or facility staff members who will be on the SART. Include positions, job functions, and people, depending on the size and structure of your facility.

2) Add the organizations, agencies, and people from outside the facility who should be involved in the development of the SART.

3) Add the organizations, agencies, and people from outside the facility who should be involved in the SART meetings and regular operations.

4) Next to each name or job function, outline the basic responsibilities for each position.

5) Develop a list of training topics to prepare each identified member of the SART to carry out their responsibilities.

*Print out the slides in Appendix D as a handout. Choose ‘print preview’ and then at the drop down menu entitled ‘print what’ select 3 slides if you want participants to be able to take notes on the slides or 4 slides if note-taking is not necessary.