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Federal Emergency Management Agency

National Urban Search and Rescue Response System

A Component of the National Response Framework
Emergency Support Function 9



Canine Search Team Certification Evaluation Handbook Live Find

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CHAPTER 1: INTRODUCTION

1-1. **Mission Statement**

The mission of the FEMA National Urban Search and Rescue (US&R) Response System (the System) Canine Subgroup is to assist System task forces in the acquisition, training, certification, and maintenance of Canine Search Teams (CSTs).

Note: Interpretations and clarifications of this document shall be made by the Canine Subgroup (CSG). Any system maintenance issues shall be received by the CSG.

1-2. **Objectives**

The objectives for a standardized Canine Search Team-Live Find (CST-LF) Certification process are as follows:

- Provide a uniform and objective process to determine the current skill levels of CST-LF in the System.
- Provide score sheets to the respective task forces regarding the observations made during the evaluation. This information can be used for further CST-LF development and improvement. (It is intended that the respective Search Team Managers and Canine Coordinators/Managers will be involved in the process.)
- Maintain a current roster of certified CST-LF.

1-3. **Evaluation Documents**

CST-LF Certification Handbook

- **FSA Element Descriptions** – Chapter 3
- **FSA Performance Criteria and Evaluation Form Guidelines** – Chapter 3
- **CE Element Descriptions** – Chapter 4
- **CE Performance Criteria and Evaluation Form Guidelines** – Chapter 4
- **Full-Sized Forms** – Appendix A
- **Scene Safety Establishment Checklist** – Appendix B
- **US&R Code of Conduct** – Appendix C
- **Glossary of Terms** – Appendix D
- **Appeals Process** – Appendix E
- **CE/CP Standard Operation Procedures** – Appendix F

1-4. Definitions

- **Bark Props** – Items used to conceal a victim in order to test the canine to perform the bark indication.
- **Canine Search Specialist (CSS)** – A rostered handler who has completed the Canine Search Specialist Course
- **Canine Search Team-Live Find (CST-LF)** – A certified CST-LF is comprised of a search canine and a handler who have successfully attained CST-LF Certification, which includes successful completion of the Foundation Skills Assessment-Live Find (FSA-LF) and the Canine Search Team Certification Live Find (CE-LF).
- **Foundation Skills Assessment-Live Find (FSA-LF)** – An assessment of the basic disaster search skills that is used to determine the team’s next step in the evaluation process.
- **Canine Search Team Certification Evaluation-Live Find (CE-LF)** – An evaluation of the minimal skills identified as necessary for a team to operate in disaster environments.
- **Canine Search Team Certification Evaluation-Human Remains Detection (CE-HRD)** – An evaluation of the minimal skills identified a necessary for a team to operate in disaster environments.
- **Canine Search Team Certification Preparation-Live Find (CP-LF)** – An event that utilizes all of the resources for a CE-LF in order to prepare and maintain teams for certification.
- **Hosting Agency** – A task force which sponsors a canine event in conjunction with FEMA.
- **Event** – Any training, evaluation, deployment, or gathering that is sponsored, sanctioned, or authorized by FEMA.

1-5. Process/Implementation

- The Canine Search Specialist (CSS) must be rostered on a System task force.
- The canine shall be a minimum of 18 months old before participating in the CE-LF.
- The FEMA CE-LF process is divided into two parts:
 - Foundation Skills Assessment-Live Find (FSA-LF)
 - Canine Search Team Certification Evaluation-Live Find (CE-LF)
- Prior to participating in a CE-LF, the applicant will have completed the FSA-LF administered by any System task force. Two rostered evaluators OR one rostered

evaluator and the sponsoring task force Canine Coordinator (or his/her designee) will administer this assessment, which is valid for six months.

A designee must meet the following requirements:

Canine Handler

- Must be rostered on a System task force
- Must have been certified CST-LF for at least three years
- Must have completed the Canine Search Specialist Training Course

Non-Canine Handler

- Must be rostered on a System task force
 - Must have been a Search Team Manager for at least three years
 - Must have completed the Canine Search Specialist Training Course
- It is strongly recommended that the team attend a CP-LF prior to participating in a CE-LF.
 - The CE-LF preparations will be conducted at the national level, scheduled by the FEMA US&R Branch. These events will extend over a minimum of two days and may include a combination of CE-LF, CP-LF, and CE-HRD (search only) with CE-LF having top priority.
 - Evaluators will be selected by the hosting agency from the FEMA Evaluator Rosters (Chapter 6).
 - Site requirements for both levels have been determined and are described in Chapters 3 and 4.

1-6. Code of Conduct

- All participants in the event must abide by the US&R Code of Conduct.
- Violation of the Code of Conduct may result in loss of certification, loss of evaluator status, and/or referral to appropriate authorities.

1-7. Aggression Policy

Each sponsoring organization shall be responsible for assuring that aggressive behavior is modified, or the canine shall not be eligible to participate in events.

I. Definition:

Canine aggression is an attempted or actual unprovoked attack on another canine or person. A canine may also be evaluated as aggressive if it exhibits significant warning signs of imminent unprovoked attack (continuous growling, snarling, fear-barking, etc.).

II. Policy:

Canine aggression toward people and/or other canines is unacceptable.

III. Repercussions:

If a canine demonstrates aggressive behavior at any event, the following procedures will be followed:

- **Canine Attacks a Person** – Upon an unprovoked attack, the canine will be removed from the CE-LF or CP-LF. The Chief Evaluator will forward an account of the attack to the Canine Subgroup. The Canine Subgroup will immediately notify the task force of the incident and forward findings at the conclusion of the review process. The canine is not permitted to participate in a CE-LF or CP-LF during the review process.
- **Canine Attacks Another Canine** – If a canine attacks another canine at a CE-LF or CP-LF, the Chief Evaluator shall immediately review the incident and determine if the canine will be allowed to continue. If the canine is removed, the evaluator will forward an account of the attack to the Canine Subgroup. The Canine Subgroup will immediately notify the Task Force Representative of the incident. The canine is not permitted to participate in a CE-LF or CP-LF during the review process.

1-8. Evaluation Guidelines

- Elements I-IV may be administered separately from Element V, but the testing team must complete Elements I-IV first, which may then be followed by Element V within six months of the original test/successful completion of Elements I-IV.
- A CST-LF that has passed Elements I through IV within the previous six months at an FSA-LF, may take Element V, if offered, at any subsequent FSA-LF. This option must have the approval of the team's task force.
- The team must successfully complete all required skills in Elements I-V of the FSA-LF. If a team fails one of the following skills during the obedience element: heeling, emergency stop, or long down/wait, a single opportunity to re-attempt the failed skill will be permitted on the same day. This skill must be re-tested and successfully completed prior to allowing the team to proceed to the rubble portion of the evaluation.
- The team must also complete five of the six obstacles listed in the Agility Element of the FSA-LF, including the four mandatory obstacles.

- The evaluators must reach a majority consensus for a CE-LF or FSA-LF.
- Evaluations will be recorded on the appropriate score sheet.
- At the conclusion of the process, the evaluation and comments will be reviewed with the respective CSS.
- Copies of the completed CE-LF/CP-LF score sheets will be forwarded to the respective task force in accordance with the Evaluation Standard Operating Procedures (SOPs).
- The team shall complete an FSA-LF prior to each recertification.
- When a CST-LF has completed the FSA-LF, which is valid for six months, it is eligible to participate in the CE-LF/CP-LF.
- After a CST-LF has successfully completed the CE-LF, the team must recertify within three years of its last certification month. Failure of a CE-LF attempted within the three year certification period would result in an immediate loss of certification, regardless of the certification expiration date. No certification extensions or grace periods will be granted.

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CHAPTER 2: FOUNDATION SKILLS ASSESSMENT-LIVE FIND (FSA-LF)

2-1. Ground Rules

- No training aids (balls, food, toys, etc.), except where specified.
- A toy or food reward is allowed on the rubble and at the indication station.
- No collars or search vest on agility or rubble search exercises.
- Muzzles are not permitted in any phase of the evaluation process.
- No short lead, traffic lead, training tab, or other weighted object may be attached to the collar at any time.
- No prong, choke, or electronic collars will be allowed.
- No practice on any element before the test.
- The handler must maintain control of the canine at all times.
- Abuse (e.g., physical, mental, verbal, etc.) of the canine is not acceptable at any time.
- The handler is responsible for the care and safety of the canine at all times.
- Safety procedures will be followed. The following safety gear is required for the rubble site:
 - Helmet
 - Gloves
 - Long pants
 - Long-sleeved shirt
 - Eye protection
 - Safety toe, steel shank safety boots
 - Knee protection
- Aggression will not be tolerated at any time.
- All testing teams may complete all five elements if time allows unless excused by consensus of the evaluators for reasons of aggression, lack of safety or control, injury, at handler request, or for failing two or more of the first four elements.

2-2. Evaluation Procedures

- The evaluators and the IC shall determine the testing area.
- A non-testing, FSA-LF canine should pre-test all elements.
- Rescue and medical capabilities must be readily available.
- Any accident/injury shall be reported immediately to the Incident Commander (IC) or to his/her designee.

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CHAPTER 3: ELEMENT DESCRIPTIONS

3-1. Element 1 – Obedience

I. Rationale

The canine should be under the control of the handler, capable of heeling through crowds and non-aggressive to people and other canines. For its safety, the canine must be responsive to an emergency stop command. The purpose of long wait is to evaluate the reliability of the canine to remain in place when the handler is out of sight.

II. Required Canine Skills

- Non-aggressive to stranger
- Non-aggressive to canine on Figure 8
- Heels through crowd, with turns and changes of pace
- Emergency stop
- Stays on long wait for five minutes

III. Aggression Testing

The handler ties the canine and leaves it unattended. Handler proceeds to a designated area out of the canine's sight. After a minimum of one minute out of sight, a stranger unties the canine and returns the canine to the handler.

A CST-LF completes a Figure 8 around two testing team handlers with their canines (post team) on lead, sitting at their sides and spaced about eight feet apart. Non-testing teams may be used if less than three teams are testing. The testing team shall complete the pattern, which will include a reverse change in direction, on loose lead, passing within two feet of each of the post teams. During the exercise all three canines will be evaluated for aggression.

IV. Heeling

The CST-LF must perform the following commands as directed while heeling off lead through a group of no fewer than five milling people; evaluators may be used as millers at the discretion of the evaluators. Heeling is defined as the canine maintaining position at either side of the handler so as to be attentive to the handler and under his/her control. Additional or repetitive commands are acceptable.

- Right turn
- Left turn

- About turn
- Halt
- Change of pace (normal, fast, slow)

V. Emergency Stop

The canine shall be placed on a stay command 25 yards from the handler. Upon direction from the evaluator, the handler shall call his/her canine. The handler will then stop the canine when directed by the evaluator. Once the stop command has been issued, an immediate change in gait is required and the canine must then come to a stop. The canine may drop, sit, or stand. The handlers may give multiple commands. The canine shall remain stationary until released or recalled by the handler at the direction of the evaluator.

VI. Long Wait

The canine may be placed next to the handler's pack and will be placed five feet away from any other canine. The lead must be removed from the canine and may not be placed in front of the canine. Upon direction from the evaluator, the handler shall give the canine the wait command and the handler will proceed to a designated area out of the canine's sight. The canine must be under the supervision of a monitor.

Time starts when the evaluator states "leave the canine". The canine may sit, stand, or shift position, but shall not move more than a body's length in any direction from the location in which the canine was placed until the handler returns to the canine. After five minutes, the evaluator will direct the handlers to return to the canines. If needed, handlers may hand signal the canines to stay while returning. The exercise is complete when all handlers have returned to their canines and the evaluator states "exercise complete". No release will be allowed by any team until the "exercise complete" command has been issued.

The evaluators should take into consideration the comfort of the canine (i.e., they should not select a place that is too hot, on anthills, etc.). An effort should be made to set up the exercise so that the handlers walk away from the canines from the front as opposed to going behind the canines. If a canine breaks down or becomes overly disruptive, an evaluator may quietly lead the canine away from the others.

3-2. Element 2 - Bark Indication

I. Rationale

In disaster search, a strong, independent bark indication on live human scent is the only indication method that can be recognized when out of sight. With this information, the Search Team Manager can request other resources as needed to confirm the scent location.

II. Required Canine Skills

- A. The canine must recognize the bark prop that contains the victim, which will be one of three.
- B. The canine may investigate all of the bark props, but must remain at the correct bark prop after the handler indicates the 30 seconds is to begin, by raising his/her hand or verbalizing. The time may be started any time after a bark. The canine may re-position around the prop however, it cannot move away from that prop once the handler calls it as an indication of live human scent.
- C. The canine must perform a Focused Bark Indication for 30 seconds (A minimum of three barks is required. The barks may be interspersed with digging and attempts to penetrate.).
- D. The handler does not communicate with the canine after detection of scent.

III. Handler Information

The team will have five minutes to perform the exercise. The marked starting point will be a line paralleling the bark props for 50 feet and 25 yards from the front of them. The handler may move anywhere behind this line. The handler will remove the canine's leash before the exercise begins. The canine may be given a hand signal and voice command to send the canine to the bark props. If the canine does not go directly to the bark props, the handler may use additional commands, as necessary, to direct the canine to the bark prop location. The location of the victim will be unknown to the testing handler(s).

The handler may direct the canine toward the bark prop area; but once the handler has informed the evaluators, by raising his/her hand, that the canine has detected live human scent the handler may not communicate with the canine in any way. Once the canine has committed to the victim bark prop, it must remain focused, stay at the victim bark prop, and demonstrate an "independent of handler" bark indication for 30 seconds. (A minimum of three barks is required. The barks may be interspersed with digging and attempts to penetrate.).

Two official timers will participate in the exercise. One timer will begin timing the exercise as soon as the handler sends the canine. The second timer will time the 30-second indication, after a bark and when the handler informs the evaluators that the canine is indicating the victim bark prop. The handler will be told when he or she may go to the canine. The canine will not be allowed access to the victim. When the exercise has been completed, the handler may reward the canine, then leash the canine and quickly leave the area.

IV. Construction and Location of Bark Props

Three identical bark props will be positioned in as isolated an area as the site permits. The bark props should be made/constructed of materials that provide the optimum control of scent (example: barrels, concrete sewer pipe, etc.). Ideally, scent should be detectable from

the front only. A slightly recessed, snug fitting cover with holes at the bottom for scent to escape should be in place. This cover may have a handle/grab bar on the inside for the victim to hold, or it may be secured in place.

The starting point shall be measured and clearly marked. This distance is to be 25 yards from the starting line to the bark props, paralleling the front of the props for 50 feet. The bark props should be placed in a straight line and spaced 20 feet apart as indicated in Figure 3-1.

Evaluators must have a clear view of the canine's work, and there shall be no known distractions placed in the search area.

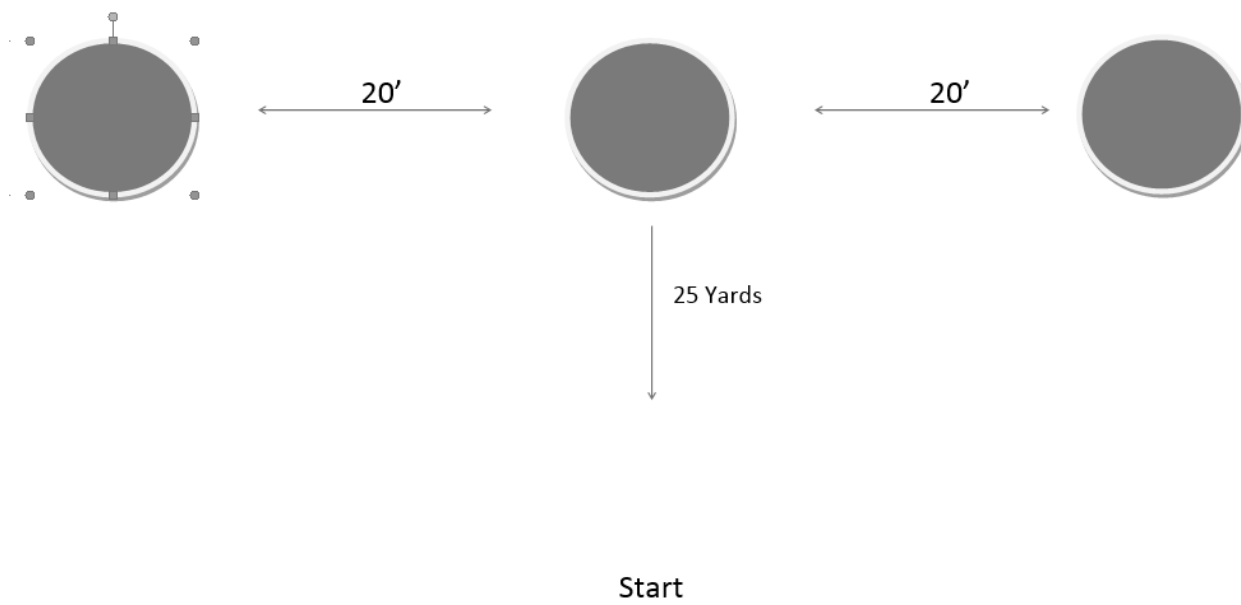


Figure 1: Location of Bark Props

V. Victim Placement

A victim will be placed in any **one** of the three Live Find Bark Props at least 10 minutes before the canine is sent. The other two bark props will not contain any placed scent. Effort should be made to ensure there is no residual scent of any kind in the two negative bark props.

3-3. Element 3 - Direction and Control

I. Rationale

In order to search areas that the handler may not access or to avoid hazardous areas, the canine must demonstrate the ability to be directed and controlled by the handler. The canine should respond to audible and/or visual signals.

II. Required Canine Skills

- Ascends each required elevation at the direction of the handler
- Waits on elevation until directed by handler

III. Handler Information

The handler will remove the canine's leash before the exercise begins.

The handler is responsible for counting the five seconds the canine must remain on the target obstacle. The evaluator may intervene to "assist" at his discretion. If the canine is anticipating the "off" command, the evaluator will not intervene. If the element is showing an overall lack of control, the evaluator will not intervene.

IV. Directability

On the first go out, the canine must ascend onto a specified elevation without getting onto any other elevation. The handler may stop the canine and redirect or recall the canine and restart as many times as time allows. If the canine ascends an incorrect elevation first, the canine must be recalled and restarted. This rule applies to the first direction only. After beginning the course, if the canine returns to the handler and crosses the start line (or is touched by the handler), the canine must start over. If the canine goes to the wrong elevation at any time after the first go-out, the canine must go back to the last correct elevation and proceed from there.

The team will have three minutes to complete the course. The evaluators will designate the elevation to which the canine shall be sent (right, left, or center). The handler will direct the canine to a series of elevations. The pattern will include a go-out, a right, a left, go-back, and recall. The canine must ascend the elevations and remain there for five seconds. The canine may sit, stand, or lie down. The handler may give multiple commands.

The canine will be directed to four or five designated elevations and stay for five seconds on each elevation, ending the exercise with a recall to the handler. (See the Canine Directability Diagram displayed in Figure 3-2.) Diagonals will only be used to and from the starting position.

V. Course Layout and Construction

- The course will consist of an appropriately-sized area in which to perform the identified exercises and shall be cleared of hazards and distractions to the canine.
- The course will be configured in a diamond shape. The area should be as uncluttered as possible (approximately 75 yards clear). The start shall be an 8 foot base line or starting line that is clearly marked. (See Figure 3-2.)
- The center elevation shall be 25 yards from the base of starting line. All the other elevations shall be located 25 yards from the center elevation.
- The elevations should be clearly visible to the canine. Elevations should be approximately 36 inches x 24 inches in size, 15 inches to 30 inches high, and stable. The purpose is to provide simple, stable, distraction-free targets on which to demonstrate directability skills.
- The elevations may consist of two or three different types of objects or they may be uniform in structure.

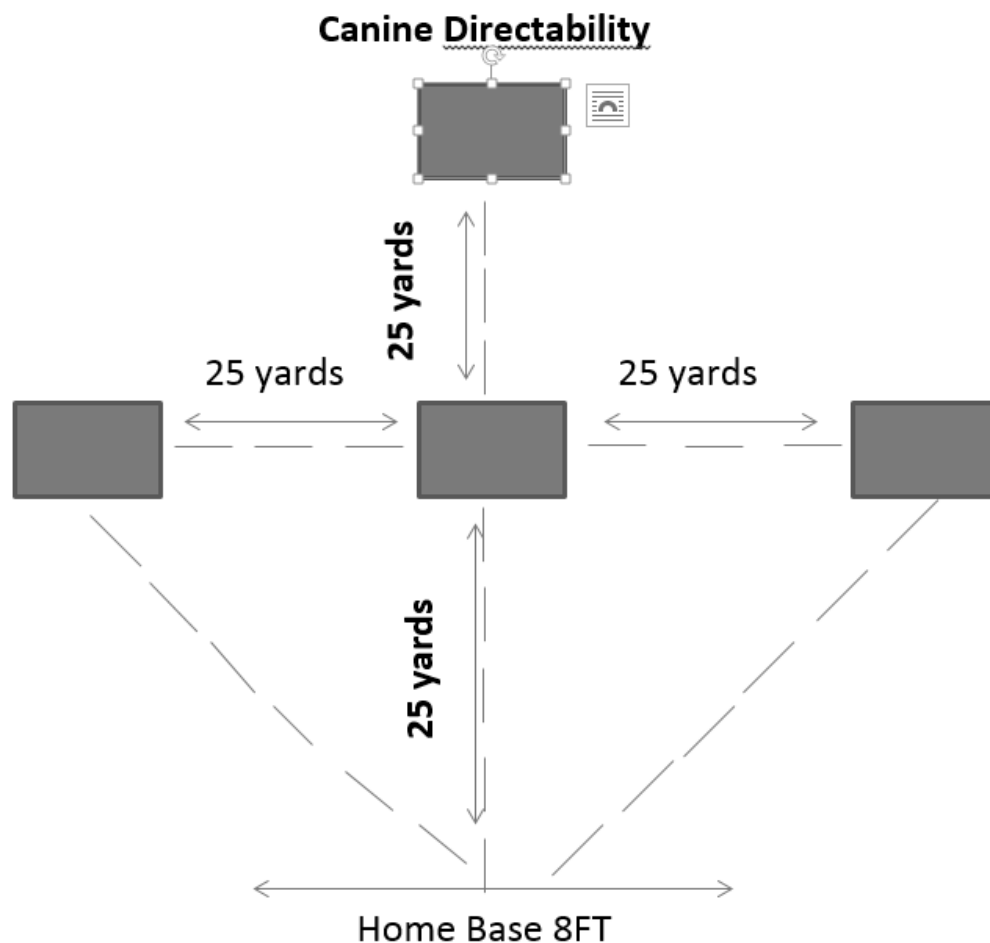


Figure 2: Course Layout / Canine Directability Diagram

3-4. Element 4 – Agility

I. Rationale

Agility training allows the canine to develop confidence on the rubble. The canine should be able to search the rubble without being overly concerned about its safety.

II. Required Skills

- Completes five of six obstacles, including the four mandatory obstacles
- Demonstrates stop and turn on any obstacle
- Precedes handler

III. Handler Information

- The agility course will include the following obstacles:
 - Ladder
 - Elevated plank
 - Unsteady/wobbly surface
 - Tunnel
- The team shall have five minutes to complete the agility course.
- The handler will be directed to the clearly marked beginning of the course. The handler shall remove the canine's collar and leash before starting. The course should be run in the sequence as numbered. However, if a canine refuses an obstacle, at the handler's discretion, the team may complete the course and re-attempt the obstacle in the remaining time. The canine should work as independently as possible following the handler's direction. Multiple commands are permitted.
- The canine should negotiate the obstacles confidently and carefully.
- The canine should negotiate the obstacles under handler control.
- If the handler precedes the canine, the evaluator will instruct the handler to restart the canine on the obstacle. The handler may lift the canine off the obstacle or turn it around to restart.
- The handler may slow, stop, or encourage the canine as needed and may assist the canine, if needed, for safety reasons. Any physical assistance will require a restart of the obstacle.

- The handler shall demonstrate his ability to command the canine to stop and turn, which will be performed on any elevated obstacle (not on the support) and in full view of the evaluators (e.g., not in the tunnel).
- The handler is responsible for the welfare and safety of his/her canine. If this ground rule is compromised, the evaluator(s) may intercede with a warning and/or termination of the element or the evaluation for that team. The handler should not use an unreasonable amount of attempts when the canine is obviously unable or unwilling to comply. The canine should be willing to negotiate unfamiliar obstacles based on his training and his confidence in his handler.
- Canine will be judged on negotiating the ladder by going up only. How the canine exits the obstacle is at the discretion of the handler.
- The goal is to demonstrate the canine's ability to perform the required skills as well as the canine's confidence in the handler and willingness to undertake unfamiliar agility obstacles.

IV. **Obstacles (* denotes mandatory completion)**

- *The Little Giant ladder (or the ladder on the FEMA cache list) extended to 8.5 feet, secured at an approximate 45-degree angle
- *A plank elevated at least six feet and no more than eight feet off the ground (The 12 inch wide by 12 feet long plank is to be stable.)
- *An approximately three foot high, unsteady, wobbly surface that has been constructed by covering four sawhorses with a four feet by eight feet sheet of 5/8 inch plywood. A variety of debris items will be placed on top not to exceed two feet in height and constructed to provide access to the canine either by walking up an incline or by jumping no more than three feet high.
- *A dark, narrow tunnel/passageway containing at least one right-angle turn. The canine should not be able to see through to the end of the tunnel. Partial covering of the exit is permitted. The canine should fit into the tunnel without crawling.
- A seesaw (16 foot long by 12 inch wide plank placed on a 55-gallon drum)
- A slick, slippery/unpleasant surface
- A moving plank suspended on two barrels (12 feet long by 12 inches wide)
- An object that requires the canine to crawl on its belly. (Must be adjusted to approximately one half the height at the withers of each canine.)

V. Obstacle Placement

- The course shall be constructed to include six of the obstacles listed above.
- The course may be set up as six separately constructed obstacles or as a combination. If two or more obstacles are combined, the canine must have the opportunity to complete each of the obstacles independently. The obstacles must be designed to test the canine on the elements described.
- The course must be designed in such a way that the canine can precede the handler.
- Obstacles should be clearly numbered.
- The following obstacles must be included in the course:
 - Ladder
 - Elevated plank
 - Unsteady, wobbly surface
 - Tunnel

3-5. Element 5 - Rubble Site

I. Rationale

The rubble search demonstrates the ability to integrate all of the previously evaluated elements into an effective search team.

II. Required Skills

A. Handler Tasks

- Establishes scene safety
- Informs evaluators of canine's indication/location of each live victim
- Negotiates the rubble in a safe manner and without the assistance of other personnel
- Demonstrates appropriate canine care, safety, and welfare

B. Canine Tasks

- Responds to handler's direction and control
- Searches independently
- Demonstrates commitment to each live victim

- Presents focused bark Indicating live human scent on two victims with no false indications
- Demonstrates commitment to each victim
- Demonstrates agility
- Indicates repetitively and independently of handler

III. Handler Information

- Handler establishes scene safety.
- Scene safety interview may include the following questions:
 - What time did the structure collapse?
 - What type of occupancy was the structure (school, office, apartment bldg., etc.)?
 - What is the number of suspected missing persons?
 - Has this structure been searched before?
 - Has a structural engineer checked the building?
 - What were the findings?
 - Is it safe to enter?
 - Are blueprints available?
 - Has Hazmat checked the building and, if so, what were the findings?
 - Have the utilities been secured? How and by whom?
 - Gas
 - Electric
 - Water
 - Is Heavy Rescue available?
 - Is Medical available?
 - Is a veterinarian available?
- Five minutes shall be allotted for the briefing/interview process. The team shall be allowed 15 minutes to search the rubble for two victims. The handler should inform the evaluators of the search strategy. The handler may not access the rubble site in any areas identified as inaccessible due to safety or not part of the search area. The handler shall direct the canine to search the area. The evaluation team will be in attendance during the briefing. Evaluators will then proceed to predetermined locations to view the rubblework before the team's 15-minute time starts.
- The handler will remove the canine's collar and leash. The handler may direct the canine to search but shall not encourage the canine's indication. The canine will be required to perform the first bark indication out of sight before the handler can enter the search area.

- The handler will remove the canine's collar and leash. The handler may direct the canine to search but shall not encourage the canine's indication. The canine will be required to perform the first bark indication out of sight before the handler can enter the search area.
- The handler may not touch any evaluation props or move any debris in the search area.
- The evaluation procedure is as follows:
 1. The handler sends the canine on an independent search from the pre-determined starting point. When the handler hears the canine barking or is advised by an evaluator that the canine is barking, the handler shall notify the evaluator of the indication (at least three repetitive barks). The evaluator then instructs the handler to go to the canine. The handler may now verbally praise and encourage the canine. The handler must proceed directly and safely to the area indicated by the canine.
 2. The handler will promptly identify the live victim by interpreting the canine's actions. On the first indication, if the handler is unable to quickly locate the live victim by the canine's action, he/she must immediately leave the site at the direction of the evaluators and
 3. Restart the search from the starting point. The canine does not need to return to the starting point. At this point, the indication process (Three bark requirement) starts over. After identifying the area of the first indication, the handler will have full access to the search area and may direct/control the canine for the remainder of the allotted time. The handler may reward the canine with a toy or food on the rubble.
 4. The bark indication consists of a minimum of three barks at the same victim. If a handler verbally communicates with his canine between the first and third bark, the team loses that victim. Barking may be interspersed with digging, scratching, or any other attempt to get to the victim. The canine may reposition itself while indicating at the victim location. If the canine leaves the victim location before barking three times, the indication process (three bark requirement) starts over.
 5. The handler shall flag/mark the finds as indicated by the canine, unless the handler declares a false indication. Once an indication has been marked, it is final.
 6. The handler must perform a physical assessment of the canine after the search.
 7. The handler may reward the canine with a toy on the rubble

8. The handler shall have five minutes to debrief to the evaluators after the search time is completed, or after the handler calls the search complete.

IV. Course Construction

- New, unused victim locations should be created for the evaluation. They shall be located in areas that are out of the handler's sight. The evaluators must have a clear view of the canine's work.
- No distractions will be purposefully placed within the search area.
- The rubble site shall have a minimum average height of 10 feet and consist of an area of 5,000 to 8,000 square feet. The intention is to provide criteria to adjust the footprint of the pile based on its complexity and height, with more complex rubble reduced in square footage and less complex rubble increased in square footage. It should consist predominantly of concrete or a mixture of materials common to disaster sites. Banner tape is to be used to reduce the search area when larger rubble sites are being used.
- Site will be accessible at only one well-marked portion of the perimeter and located where the handler cannot see the canine indicating

V. Victim Placement

- The victims shall be concealed from both handler and canine.
- The victims will be separated by a minimum of 20 feet.
- The hiding areas shall be constructed to prevent canines from accessing the victims.
- The hiding areas should be inaccessible to Canine, not visible to handlers and no more than three feet below the surface. The scent should be contained, and every effort should be made to control the scent flow.
- All victims will have a radio and shall be monitored prior to each rotation.
- The victims must be in place at least 20 minutes before the canine is sent.

3-6. Performance Criteria and Evaluation Form Guidelines

The evaluators shall consider the following list of key skills when determining the team's success for each of the elements.

I. Ground Rules

Handler is required to follow all ground rules.

- **Did Not Complete** – Handler did not follow all ground rules.

- **Completed** – Handler followed all ground rules.

II. Canine Obedience

A. Non-aggressive to stranger in absence of handler

- **Did Not Complete** – Demonstrates aggression
- **Completed** – Does not demonstrate aggression

B. Non-aggressive to canine on Figure 8 pattern

- **Did Not Complete** – Demonstrates aggression
- **Completed** – Does not demonstrate aggression

C. Heels through crowd, with turns and change of pace

- **Did Not Complete** – Does not maintain heel, is distracted
- **Completed** – Maintains heel, is attentive to handler

D. Emergency Stop

- **Did Not Complete** – Does not show an immediate change in gait and does not stop
- **Completed** – Shows immediate change in gait and stops

E. Long Wait for five minutes

- **Did Not Complete** – Does not stay within the designated area
- **Completed** – Stays within the designated area (additional commands allowed)

III. Odor Recognition Bark Indication Station

A. Canine barks (at least three barks) and stays focused for 30 seconds.

- **Did Not Complete** – Does not bark (at least three barks) and remain focused for 30 seconds
- **Completed** – Barks (at least three barks) and stays focused for 30 seconds

B. Canine stays at the victim location or bark prop after indication of scent.

- **Did Not Complete** – Leaves after indication
- **Completed** – Stays after indication

C. Canine indicates independently of handler and remains focused for 30 seconds.

- **Did Not Complete** – Does not indicate independently, does not remain focused for 30 seconds
- **Completed** – Indicates independently and remains focused for 30 seconds

D. Handler does not communicate with the canine after indication of scent.

- **Did Not Complete** – Handler communicates after detection of scent.
- **Completed** – Handler does not communicate after detection of scent.

IV. Direction and Control

A. Ascends elevations and completes pattern

- **Did Not Complete** – Does not go up on elevations and complete pattern
- **Completed** – Goes up on elevations and completes pattern

B. Waits to leave elevations until directed by handler

- **Did Not Complete** – Does not wait to leave elevations until directed
- **Completed** – Waits to leave elevations until directed

V. Canine Agility

A. Completes required obstacles under handler's control

- **Did Not Complete** – Does not complete five obstacles (including the four required)
- **Completed** – Completes five or more obstacles (including the four required)

B. Canine precedes handler

- **Did Not Complete** – Handler precedes the canine.
- **Completed** – Handler directs canine over obstacle without preceding canine.

C. Canine demonstrates "Stop" and "Turn".

- **Did Not Complete** – Does not demonstrate behavior
- **Completed** – Demonstrates behavior

VI. Rubble Site

A. Handler establishes scene safety.

- **Did Not Complete** – Does not complete scene safety
- **Completed** – Completes scene safety

B. Handler demonstrates canine care/safety/welfare.

- **Did Not Complete** – Does not demonstrate canine care/safety/welfare
- **Completed** – Demonstrates canine care/safety/welfare

C. Canine is responsive to handler direction and control.

- **Did Not Complete** – Does not respond to commands
- **Completed** – Is responsive to commands

D. Canine searches independently.

- **Did Not Complete** – Does not search independently
- **Completed** – Searches independently

E. Canine produces Focused Bark Indicating Live Human Scent on two victims with no false indications.

- **Did Not Complete** – Does not bark repetitively (at least three barks) and/or makes false indications
- **Completed** – Barks repetitively (at least three barks) at live victims with no false indications

F. Canine displays focused commitment to each live victim.

- **Did Not Complete** – Loses interest in victim
- **Completed** – Maintains interest in victim

G. Canine indicates independently of handler.

- **Did Not Complete** – Does not indicate independently of handler at live victim
- **Completed** – Indicates independently of handler at live victim

H. Handler informs evaluators of canine's indication/location of each live victim.

- **Did Not Complete** – Does not recognize indication and/or cannot identify live victim location by the canine's actions
- **Completed** – Recognizes indication, correctly identifies location of live victim by the canine's actions

I. Handler identifies and marks live victim.

- **Did Not Complete** – Does not identify and mark each live victim
- **Completed** – Identifies and marks each live victim

J. Canine demonstrates agility/ability to negotiate rubble.

- **Did Not Complete** – Does not negotiate the rubble in a safe manner
- **Completed** – Negotiates the rubble in a safe manner

K. Handler demonstrates agility/ability to negotiate rubble.

- **Did not Complete** – Does not negotiate the rubble in a safe manner and without assistance
- **Completed** – Negotiates the rubble in a safe manner and without assistance

CHAPTER 4: CANINE SEARCH TEAM CERTIFICATION EVALUATION - LIVE FIND (CE-LF)

4-1. Ground Rules

- No collars or vests are allowed on canine while searching.
- Muzzles are not permitted in any phase of the evaluation process.
- The handler must maintain control of the canine at all times.
- Abuse (e.g., physical, mental, verbal) of the canine is not acceptable at any time.
- No access to search sites after setup of test is allowed.
- Handler is responsible for care and safety of the canine at all times.
- If a canine is injured during an evaluation, the clock will not stop. The handler should be prepared to attend to a minor injury, and the team may proceed. If the handler or evaluators determine that the injury needs immediate veterinary attention, the team will not continue in the evaluation. The evaluators will determine if the situation constitutes a no-test, a failed attempt, or a pass.
- Safety procedures will be followed. The following safety gear is required for the rubble site:
 - Helmet
 - Gloves
 - Long pants
 - Long sleeved shirt
 - Eye protection
 - Safety toe, steel shank safety boots
 - Knee protection
- Aggression will not be tolerated at any time.

4-2. Evaluation Procedures

- The Chief Evaluator and the IC shall determine the testing area.
- Rescue and medical capabilities must be readily available.
- A non-testing, certified CST-LF will pre-test all search sites.
- Any accident/injury shall be reported immediately to the IC or his/her designee.

4-3. Element Description

I. Rationale

- The CST-LF must work together in disaster search operations to detect live victims.
- The handler will be evaluated on his/her ability to function as a CSS.
- The canine will be evaluated on its ability to search independently. The canine must indicate by barking to enable handler to mark the area of indication of live human scent.

II. Required Skills

A. Canine

- Searches, detects, and indicates live human scent with at least three repetitive barks

B. Handler

- Correctly identifies the area of indication of live human scent
- Maintains control of canine

C. Team

- Makes no false indications
- Misses no more than one victim

III. Additional Handler Skills

A. Site assessment and search plan

- Handler completes site assessment.
- Handler establishes an initial search strategy.

B. Flagging/marking of indication location

- Handler correctly flags/marks canine's indication location.

C. Debrief

- Follow-up search recommendations (both sites)

IV. Handler Information

- A. The CE-LF will consist of one element — Canine Disaster Search.
- B. To successfully complete the evaluation, the CST must search each site, locate, and identify the areas of live human scent with no more than one miss, have no false indications, complete the required skills, and comply with the pass/fail ground rules.
- C. The objective of the limited access pile is to test the canine's ability to search and indicate independently of the handler.
- D. The objective of the full access pile is to test how the handler and canine work as a team when the opportunity to work in close proximity is offered and the canine can be in the handler's view at all times.
- E. Toy and food rewards are permitted.

4-4. Course Construction

- A. New, unused victim locations should be created for the evaluation. The evaluators must have a clear view of the canine's work.
- B. Two separate search sites will be established. Each site will be no closer than 20 feet to the other. Ideally, the sites should be physically separated. If separation is not possible, barriers (e.g., temporary road, box trucks, jersey barriers, etc.) should be used to separate search areas.
- C. One or more search sites will be contaminated with distractions:
 - Zero to three placed scent distractions will be allowed on any one site with a maximum of three total placed scent distractions for the evaluation. The evaluation must include at least one food distraction and one clothing distraction.
 - The scent distractions should be placed so that the evaluators are able to determine if the canine is indicating on a scent distraction or live human scent.
 - The placed scent distractions should include clothing, dead animals and food. Human remains will not be used.
 - The placed scent distractions must be hidden and inaccessible to the canine.
 - Noise distractions such as running generators, machinery, rescue tools, etc. should also be present. Noise distractions may be supplied by audiotapes.
- D. Set-up evaluators will pre-determine unsafe, site-specific areas to include the following:
 - Actual hazards
 - Other search site

- E. The testing handler should not be given a specific route on which to send his canine.
- F. Each search site will consist of an 8,000 to 15,000 sq. ft. area. The intention is to provide criteria to adjust the footprint of the pile based on its complexity and height, with more complex rubble reduced in square footage and less complex rubble increased in square footage. The rubble debris should consist of concrete, wood, mixed material, and partially or completely collapsed structures. A structure that meets these criteria and is consistent with a disaster scene can be used as one of the search sites. Barriers or banner tape can be used to identify search and/or unsafe areas.

G. Limited Access Site

- Average height or depth must be a minimum of six feet.
- Starting point must be situated where the handler cannot see the canine indicating.
- Pile must allow the canine to demonstrate the ability to range away from handler.
- Pile must allow the handler to demonstrate the ability to direct the canine.

H. Full Access Site

Pile must contain enough concealed voids to accommodate victim locations (to potentially include false holes, up to four victims, and a maximum of three distractions).

4-5. Victim Placement

- A total of four to six victims shall be placed at least 20 minutes before the evaluation begins.
- Zero to four concealed victims will be located in the full access search site.
- One to four concealed victims will be in the limited access search site.
- Victims will be separated by a minimum of 20 feet.
- Victims shall be concealed from both handler and canine.
- Hiding areas should be constructed to prevent canines from accessing the victim.
- Hiding areas should include two or more hides several feet below the surface, to provide a deep and diffused scent of victims.
- Several false victim locations will be constructed.
- All victims will possess a radio and should be monitored prior to each rotation.

4-6. Search Procedures

I. Search sites:

A. Full Access

- Site is completely accessible to the handler.
- Handler may access site from any point.
- The bark indication consists of a minimum of three barks at the same victim. If a handler verbally communicates with his canine between the first and third bark, the team loses that victim. Barking may be interspersed with digging, scratching, or any other attempt to get to the victim. Canine may reposition itself while indicating at the victim location. If the canine leaves the victim location before barking three times, the indication process (three bark requirement) starts over.
- If a handler correctly calls a false indication, no penalty is imposed. Once an indication has been marked, it is final.

B. Limited Access

- Site will be accessible at only one well-marked portion of the perimeter. The canine must search the area and locate the victim(s) out of the handler's sight. The handler may access the rubble to mark the indication location and restart the canine. The handler may remain within a five foot radius of the indication location or return to the starting point (via the path given by the evaluator) while the canine continues to search for victims. If the handler returns to the starting point, he may not access the pile until the canine indicates again. Upon access, the handler must promptly call the indication location after the three barks or return to the place he just left (the starting point or the last indication location). The indication process (three bark requirement) starts over when the handler reaches the starting point or the last indication location.
- The bark indication consists of a minimum of three barks directed at the same victim. If a handler verbally communicates with his canine between the first and third bark, the team loses that victim. Barking may be interspersed with digging, scratching, or any other attempt to get to the victim. A canine may reposition itself while indicating at the victim location. If the canine leaves the victim location before barking three times, the indication process (three bark requirement) starts over.
- If a handler correctly calls a false indication, no penalty is imposed. However, if the handler accesses a site by virtue of a false indication, he must return to his starting point and restart after having correctly called the false indication. Once an indication has been marked, it is final.
- A five minute time period will be allowed at each site for the handler to establish site assessment and provide a search plan. This plan will be based on the briefing given

prior to the start of the evaluation. During this time, the handler will introduce himself, brief the Search Team Manager (STM) regarding how his canine operates, determine his access, safe areas, hazards, and present his search strategy.

- The team has 20 minutes to search each site. This process includes the canine indicating live human scent and the handler identifying the area of the canine's indication. The handler must verbally indicate each victim location within the 20-minute search period; however, flagging/marketing of the last victim does not have to occur within the 20-minute search period.
- Each handler will flag/mark the live victims as indicated by the canine.
- The handler shall have 10 minutes to rest and debrief. On each site, the handler will make follow-up recommendations (outside of search time) to include additional resources (canine, tech search) and prioritize search areas.
- A pre-determined relocation time between each search site will be established. Travel time between search sites must not exceed 10 minutes.
- Evaluators will determine the status of a team's performance on that team's pile during the team's rest and/or travel time.
- The Lead Evaluator at each site shall be responsible for designating an individual who will be tasked with retrieving the flags/markers.

4-7. Successful Evaluation Completion

Certification will be based on compliance with the passing of the ground rules and completion of the required skills, including locating and identifying the areas of live human scent within the allotted time, with no more than one missed victim and no false indications. At least one victim must be found by the canine on the limited access pile while the handler is at the starting point and out of sight of the canine—and the handler must correctly identify the location of the indication. The additional skills will be included in the process, but will not fail a team.

CHAPTER 5: EVALUATION ORGANIZATIONAL GUIDELINE

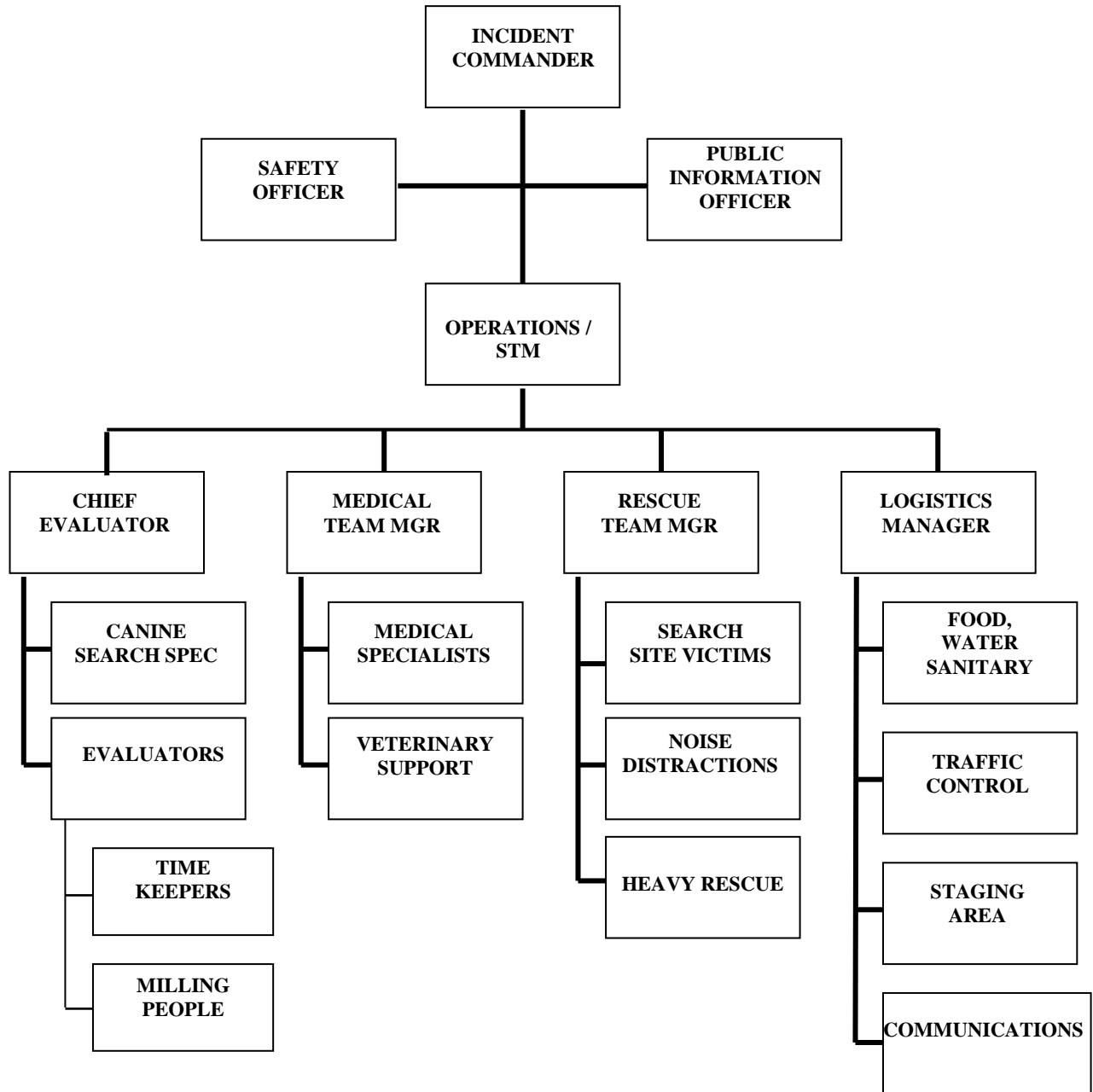


Figure 3: Evaluation Organizational Chart

5-1. Evaluation Planning/Logistics

The information presented in this chapter is supplied to administer the FSA-LF, the CE-LF and the CP-LF.

5-2. Preliminary

Refer to standard operating procedures for hosting a FEMA evaluation.

5-3. Personnel

I. Incident Commander

This individual is separate from the evaluators.

II. Evaluator Teams

Evaluator Teams consist of the following:

A. FSA-LF:

- Two rostered evaluators
OR
- One rostered evaluator and the sponsoring task force Canine Coordinator
OR
- His/her designee, who must meet the following requirements:
 - Canine Handler
 - Must be rostered on a System task force
 - Must have been a CSS for at least three years
 - Must have completed the Canine Search Specialist Training Course
 - Non-Canine Handler
 - Must be rostered on a System task force
 - Must have been a Search Team Manager for at least three years
 - Must have completed the Canine Search Specialist Training Course

B. CE-LF:

- Comprised of seven rostered evaluators, including one Lead Evaluator per site and one Chief Evaluator
- Each site will be staffed with three evaluators. The Chief Evaluator is the primary liaison to the hosting task force and overall leader of the evaluator cadre. The Chief Evaluator will oversee the entire evaluation. Each site should include a variety of task force affiliations.
- Evaluators shall not test and evaluate in the same event.

III. Chief Evaluator

Role and responsibilities include the following:

- Establish contact with the hosting task force.
- On site, plan test site layout and brief other evaluators and other site personnel regarding site set-up and suitability, timelines, evaluation order, protocols, and other matters related to the evaluation.
- Coordinate with Incident Commander (IC), who will be in charge of concerns regarding site safety, transportation, site control, procurement, briefing and transport of victims, and other matters related to logistics.
- Coordinate with other evaluators and Safety Officer to make final selection, approval, and pre-testing of selected victim placement holes.
- Ensure that the safety equipment check list (required PPE) has been completed prior to entering test site.
- Ensure that all evaluators adhere to established testing procedures.
- Resolve issues in conjunction with leads.
- Delegate responsibility for the shadow evaluators to an experienced evaluator or the shadow mentor if more than four evaluator-in-training shadows.
- Forward a shadow evaluator report to the Canine Subgroup.
- Ensure that the peer reviews are collected and forwarded to the Canine Subgroup for inclusion in the After Action Report (AAR). (The peer reviews are optional for testing handlers but are mandatory for all participating evaluators).
- Ensure that all paperwork is complete and consistent.
- Forward completed score sheets to the testing handler, his/her Program Manager, and Canine Coordinator.
- Complete and forward the AAR to the Canine Subgroup.

IV. Lead Evaluators

Roles and responsibilities include the following:

- Responsible for all evaluators and shadows on their pile
- Approve the victim location(s) on their pile

- Responsible for a consensus of pass/fail of pile from all three evaluators
- Interface with the Chief Evaluator and informs him/her of any issues
- Ensure that the site map has been properly drawn and all information for the AAR has been documented
- Ensure that victims have been properly briefed
- Ensure that the Safety Officer understands his/her role:
 - Where to stand on the pile
 - When to check on victims
 - Removing flagging tape/markers

V. FEMA Supported Evaluations

FEMA will be responsible for the following tasks:

- Utilizing an established evaluator process.
- Maintaining the current roster of qualified evaluators.

VI. Conflict of Interest

While the honesty of all evaluators is presumed, the integrity of the System’s Canine Search Team program is paramount and must be above criticism. To avoid the possibility of a perception of subjectivity, for or against a testing team, no more than one of the evaluators per pile of a testing team may come from the following list. This list includes, but is not limited to, the following:

- A member of the testing team’s primary training group
- A member of the testing team’s task force
- A business partner or employee of the testing team
- The primary trainer of the testing team or an employee (paid or unpaid) of the team being evaluated.

No evaluator may evaluate a spouse, ex-spouse, parent, sister, brother, or significant other.

VII. Support Personnel

The following personnel must be identified:

- Emergency Medical Services (EMS)
- Safety Officer

- Logistics Officer
- Staging Officer
- Timers
- Victims
- Communications Officer
- Milling people
- Food services personnel
- Runners/assistants
- Parking Manager
- Recorder/statistician
- Rescue personnel

5-4. Evaluation Site

- Site selection and availability
- Course construction

5-5. FSA-LF Criteria Element Descriptions

- New, unused victim locations should be created for the evaluation. The evaluators must have a clear view of the canine's work.
- The rubble site shall consist of an area of 5,000 to 8,000 square feet. It should consist predominantly of concrete or a mixture of materials common to disaster sites. Banner tape is to be used to reduce the search area when larger rubble sites are being used.

5-6. CE-LF Criteria Element Descriptions

- Two separate search sites will be established. Each site will be no closer than 20 feet to the other.
- Each search site will consist of an area 6,000 to 15,000 sq. feet. The intent is to provide criteria to adjust the footprint of the pile based on its complexity and height, placing more complex rubble in reduced square footage and less complex rubble in increased square footage. The rubble debris should consist of concrete, wood, mixed material, and partially or completely collapsed structures. A structure that meets the above criteria and is consistent with a disaster scene can be used as one of the

search sites. Barriers or banner tape can be used to identify search and/or unsafe areas.

- Facilities shall include the following:
 - Sanitation considerations (human and canine)
 - Staging area
 - Parking area
 - Canteen area
 - Hand washing station

5-7. Briefing/Housekeeping

- Evaluators
 - Pre-incident briefing/evaluation process
 - Site review
 - Rotation schedule development
- Support Personnel assignments
- Recorder/Statistician - Collects and compiles evaluations at the end of each individual evaluation and summarizes results (may be Chief Evaluator)
- Handlers - Rotation schedule/assignment
- Postings (in Staging Area)
 - Rules and regulations
 - Rotation schedule
- Field operations
- Evaluator meetings
 - Correlate scores and results
 - Complete paperwork
- Evaluator/Handler Meetings
 - Debrief
 - Critique
- Clean-up/Breakdown
 - Site restoration
 - Release of personnel
 - Final critique

CHAPTER 6: CE-LF EVALUATOR PREREQUISITES

Note: All applications to become an evaluator must be approved by the applicant's Program Manager/Training Coordinator and the Canine Coordinator. The number of rostered evaluators is at the discretion of the individual task force.

6-1. Application Process

1. Submit endorsed application to the Canine Subgroup.
2. Upon application approval, request shadow evaluator assignments from CE-LF/CP-LF hosts.
3. Complete shadow requirements within 18 months of initial application approval date.
4. Become a rostered evaluator by FEMA.

I. Canine Handler

- A. Prior to submitting an application, the candidate must meet the following requirements:
 - Shall be a current System task force member
 - Hold past or current handler certification
 - Have a minimum three years of experience as a FEMA certified CST-LF
- B. Upon application approval:
 - Shadow evaluate at least two FSA-LFs (minimum ten teams)
 - Shadow evaluate at least two CE-LFs (minimum ten teams)
 - Administer an FSA-LF under the supervision of a rostered evaluator
 - Complete Canine Search Specialist Training Course

II. CE-HRD Evaluator

- A. Prior to submitting application the candidate;
 - Shall be a current System task force member
 - Shall be a current or past rostered FEMA CE-LF Evaluator

- B. Upon approval of application, the candidate shall shadow evaluate at least two CE-LF (rubble only) (minimum 10 teams total)

III. Non-Canine Handler

- A. Prior to submitting an application, the candidate must have held the following positions:

- Must be a current System task force member
- Must have been a Search Team Manager for a period of at least three years

- B. Upon application approval:

- Shadow evaluate at least two FSA-LFs (minimum 10 teams)
- Shadow evaluate at least two CE-LFs (minimum 10 teams)
- Administer an FSA-LF under the supervision of a rostered evaluator
- Complete Canine Search Specialist Training Course

IV. Non-Canine Handler CE-HRD Evaluator

- A. Prior to submitting application the candidate;

- Shall be a current System task force member
- Shall be a current or past rostered FEMA CE-HRD Evaluator

- B. Upon approval of application, the candidate must do the following:

- Shadow evaluate at least two CE-LF (rubble only) (minimum 10 teams total)

6-2. Lead/Chief Evaluator

- Must be an evaluator
- Must have evaluated a minimum of six FSAs and six CE/CPs

6-3. Maintenance of Status

- Evaluate at least one CE-LF/CP-LF every three years. (Shadowing a CE-LF/CP-LF will qualify as an evaluation.)
- Participate in evaluator conference calls
- Receive approval of Program Managers upon their review

APPENDIX A: FULL-SIZED FORMS

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FEMA

**FEMA National US&R Response System
Evaluator Live Find Application (Please Type)**

Applicant's Personal Information

Date of Application:	Task Force:
Name:	
Address:	
City:	State:
Zip Code:	
Contact Phone:	Email Address:

Prerequisites

- FEMA Certified Canine Search Team Live Find for three (3) years
- OR Search Team Manager for three (3) years

Upon Approval of Application		Date	Location
3. Shadowed Two (2) FSA-LFs	1.		
	2.		
4. Shadowed Two (2) CE-LFs	1.		
	2.		
5. Administered an FSA-LF			
6. CSST (may be completed prior to approval)			
7. Rostered by FEMA			

I affirm that I have read, understand and will abide by the FEMA/US&R Code of Conduct and understand that violation of said rules and Code of Conduct may result in loss of certifications, loss of evaluator status and/or referral to the appropriate authorities. I further affirm that I understand that abuse of the canine is not permitted at any time.

Applicant Signature:	Date:
-----------------------------	--------------

Task Force Approval
The Program Manager/Training Coordinator and Canine Coordinator recommend the applicant for Evaluator and verifies the applicant is a current task force member.

Program Manager/Training Coordinator	Canine Coordinator
_____ (Signature)	_____ (Signature)
_____ (Printed Name)	_____ (Printed Name)
Date:	Date:
Address: _____ _____ _____	Address: _____ _____ _____
Email:	Email:
Phone:	Phone:

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FEMA

FEMA National US&R Response System
Lead Evaluator Live Find Application **(Please Type)**

Applicant's Personal Information

Date of Application:	Task Force:	
Name:		
Address:		
City:	State:	Zip Code:
Contact Phone:	Email Address:	

Requirements

Six (6) FSA-LFs			Six (6) CE-LFs/CP-LFs		
	Date	Location		Date	Location
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		

I affirm that I have read, understand and will abide by the FEMA/US&R Code of Conduct and understand that violation of said rules and Code of Conduct may result in loss of certifications, loss of evaluator status and/or referral to the appropriate authorities. I further affirm that I understand that abuse of the canine is not permitted at any time.

Applicant Signature:	Date:
----------------------	-------

Task Force Approval

The Program Manager/Training Coordinator and Canine Coordinator recommend the applicant for Lead Evaluator and verifies the applicant is a current task force member.

Program Manager/Training Coordinator	Canine Coordinator
_____ (Signature)	_____ (Signature)
_____ (Printed Name)	_____ (Printed Name)
Date:	Date:
Address: _____ _____	Address: _____ _____
Email:	Email:
Phone:	Phone:

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DHS/FEMA National US&R Response System
Foundation Skills Assessment-Live Find (FSA-LF) Scoresheet

Date: _____

Name of Handler: _____

Name of Canine: _____

Task Force: _____

Location: _____

Evaluator (print): _____

Evaluator (signature): _____

Handler has successfully completed all elements per the FSA-LF: Yes No

Element	Required Skills	C	DNC	Comments				
Ground Rules	Handler followed all ground rules							
Obedience	Human aggression test							
	Canine aggression test							
	Off-lead heeling							
	Emergency stop							
	Long wait							
Indication Alert	Barks repetitively and stays focused for 30 seconds							
	Stays at the victim location/bark prop after indication of scent							
Time - 5 min	Handler does not communicate with canine after indication of scent							
Direction and Control	Goes up on elevation							
	Waits on elevation until directed by handler							
Time - 3 min	Completes assigned pattern							
Agility Time - 5 min	Must complete five (5) of six (6) obstacles, including the four (4) mandatory obstacles (Ladder, Plank, Tunnel, Wobbly Surface)	Order	Obstacles		K9 Precedes Handler		Stop, Turn On Any Obstacle	
			C	DNC	C	DNC	C	DNC
	*Ladder							
	*Elevated Plank							
	*Tunnel							
	*Wobbly Surface							
	See Saw							
	Slick Surface							
	Crawl							
Moving Plank								
Rubble Test		C	DNC	Interview Items		C	DNC	
Brief Time - 5 min	Handler scene safety/interview			Scene safety?				
	Responsive to handler direction and control							
Search Time - 15 min	Canine searches independently			Other Questions		Noted		
	Bark indication on two (2) victims (no false indications)			Time of collapse?				
	Canine shows commitment to each scent source			Type of occupancy?				
	Informs evaluators of canine's alert/location of each scent source			Suspected missing?				
	Canine indicates independently of handler			Searched before?				
	Demonstrates appropriate canine care/safety/welfare			Structural Eng. Check?				
	Canine agility/ability to negotiate rubble			Findings?				
	V1 Time: _____ V2 Time: _____ Total Time: _____			Safe/Entry?				
Comments: (please use separate sheet for more comments if necessary)				Prints?				
				HazMat checked?				
				Findings?				
				Utilities: who/how secured?				
				Gas Elec Water				
				Rescue?				
				Medical?				
				Vet?				

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FEMA

DHS/FEMA National US&R Response System
Certification Evaluation/Certification Preparation Cover Sheet
(Please Type)

Date: _____
 Name of Handler: _____ Name of Canine: _____
 Task Force: _____ Location: _____
 Chief Evaluator (signature): _____

# of Victims Required to Pass:		
# of Victims Found:		
# of False Alerts:		

Site ID:	Full Access	Limited Access
Site Order:	1 2	1 2
Lead Evaluator:		

# of Victims Placed:		
# of Victims Found (according to parameters):		
# of Victims Not Found:		
# of False Alerts:		

No Abuse of Canine:	Pass Fail	Pass Fail
No Aggressive Behavior to Humans or Other Canines by Canine:	Pass Fail	Pass Fail
Maintained Control of Canine:	Pass Fail	Pass Fail

Certification: Yes No

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FEMA

FEMA National US&R Response System
Application for Certification Evaluation Live Find/Certification Preparation Live Find
(Please Type)
(Delivery and receipt of this application does not guarantee acceptance. It is the responsibility of the applicant to ensure acceptance or denial of this application)

CE-LF/CP-LF Date:	CE-LF/CP-LF Location:
-------------------	-----------------------

Recert: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Prior Attempts:	Date of FSA-LF:
--	---------------------------	-----------------

Has the Team Taken a CP-LF Within the Last 12 Months? Yes No

Applicant's Personal Information

Name:	Task Force:
-------	-------------

Address:

City:	State:	Zip Code:
-------	--------	-----------

Contact Phone:	Email Address:
----------------	----------------

Emergency Contact:	Emergency Contact Phone:
--------------------	--------------------------

Canine Information

Name:	Breed:
-------	--------

DOB:	Date of Rabies Vaccination:
------	-----------------------------

My canine and I are physically sound and are currently under no restrictions. I understand and accept that the decisions of the evaluators are final. I affirm that I have read, understand and will abide by the FEMA/US&R Code of Conduct and understand that violation of said rules and Code of Conduct may result in loss of certifications, loss of evaluator status and/or referral to the appropriate authorities. I further affirm that I understand that abuse of the canine is not permitted at any time.

Applicant Signature:	Date:
----------------------	-------

The above team is in compliance with the FEMA policy on aggression, successfully completed a TF administered FSA and is approved to participate in this evaluation.

Task Force Approval

Program Manager/Training Coordinator	Canine Coordinator
_____ (Signature)	_____ (Signature)
_____ (Printed Name)	_____ (Printed Name)
Date: _____	Date: _____
Address: _____ _____	Address: _____ _____
Email: _____	Email: _____
Phone: _____	Phone: _____

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FEMA Certification Evaluation Survey

Date: _____ Location: _____

We are interested in obtaining feedback regarding your participation in this FEMA Canine Certification Evaluation. Circle the number that best expresses your reaction to each item. Space is provided for your written comments.

	Consistent & according to the standards				Not according to the standards
1. The RUBBLE SEARCH was					
Limited Access Pile	5	4	3	2	1
Full Access Pile	5	4	4	2	1
Comments _____					

		Fair & Consistent			Unfair&/or Inconsistent
2. Throughout the test, the evaluators were					
	5	4	3	2	1
Comments _____					

		Excellent			Poor
3. The test arrangements, logistics & staging were					
	5	4	3	2	1
Comments _____					

		Excellent			Poor
4. What was your overall opinion of this Certification Evaluation?					
	5	4	3	2	1
Comments _____					

Please tell us any other ideas or comments you would like to share to make future canine certification evaluations as successful as possible:

Name _____

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FEMA Certification Preparation Survey

Date: _____ Location: _____

We are interested in obtaining feedback regarding your participation in this FEMA Certification Preparation. Circle the number that best expresses your reaction to each item. Space is provided for your written comments.

1. The training I received will help me and my dog certify. Yes Maybe No
3 2 1

Comments _____

2. I would recommend this training to others. Yes Maybe No
3 2 1

Comments _____

3. The evaluators were knowledgeable and helpful. Yes Maybe No
3 2 1

Comments _____

4. The site(s) met or exceeded the standard for certification. Yes Maybe No
3 2 1

Comments _____

5. The logistics, including lodging arrangements, met or exceeded my expectations. Yes Maybe No
3 2 1

Comments _____

6. Level of dog CE FSA In Training

7. Suggestions for improvement.

Comments _____

Name: _____

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APPENDIX B: SCENE SAFETY ESTABLISHMENT CHECKLIST

Time of the collapse:	Date/Time
Type of Occupancy	Task Force out
Number of Suspected Missing Searched Before?	Date/time In Hazards
Checked by Structural Engineer?	Victims #L/#D
Findings?	● = incomplete search
Safe to enter?	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"><input type="checkbox"/> LOW RISK</div> <div style="text-align: center;"><input type="checkbox"/> MEDIUM RISK</div> <div style="text-align: center;"><input type="checkbox"/> HIGH RISK</div> </div>
Prints available?	
HazMat checked?	
Findings?	
Utilities: Who & How secured?	
Gas	
Electric	
Water	
Heavy Rescue Available	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">V Suspected VICTIM</div> <div style="text-align: center;">Ⓟ Confirmed LIVE</div> <div style="text-align: center;">Ⓞ Confirmed DEAD</div> <div style="text-align: center;">Ⓞ Removed VICTIM</div> </div>
Medical Available?	
Veterinary Available?	

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APPENDIX C: US&R CODE OF CONDUCT

The FEMA US&R Response System Code of Conduct can be found in the National US&R Response System Operations Manual.

Below is a copy of the Code of Conduct, which can be used as a quick reference card.

<ul style="list-style-type: none">• Respect the value of life and the welfare of victims
<ul style="list-style-type: none">• Demonstrate respect for public and private property
<ul style="list-style-type: none">• Be aware of cultural issues including race, religion, gender and nationality
<ul style="list-style-type: none">• Follow Chain of Command
<ul style="list-style-type: none">• Abide by all FEMA regulations and AHJ law enforcement practices including the handling of sensitive information
<ul style="list-style-type: none">• Not possess or use any type of firearms
<ul style="list-style-type: none">• Follow FEMA direction regarding dress code and personal protective equipment
<ul style="list-style-type: none">• Not possess or use alcohol or illegal drugs
<ul style="list-style-type: none">• Procure equipment through appropriate channels
<ul style="list-style-type: none">• Not steal
<ul style="list-style-type: none">• Not accept gratuities
<ul style="list-style-type: none">• Not take personal advantage of any situation and/or opportunity that arises.
<ul style="list-style-type: none">• Demonstrate respect for other assigned personnel

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APPENDIX D: GLOSSARY OF TERMS

Abuse – Physical or psychological maltreatment of the canine

Aggression – An attempted or actual unprovoked attack on another canine or person

Bark Props – Items used to conceal a victim in order to test the canine to perform the bark indication

Care and Safety of Canine – Includes appropriate vet check, offer of water to canine, and stripping of vest and collar while searching

Control of Canine – While remaining in the specified search area (according to the site parameters), the handler is able to recall or halt the canine if the canine enters, or attempts to enter, unsafe, site-specific areas. These areas (including the other search site) will be legitimate, real-world hazardous areas and will be identified in the briefing.

Indication – A trained behavior exhibited by the canine in response to the odor of human remains. The only acceptable indication is a minimum of three barks

False Indication(s) – Any location incorrectly identified by the handler as a live victim

PPE for Rubble Search – Helmet, gloves, long pants/long sleeves, and safety toe/steel shank boots, which must be worn by the handler. Handler must also have eye protection and knee pads on hand, as they may be required by the hosting task force.

Repetitive Barking – Three barks directed at the same victim that may be interspersed with digging, scratching, or any other attempt to access the victim. The canine may reposition itself while indicating at victim location.

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APPENDIX E: APPEALS PROCESS

- 1) Appeal/Grievance is filed by the Program Manager with Canine Subgroup Leader within 10 days of the incident.
- 2) Decision is made by the Canine Subgroup if fact-finding mission is warranted.

If Warranted:

- 1) An interviewer is selected by the Canine Subgroup (disinterested party).
- 2) The Canine Subgroup determines the interested parties to be interviewed.
- 3) A set of questions is furnished to the interviewer by the Canine Subgroup.
- 4) The interviewer includes, but is not limited to this set of questions during the fact-finding process.
- 5) A timeline is set for the following tasks:
 - Conducting interviews
 - Responding to interviews
 - Presenting a fact-finding report to the Canine Subgroup
 - Notifying the aggrieved party's Program Manager of the final results
- 6) The interviewer contacts all interested parties individually and documents the subsequent discussions.
- 7) The fact-finding report is submitted to the Canine Subgroup by the predetermined deadline.
- 8) A decision is made by the Canine Subgroup and is rendered to the grieved party's Program Manager within the predetermined timelines.
- 9) Any action items that result from the fact-finding mission are to be noted and resolved.

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APPENDIX F: CE-LF/CP-LF STANDARD OPERATING PROCEDURES (SOPS)

This appendix shall be used by National Urban Search and Rescue (US&R) Response System (the System) task forces that have been identified to host FEMA Canine Search Teams Live Find (CST-LF) Certification Evaluations/Certification Preparations-Live Find. This document supports the FEMA US&R CST-LF Certification Handbook to the National US&R Response System Operations Manual.

Standard Operating Procedures for conducting a FEMA CST-LF Certification Evaluation/Certification Preparation-Live Find (CE-LF/CP-LF):

- 1. Scheduling:** The US&R Branch will coordinate with Task Force Representatives to schedule Canine CE-LF/CP-LFs to be made a part of the annual US&R activity calendar.
- 2. Funding:** The US&R Branch will determine the funding amount for those task forces identified to host a CE-LF/CP-LF. These funds must be used for CE-LF/CP-LF and other canine program needs to compensate evaluators for their time, travel, lodging, and per-diem costs. When the evaluator costs have been covered, the funds may then be used to provide materials and other incidentals that are required when conducting a CE-LF/CP-LF. After all evaluator and CE-LF/CP-LF costs have been covered, the sponsoring TF shall use any remaining funds to support other canine program needs.

Evaluators are compensated as follows:

- Time (labor) - at a fair market value, not to exceed a rate of \$500 per day of service, per evaluator, and to include two half days for travel
- Lodging - up to \$150 per day, per evaluator
- Travel - up to \$800, per traveler
- Per Diem - up to \$50 per day, per evaluator

Arrangements for compensation to evaluators should occur within 30 days of the CE-LF/CP-LF.

Compensation includes a half day of “set-up” for those evaluators identified to assist in the set-up.

The Chief Evaluator shall receive one additional “day of service” pay to compensate for the after action reporting and other administrative duties required of this position.

3. Task Force Announcement Procedure:

- A representative of the Canine Subgroup contacts the host TF Program Manager at least 120 days prior to the event.

- The host Program Manager designates a Point of Contact (POC) to represent the TF for the event. This POC will coordinate with the Canine Subgroup representative and Chief Evaluator.
- The Canine Subgroup representative provides the host TF with the appropriate announcement template.
- The host TF provides the Canine Subgroup representative with a completed announcement at least 90 days prior to event.
- The Canine Subgroup representative forwards the announcement to the US&R Branch for distribution at least 90 days prior to the event.
- The US&R Branch delivers the announcement to Task Force Representatives/ Program Managers, TF Training Managers, and other Canine Subgroup personnel.

The Announcement Template includes the following information:

- The date, time, and city in which the CE-LF/CP-LF will be offered
- A stated safety message, which includes notification that appropriate personal protective equipment is required for participation
- Information stating the number of testing teams that can be accommodated in the upcoming CE-LF/CP-LF.
- Lodging and transportation information
- Information regarding acquiring and submitting applications
- Contact information and a deadline to submit applications—at least 60 days prior to the CE-LF/CP-LF dates

4. Application Process:

- Required signatures (those of the Program Manager or Training Manager, the TF Canine Coordinator and the applicant) must be recorded.
- All completed applications must be submitted to the Canine Subgroup per the announcement.
- In the event that the maximum number of applications is exceeded, preference will be given to expiring certifications/re-certifications and to those TFs in need of certified canine teams.
- Upon receipt of an application, an email confirmation will be sent to the applicant, their Program Manager or Training Manager, and to the TF Canine Coordinator.
- Applications will be reviewed for completeness and accuracy.

- The Canine Subgroup will determine the roster of testing teams. Acceptance of applications is based on equitable divisional and system needs.
 - The Canine Subgroup will notify accepted teams via email of their test date, so that team members can make travel arrangements.
 - The Canine Subgroup will forward copies of accepted applications to the Chief Evaluator and the host TF prior to event.
 - At least 60 days prior to the event, the Canine Subgroup will forward a complete roster of testing teams and dates to the host TF POC and Chief Evaluator.
 - Although an application deadline may be established in the interest of procedure, the submission of last-minute applications is not prohibited.
5. **Evaluator Selection:** The hosting TF POC will select all seven evaluators from the current Evaluator Roster provided by the FEMA US&R Branch. Equal divisional representation is recommended. Three of the seven evaluators must be Leads, one of which will be designated as the Chief Evaluator.
- **Conflict of Interest:** While the honesty of all evaluators is presumed, the integrity of the System’s Canine Disaster Search Team Program is paramount and must be above criticism. To avoid the possibility of a perception of subjectivity, for or against a testing team, no more than one of the evaluators per pile of a testing team may come from list below. This list includes, but is not limited to, the following:
 - A member of the testing team’s primary training group
 - A member of the testing team’s task force
 - A business partner or employee of the testing team
 - The primary trainer of the testing team, or an employee (paid or unpaid) of the team being evaluated
6. **Evaluator Logistics:** The hosting TF is responsible for arranging the travel, lodging, and payment of all evaluators.
7. **Support Personnel:** Logistical arrangements must be made for designated support personnel. Refer to CSSC Handbook, *Addendum G: Standard Operating Procedures, Guidelines for Conducting CEs/CPs*. Support personnel include the following:
- a) Incident Commander (IC)
 - b) Communications personnel
 - c) Rescue personnel
 - d) Veterinarian
 - e) Safety personnel

- f) Staging manager
- g) Medical personnel
- h) Logistics personnel
- i) Statistician
- j) Victims
- k) Timers—suggest two minimum
- l) Test canine teams—suggest two minimum from outside host TF (may use evaluator certified canines)
- m) Shadow Mentor (if needed)
- n) Public Information Officer (optional)

8. **Coordination with Chief Evaluator:** The hosting TF POC, will coordinate with the Chief Evaluator to ensure that site selections, site preparations, and logistical support preparations meet the criteria described in the CST-LF Certification Handbook. The Chief Evaluator will work closely with the IC to facilitate site set-up, including briefing and staging areas. The Chief Evaluator reports directly to the IC and is responsible for evaluation set-up, implementation, scoring, and decision making by the on-scene IC and hosting TF.
9. **Cancellation of Evaluators:** In the event of a last minute emergency (i.e., the cancellation of evaluators), every effort should be made to proceed with the event at no increased cost to the host. The Chief Evaluator will coordinate with the hosting TF. The Canine Subgroup Leader is contacted, and then takes the lead to resolve the situation with the US&R Branch Canine POC. If the Canine Subgroup Leader is unavailable, the Canine Subgroup Deputy-Leader is contacted. This individual may appoint a Regional Representative to take the lead in the resolution, following the chain of command as outlined above.
10. **Contingency Plans:** The hosting TF must offer at least two full days of CE-LF or CP-LF. If the number of testing teams in a CE-LF is fewer than 12, the second day shall be a structured training day, a mock CE-LF, a CE-HRD (if HRD evaluators are present), or any combination of the above.

In the event of unexpected catastrophic conditions, safety will be the primary consideration. The IC will make the final determination regarding a subsequent course of action based on input from the Chief Evaluator and Safety Officer(s).

11. **Post CE-LF/CP-LF Procedures:** The hosting TF oversees arrangements for evaluator compensation so that they are finalized within 30 days of the test date.

APPENDIX G: CE-LF/CP-LF CHECKLIST
National US&R Response System
Canine Search Team-Live Find – CE-LF/CP-LF

HOSTING AGENCY PROCEDURES

- Provide completed announcement to the Canine Subgroup at least 90 days prior to the CE-LF/CP-LF date.
- Make TF evaluator selections from current evaluator roster as provided by the Canine Subgroup.
- Select a Chief Evaluator and coordinate evaluator workday schedule.
- Arrange travel, lodging, and payment for evaluators.
- Designate and make arrangements for support personnel.
- Coordinate with Chief Evaluator regarding site set-up – including briefing and staging areas.
- Oversee arrangements for payments to evaluators so that they are finalized within 30 days of the test date.

PERSONNEL NEEDS

- The hosting TF POC selects all seven evaluators from the current Evaluator Roster provided by the US&R Branch. Equal divisional representation is recommended. Three of the seven evaluators must be Leads, one of which will be designated as the Chief Evaluator.
- Statistician
- Victims (recommend 14 minimum to allow for switching out and/or fall out)
- Victim Manager
- Timers – recommend two minimum
- Incident Commander (IC)
- Communications
- Rescue
- Veterinarian (notified and available)
- Safety (recommend four)
- Staging Manager

- Medical
- Logistics
- Public Information Officer (optional)
- Test canine teams—recommend two minimum from outside host TF

EQUIPMENT NEEDS

- Shade covers (at least three – one for each site and staging)
- Tables (at least three – one for each site and staging)
- Chairs (minimum of 10 – four per site and two for staging)
- Canine cooling and decon pools (at least three, if needed) – one for each site and staging).
- Ice chests/water (at least three – one for each site and staging)
- Safety equipment for volunteers/victims (helmets, gloves, eye protection, radios)
- Pads/blankets/food/water for victims
- Traffic cones or markers
- Banner tape
- Duct tape
- Distractions (must include food and clothing)
- Clipboards and pencils (for evaluators)
- Stopwatches for timers
- Air horn
- Radios (suggest minimum of 24)
- Portable toilets
- Vests to identify personnel
- Poop buckets
- Trash bags
- Motivational bark prop station (optional)

APPENDIX H: Guidelines for Conducting CE-LF/CP-LF US&R Canine Certification Evaluations/Certification Preparations

1. **Introduction:** The purpose of this guide is to provide assistance when conducting a FEMA US&R Canine CE-LF/CP-LF.
2. **General Objectives:**
 - Provide applicants with a quality testing/learning environment
 - Set up testing/learning scenarios per the FEMA US&R standards
 - Establish a staging area for applicants
 - Arrange for food and drinks for rehab and hydration
 - Facilitate the safety of all personnel
 - Provide evaluators for the test
 - Provide communications to ensure safety of all personnel
 - Implement a medical plan
 - Implement a rescue plan
3. **Certification Evaluation-Live Find (CE-LF/CP-LF):**
 - If the number of testing teams in a CE-LF is fewer than 12, the second day of the event shall be a structured training day. The hosting TF must offer at least two full days of CE-LF or CP-LF. Therefore, if the number of testing teams in a CE-LF is fewer than 12, the second day shall be a structured training day, a mock CE-LF, a CE-HRD (if HRD evaluators are present), or any combination of the above.
 - **Priority will be given to the CE-LF applications.**
 - Availability of CE-LF/CP-LF/CE-HRD (search only) will be determined by sponsoring agency resources and system needs.
4. **Incident Commander (IC):** The IC position should be filled by an individual who is capable of coordinating the multiple resources required for the CE-LF/CP-LF. Because disaster search canines are resources for a Search Team Manager, employing a task force STM in the IC position is ideal. Placing an STM from a TF in a testing environment also provides valuable exposure and training for Search Team Managers.
Key Responsibilities:
 - Assign the Incident Command Positions (ICS-201)
 - Coordinate all resources
5. **Operations (OPs):** The OPs position can be filled based on the needs of the CE/CP. Again, the involvement of a task force Search Team Manager is ideal. The individual in the operations position can assist the IC when coordinating resources and providing relief.

Key Responsibilities: Coordinate operational resources

6. **Safety Officer (SO):** The IC shares responsibility with the SO for the overall safety of all personnel during the CE-LF/CP-LF. Participants also must understand that safety is the highest priority. The SO shall ensure that all participants comply with all environmental, health, and safety regulations. SOs shall ensure that all participants use proper personal protective equipment. A division SO should be assigned to each site. The Lead Evaluator and SOs at individual sites are also responsible for the well-being of live victims. Victims should be frequently monitored.

Key Responsibilities:

- Facilitate safety procedures during all operations
- Provide proper personal protective equipment
- Ensure that padding/blankets, water, and an egress plan are provided for the well-being and comfort of the victims
- Provide required Personal Accountability Reports (PARs) after each rotation

7. **Plans/Operations:** The planning phase should include the key Incident Management positions such as IC, OPs, SO and others as needed.

Key Responsibilities:

Plans/Operations is responsible for developing and providing the following:

- Event Action Plan (EAP) prior to CE-LF/CP-LF (ICS-201 through ICS-206)
- Medical Plan (part of EAP, ICS-206)
- Communication Plan (part of EAP, can be listed on ICS-204 or separate ICS-205)
- Rescue Plan
- Logistics Plan
- Safety Plan (include Safety message on EAP, ICS-202)
- List of personnel to be involved: Evaluators, ICS positions, Support personnel, etc. (list on EAP, ICS-203)
- Site location (show map on ICS-201)
- Victim management procedures
- Maps and directions
- Lodging information

8. **Logistics:**

Key Responsibilities: Provide logistical support

9. **Site Preparation:**

- Designate a location for the Command Post

- Designate a location for Staging
- Determine proposed location and layout of sites following FEMA requirements:
 - Measure the sites and document the approximate square footage on the EAP, ICS-201, prior to the CE-LF/CP-LF. General measurements of the proposed sites should always be taken by the sponsoring TF to ensure that the site meets minimum requirements. The Chief Evaluator will ensure that the size falls within these guidelines. This task should be completed early enough in the planning process to allow time to enhance the site if needed.
 - Assign sites as a division for organizational purposes.
 - Build multiple hidden victim locations prior to the event, and ensure that personnel and equipment are available to build holes on set-up day as well. The Chief Evaluator will approve the victim locations.
 - Setup division support areas such as shade, tables, chairs, canine cooling pools, water, etc.

10. **Food:** The hosting TF will arrange meals for evaluators and support personnel during the event.

11. **Victims:** A CE-LF/CP-LF requires four to six victims per rotation. In order to allow for a break for the victims, a new group of victims should be available for each rotation.

12. **Test Canine Teams:** The Chief Evaluator will ensure that the hosting TF provides certified non-testing canine teams to confirm the viability of victim scent prior to the start of the evaluation.

13. **Evaluators:** The Evaluator Roster is available through the US&R Branch, or the Regional Representative of the Canine Subgroup. A CE-LF/CP-LF requires seven evaluators, including three leads, one of which is designated as Chief Evaluator. Please see “Evaluator Selection and Duties” in Appendix I.

14. **Shadow Evaluators:** Upon approval of the hosting and sponsoring TFs, rostered shadow evaluators may be in attendance at a CE-LF/CP-LF.

15. **Timekeeper:** A person shall be assigned to keep track of the briefing, search, debriefing, and rest period allotments per the FEMA US&R standards for testing.

16. **Statistician:** A person shall be assigned to collect and compile results.

17. **Staging Officer:** A Staging Officer will control entry to the site by maintaining a sign-in sheet and checking in all participants. They will also advise participants of any special information regarding the site. The Staging Officer will secure all communication devices and will monitor participants to ensure minimal contact with others during testing.

Key Responsibilities:

- Control ingress and egress from the site
- Maintain a sign-in sheet

- Manage participants to ensure comfort and minimal contact with others while testing

18. Communications: Radios are required to fill the key positions during a CE-LF/CP-LF. The hosting TF or agency must provide the necessary radios. Adequate battery charging capabilities and spare batteries will be needed at the site.

Key Responsibilities:

- Provide the necessary radios and communications frequencies
- Ensure clear and timely communications

19. Medical Plan: A medical plan shall be developed prior to the CE-LF/CP-LF. Medical personnel shall include a Medical Specialist (minimum). A list of local paramedic, ambulance, hospitals, and veterinary clinics shall be included on the EAP. A method for requesting emergency resources, such as cell phones, radios, etc., shall be in place.

Key Responsibilities:

- Provide for emergency medical treatment and transportation
- Provide for emergency veterinary treatment and transportation

20. Rescue Plan: A rescue plan shall be developed prior to the CE-LF/CP-LF. The rescue plan will either provide resources located at the site or describe a method to request an emergency response. A rapid intervention team should be on site during all portions of the CE-LF/CP-LF in which personnel are on rubble sites.

21. Public Information Officer: At the discretion of the IC, a Public Information Officer (PIO) can be designated to handle press release information

APPENDIX I: GUIDELINES FOR EVALUATORS

Canine Search Team-Live Find – CE-LF/CP-LF – Guidelines for Evaluators

- 1. Evaluator Selection and Duties:** From the published Evaluator Roster, the sponsoring TF will fill the positions of seven evaluators. Lead Evaluators are designated as such on the Evaluator Roster. All rules relating to evaluator selection must be followed, including those listed below:
 - Each group of three evaluators shall have a designated Lead Evaluator, and the overall group of evaluators shall have a designated Chief Evaluator.
 - The Chief Evaluator must be a rostered Lead Evaluator.
 - The Chief Evaluator reports directly to the IC, and is responsible for setup, implementation, scoring, and decision making as directed by the on-scene IC and hosting TF.

See the Evaluation Organizational Chart (Figure 5-1) located in the CST-LF Certification Handbook.

- 2. Site Set-Up:** The Chief Evaluator will preview the site to confirm that it meets the criteria of the CST-LF Certification Handbook prior to the CE-LF/CP-LF. The Chief Evaluator and designated evaluators should be available the day before the evaluation to oversee the site setup. The hosting agency should have personnel and equipment available on this day to help build holes, etc., as directed by the Chief Evaluator. The site set-up shall follow all the requirements presented in the CST-LF Certification Handbook, including size, height, and nature of materials. The size, height and nature of material (and perhaps local factors such as weather and winds) should all be considered in an attempt to provide a standardized evaluation opportunity. Non-testing certified canine teams will be utilized to test all sites and holes prior to the evaluation.
- 3. Briefing Area:** All testing handlers should attend a briefing for participants in which the parameters of the CST-LF Certification Handbook are explained. The ground rules shall be read and the importance of following ground rules shall be stressed. The participants will be briefed regarding the scenario, site access, definitions of site accessibility, and instructions for calling an indication, safety procedures, and area services. Supplying a written packet describing safety procedures and area services (and other information as desired) is recommended. Discussion of the Code of Conduct, expectations of participants, and procedures for dealing with infractions shall be included.
- 4. Staging Area:** All testing handlers shall report to the staging area at a designated time. They must remain in the staging area until they have completed the testing procedure. Handlers who have completed the testing procedure will be directed to an area where they may watch or wait until testing has been concluded. During the

testing process, handlers will follow and adhere to all of the Staging Manager's instructions. During the evaluation, participants shall be managed to avoid communication during the rubble portions of each evaluation so that information pertaining to sites and victim locations is not transmitted inadvertently. After completing the evaluation, participants shall be instructed to avoid contact with participants who have not yet completed the evaluation. Any misunderstandings or infractions shall be reported immediately to the IC/Chief Evaluator.

5. Post-Evaluation Procedures

The Chief Evaluator is responsible for the following tasks:

- Making a post-evaluation survey available to all participants
- Forwarding survey results to the Canine Subgroup
- Scanning and emailing evaluation score sheets to the appropriate Program Manager
- Submitting an After Action Report to the Canine Subgroup within ten days of the evaluation.

The AAR will be distributed to the US&R Branch and Task Force Representatives.

National US&R Response System Canine POCs

US&R Advisory Support Group – Canine Subgroup Leader

or

US&R Branch – Operations Functional Group Project Officer