

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.

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