

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

A Component of the National Response Framework
Emergency Support Function 9



CANINE SEARCH SPECIALIST CERTIFICATION ANNEX

To the
National US&R Response System Operations Manual

May 2010

FEMA National US&R Response System – Operations Manual Canine Search Specialist Certification Annex (May 2010)

Mission Statement

The mission of the FEMA Canine Sub-Group is to assist US&R Task Forces in the acquisition, training, certification and maintenance of Canine Search Specialist teams as a resource for the National US&R Response System.

Note

Interpretations and clarifications of this document shall be made by the Search Work Group. Any system maintenance issues shall be received by the Search Work Group.

**FEMA National US&R Response System – Operations Manual
Canine Search Specialist Certification Annex (May 2010)**

INTRODUCTION	1
Objectives	1
Evaluation Documents	1
Definitions	1
Process/Implementation	2
Code of Conduct	2
Aggression Policy	2
Definition	2
Policy	2
Repercussions	3
Evaluation Guidelines	3
FOUNDATION SKILLS ASSESSMENT (FSA)	4
Ground Rules	4
Evaluation Procedures	4
ELEMENT DESCRIPTIONS	4
Element 1 – Obedience	4
Rationale	4
Required Skills	4
Aggression Testing	5
Heeling	5
Emergency Stop	5
Long Wait	5
Suggested Course Layout	6
Element 2 – Bark Alert	6
Rationale	6
Required Skills	6
Handler Information	6
Suggested Course Construction	7
Victim Placement	7
Element 3 – Direction and Control	7
Rationale	7
Required Skills	7
Handler Information	7
Directability	7
Suggested Course Construction	8
Element 4 – Agility	9
Rationale	9
Required Skills	9
Handler Information	9
Obstacles (* = mandatory completion)	10
Course Construction	10
Element 5 – Rubble Site	10
Rationale	10
Required Skills	10
Handler Information	11
Course Construction	12
Victim Placement	12

**FEMA National US&R Response System – Operations Manual
Canine Search Specialist Certification Annex (May 2010)**

Performance Criteria and Evaluation Form Guidelines	12
Ground Rules	13
Obedience.....	13
Bark Alert/Alert Behavior	13
Direction & Control	13
Agility	14
Rubble Site	14
CERTIFICATION EVALUATION (CE).....	15
Ground Rules.....	15
Evaluation Procedures.....	15
Element Description	15
Rationale.....	15
Required Skills	15
Additional Handler Skills.....	16
Handler Information.....	16
Course Construction	16
Victim Placement	17
Search Procedures	17
Successful Evaluation Completion.....	19
EVALUATION ORGANIZATIONAL STRUCTURE.....	20
Evaluation Planning / Logistics	21
Preliminary – Refer to Standard Operating Procedures for hosting a FEMA evaluation. ...	21
Personnel.....	21
Evaluation Site	23
FSA Criteria Element Descriptions.....	23
CE Criteria Element Descriptions.....	23
Briefing/Housekeeping.....	23
CE EVALUATOR PREREQUISITES.....	25
Application Process	25
Canine Handler	25
Non-Canine Handler	25
Lead/Chief Evaluator	25
To Maintain Status	25
ADDENDUM A: FULL SIZE FORMS	27
ADDENDUM B: SCENE SAFETY ESTABLISHMENT CHECKLIST	34
ADDENDUM C: US&R CODE OF CONDUCT.....	35
ADDENDUM D: GLOSSARY OF TERMS.....	36
ADDENDUM E: CERTIFICATION EVALUATION MAPPING EXAMPLE.....	37
ADDENDUM F: APPEAL PROCESS.....	38
ADDENDUM G: CE/CP STANDARD OPERATING PROCEDURES (SOPS)	39
CE/CP checklist	42
Guidelines for Conducting.....	44
Guidelines for Evaluators	48
CURRENT FEMA NATIONAL US&R RESPONSE SYSTEM CANINE POC’S	49

SECTION I

INTRODUCTION

Objectives

The objectives for a standardized Canine Search Specialist Certification process are to:

- Provide a uniform and objective process to determine the current skill levels of Canine Search Specialist teams in the National US&R Response System.
- Provide score sheets to the respective Task Forces regarding the observations made during the evaluation. This information can be used for further Canine Search Specialist team 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 Canine Search Specialist teams.

Canine Search Specialist Certification Annex – Evaluation Documents

- **FSA Element Descriptions** – Section II
- **FSA Performance Criteria & Evaluation Form Guidelines** – Section II
- **CE Element Descriptions** – Section III
- **CE Performance Criteria & Evaluation Form Guidelines** – Section III
- **Full Size Forms** – Appendix A
- **Scene Safety Establishment Checklist** – Appendix B
- **US&R Code of Conduct** – Appendix C
- **Glossary of Terms** – Appendix D
- **Certification Evaluation Mapping Example** – Appendix E
- **Appeal Process** – Appendix F
- **CE/CP Standard Operation Procedures** – Appendix G

Definitions

- **Certified Team** – A certified Canine Search Specialist team is comprised of a search canine and a handler who have successfully attained Canine Search Specialist Certification, which includes successful completion of the Foundation Skills Assessments (FSA) and the Certification Evaluation (CE).
- **Foundation Skills Assessment (FSA)** – An assessment of the basic disaster search skills to determine the team’s next step in the evaluation process.
- **Certification Evaluation (CE)** – An evaluation of the minimal skills identified as necessary for a team to operate in disaster environments.
- **Certification Preparation (CP)** – An event utilizing all of the resources for a CE with the intent of preparing and maintaining teams for certification.
- **Hosting Agency** – A Task Force, in conjunction with FEMA, which sponsors a canine event.
- **Event** – Any training, evaluation, deployment, or gathering that is sponsored, sanctioned, or authorized by FEMA.

**FEMA National US&R Response System – Operations Manual
Canine Search Specialist Certification Annex (May 2010)**

SECTION I

Process/Implementation

- The Canine Search Specialist must be rostered on a FEMA National US&R Task Force.
- The canine shall be a minimum of 18 months old before participating in the CE.
- The FEMA Canine Search Specialist Certification process is divided into two parts:
 - Foundation Skills Assessment (FSA)
 - Certification Evaluation (CE)
- Prior to participating in a Certification Evaluation the applicant will have completed the FSA administered by any FEMA 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 should be considered valid for 6 months. The designee must meet the following requirements:

Canine Handler

- Must be rostered on a DHS/FEMA Task Force
- Must have been a Canine Search Specialist for at least three years
- Must have completed the Canine Search Specialist Training Course

Non-Canine Handler

- Must be rostered on a DHS/FEMA 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 suggested that the team attend a Certification Preparation prior to participating in a Certification Evaluation.
- The Certification Evaluations/Certification Preparations will be conducted at the national level, scheduled by the FEMA Program office. These will be two day events (minimum) and may be a combination of CE and CP.
- Evaluators will be selected from the FEMA Evaluator Rotation Roster (Section V).
- Site requirements for both levels have been determined and are listed in Sections II & III.

Code of Conduct

- All participants in the Canine Search Specialist Certification process 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.

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.

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.).

Policy

Canine aggression toward people and/or other canines is not acceptable.

**FEMA National US&R Response System – Operations Manual
Canine Search Specialist Certification Annex (May 2010)**

SECTION I

Repercussions

In the event a canine demonstrates aggressive behavior at any CE or CP, the following procedures will be followed:

- **Canine Attacks a Person** – Upon an unprovoked attack, the canine will be removed from the CE or CP. The Chief Evaluator will forward an account of the attack to the Canine Sub-Group. The Canine Sub-Group 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 or CP during the review process.
- **Canine Attacks Another Canine** – If a canine attacks another canine at a CE or CP, the Chief Evaluator shall immediately review the incident and determine if the canine will be allowed to continue. The Chief Evaluator shall notify the IC, the canine team’s sponsoring Task Force, and the Canine Sub-Group.

Evaluation Guidelines

- The hosting Task Force has the option of administering the FSA as a segmented evaluation. Elements I through IV may be administered separately from Element V, but the testing team must complete this element within six months of the completion of the original test of Elements I through IV.
- A Canine Search Specialist team that has passed Elements I through IV within the previous 6 months at an FSA, may take Element V, if offered, at any subsequent FSA. This must be with the approval of the Team’s Task Force.
- The team must successfully complete all required skills in Elements I-V of the FSA. In the obedience element, a team may fail one of the following skills: 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.
- The team must also complete five (5) of the six (6) obstacles listed in the Agility Element of the FSA, including the four (4) mandatory obstacles.
- The evaluators must reach a majority consensus for CEs and FSAs.
- 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 Canine Search Specialist.
- Copies of the completed CE/CP 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 prior to each recertification.
- Once a Canine Search Specialist Team has completed the FSA, which should be considered valid for 6 months, it is eligible to participate in the CE/CP.
- It is strongly suggested that the Team attend a Certification Preparation prior to participating in a Certification Evaluation.
- After a Canine Search Specialist Team has successfully completed the CE, the Team must recertify within three years of its last certification date. Failure of a recertification evaluation will result in the immediate loss of certification, regardless of the Team’s original certification expiration date. There are no certification extensions or grace periods.

SECTION II

FOUNDATION SKILLS ASSESSMENT (FSA)

Ground Rules

- No training aids (balls, food, toys, *etc.*), except where specified.
- A toy reward is allowed on the rubble and the bark alert.
- 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.
- No practice on any element before the test.
- The handler must maintain control of the canine.
- 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 sleeve shirt, eye protection, safety toe, steel shank safety boots and 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.

Evaluation Procedures

- The evaluators and the IC shall determine the testing area.
- It is recommended that a non-testing, FSA canine pre-test all elements.
- Rescue and medical capabilities must be readily available.
- Any accident/injury shall be reported immediately to the IC or their designee.

ELEMENT DESCRIPTIONS

Element 1 – Obedience

- **Rationale**
 - The canine should be under the control of the handler, capable of heeling through crowds and non-aggressive to people and other canines. The canine, for its safety, must be responsive to an emergency stop command. The long wait evaluates the reliability of the canine to remain in place when the handler is not in sight.
- **Required 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 5 minutes

SECTION II

- **Aggression Testing**
 - 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 (1) minute out of sight, a stranger unties the canine and returns the canine to the handler.
 - A canine search team completes a Figure 8 around two testing team handlers with their canines (post team) on lead, sitting at their side and spaced about eight feet apart. 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 dogs will be evaluated for aggression.

- **Heeling**
 - The team must perform the following commands as directed while heeling off lead through a group of not less than five (5) milling people. 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 control. Additional or repetitive commands are acceptable.
 - Right turn
 - Left turn
 - About turn
 - Halt
 - Change of pace (normal, fast, slow)

- **Emergency Stop**
 - The dog shall be placed on a stay command 25 yards from the handler. Upon direction from the evaluator, the handler shall call their dog. The handler will then stop the dog when directed by the evaluator. Once the stop command has been given, an immediate change in gait is required and the canine must then come to a stop. The dog may drop, sit, or stand and will be judged by the quickness of its response. The handlers may give multiple commands. The dog shall remain stationary until released or recalled by the handler at the direction of the evaluator.

- **Long Wait**
 - The canine may be placed next to the handler’s pack and will be placed 5 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 length in any direction from where the canine was placed until the handler returns to the canine. After five (5) minutes, the evaluator will direct the handlers to return to the canines. Handlers may hand signal the canines to stay, if needed, 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 is issued.

**FEMA National US&R Response System – Operations Manual
Canine Search Specialist Certification Annex (May 2010)**

SECTION II

- The evaluator should take into consideration the comfort of the canine (*i.e.*, don't choose a place too hot, on anthills, *etc.*). An effort should be made to set up the exercise so the handlers walk away from the dogs from the front as opposed to going behind the dogs. If a dog breaks the down or becomes overly disruptive, an evaluator may quietly lead the dog away from the others.
- **Suggested Course Layout**
 - The course shall consist of an appropriately sized area to perform the identified exercises that has been cleared of hazards and distractions to the canine.

Element 2 – Bark Alert

- **Rationale**
 - In disaster search, a strong, independent bark alert is the only alert method that can be recognized from out-of-sight. With this information, the Search Team Manager can request other resources as needed to confirm the location.
- **Required Skills**
 - Focused Bark Indicating Live Human Scent (FBILHS) for 30 seconds (a minimum of **6 barks** may be interspersed with digging and attempts to penetrate).
 - The canine stays at victim location after indication of scent.
 - The handler does not communicate with the canine after indication of scent.
- **Handler Information**
 - The team will have five (5) minutes to perform the exercise. The marked starting point will be 25 yards from the victim location. 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 victim location. If the canine does not go directly to the victim location, the handler may use additional commands, as necessary, to direct the canine to the victim location. The handler may not move from the starting position.
 - The handler may direct the canine toward the victim location but once the canine has detected the victim's scent, the handler may not communicate with the canine in any way. Once the canine has committed to the victim location, it must remain focused, stay at the victim location and demonstrate an "independent of handler" bark alert behavior (FBILHS) for 30 seconds.
 - There will be two official timers. One timer will start timing the exercise as soon as the handler sends the canine. The second timer will time the 30-second alert, starting with the first bark. 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 is over, the handler may praise the canine and reward with a toy, then leash the canine and quickly leave the area.

SECTION II

- **Suggested Course Construction**
 - A victim location will be set up in as isolated an area as the site permits. The location should be made/constructed of a material to give the optimum control of scent (example: barrels, concrete sewer pipe, etc.). Ideally, scent should only be detected from the front. There should be a slightly recessed, snug fitting cover with holes at the bottom for scent to escape. 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 victim location.

- **Victim Placement**
 - The victim shall be in place at least 10 minutes before the canine is sent.

Element 3 – Direction and Control

- **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.

- **Required Skills**
 - Goes up on each required elevation at the direction of the handler
 - Waits on elevation until directed by handler

- **Handler Information**
 - The handler will remove the canine's leash before the exercise begins.
 - The handler is responsible for counting the 5 seconds the dog must remain on the target obstacle. The evaluator may intervene to "help" at his discretion. If the dog 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.

- **Directability**
 - On the first go out, the canine must go up 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 goes up on the incorrect elevation first, the canine must be recalled and restarted. This applies to the first direction only. After beginning the course, if the dog returns to the handler and crosses the start line (or is touched by the handler), he must start over. If the canine goes to the wrong elevation any time after the first go-out, the dog must go back to the last correct elevation and proceed.
 - The team will have three (3) minutes to complete the course. The evaluators will designate which elevation the canine shall be sent to (right, left or center). The handler will direct the canine to a series of elevations. The pattern will include a go-out, a right, left, go-back and recall. The canine must go up onto the elevations and stay there for five seconds. The canine may sit, stand or lie down. The handler may give multiple commands.

SECTION II

Element 4 – Agility

- **Rationale**
 - Agility training will give the canine confidence on the rubble. The canine should be able to search the rubble without being overly concerned about its safety.
- **Required Skills**
 - Completes five (5) of six (6) obstacles, including the four (4) mandatory obstacles
 - Demonstrates stop and turn on any obstacle
 - Canine precedes handler
- **Handler Information**
 - The agility course will include the following obstacles: ladder, elevated plank, unsteady/wobbly surface, and tunnel.
 - The team shall have five (5) 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.
 - Once the canine has started an obstacle, the handler should remain as stationary as possible.
 - 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 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 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 dog 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.
 - 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.

SECTION II

- **Obstacles (* = mandatory completion)**
 - *The Little Giant ladder extended to 8.5 feet secured at an approximate 45-degree angle.
 - *A plank elevated at least 6 feet and no more than 8 feet off the ground (the 12" wide by 12' long plank is to be stable).
 - *3-foot high (approximate height) unsteady, wobbly surface constructed by using 4 sawhorses covered with a 4' by 8' sheet of 5/8" plywood. Different debris items to be placed on top not to exceed 2' in height, constructed to provide access to the dog either by walking up an incline or by jumping no more than 3' high.
 - *A dark, narrow tunnel/passageway containing at least one right angle turn. The canine should not be able to see through the tunnel to the end. Partial covering of the exit is permitted. The canine should fit into the tunnel without crawling.
 - A seesaw (16' long by 12" wide plank on a 55-gallon drum).
 - A slick, slippery/unpleasant surface
 - A moving plank suspended on two barrels (12' long by 12" wide).
 - Object that requires the canine to crawl on its belly (must be adjusted to approximately one half (1/2) the height at the withers of each canine).

- **Course Construction**
 - 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 numbered clearly.
 - The following obstacles must be included in the course:
 - Ladder
 - Elevated Plank
 - Unsteady, Wobbly Surface
 - Tunnel

Element 5 – Rubble Site

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

- **Required Skills**
 - Establishes scene safety.
 - Responsive to handler's direction and control
 - Canine searches independently
 - Canine shows commitment to each live victim
 - Focused Bark Indicating Live Human Scent (FBILHS) on two victims with no false alerts

**FEMA National US&R Response System – Operations Manual
Canine Search Specialist Certification Annex (May 2010)**

SECTION II

- Informs evaluators of canine's alert/location of each live victim
- Canine's agility
- Handler's agility – the ability to negotiate the rubble in a safe manner and without the assistance of other personnel
- Canine Alerts repetitively and independently of handler
- Handler demonstrates appropriate canine care, safety and welfare
- **Handler Information**
 - Handler establishes scene safety.
 - Scene safety interview may include the following:
 - 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?
 - What were the findings?
 - Have the utilities been secured? How and by whom?
 - Gas
 - Electric
 - Water
 - Is Heavy Rescue available?
 - Is Medical available?
 - Is there a veterinarian available?
 - There shall be five (5) minutes 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. Evaluators may or may not be positioned on the site while the canine is searching. The handler may not access the rubble site in any areas identified as inaccessible. The handler shall direct the canine to search the area. The Evaluator 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 alert. The canine will be required to perform the first bark alert out of sight before the handler can enter the search area.

**FEMA National US&R Response System – Operations Manual
Canine Search Specialist Certification Annex (May 2010)**

SECTION II

- The procedure will be: The handler will send the canine on an independent search. 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 alert (at least 3 repetitive barks). The evaluator will instruct 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. The handler will promptly identify the live victim by the canine's actions. On the first alert, if the handler is unable to quickly locate the live victim by the canine's actions, he or she must immediately leave the site at the direction of the evaluators and restart the search from the starting point. At this point, the alert process (3 bark requirement) starts over. After identifying the area of the first alert, 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 on the rubble; however, no food rewards are allowed.
- The bark alert consists of a minimum of three (3) barks at the same victim. Between the first and third bark, if a handler verbally communicates with his dog in order to keep him barking at a victim, 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 alerting at the victim location. If the canine leaves the victim location before barking three (3) times, the alert process (3 bark requirement) starts over.
- **Course Construction**
 - There should be new, unused victim locations created for the evaluation. They should be created in inaccessible areas that are out of the handler's sight. The evaluators must have a clear view of the canine's work.
 - The rubble site shall have a minimum average height of 10' and consist of an area of 3,500 to 5,000 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.
 - The testing handler will not be given a specific route to send his dog.
- **Victim Placement**
 - The victims shall be concealed from both handler and canine.
 - The victims will be separated by a minimum of 20'.
 - The hiding areas shall be constructed to prevent canines from accessing the victims.
 - The hiding areas should be a few feet below the surface, the scent should be contained and effort should be made to control the scent flow.
 - All victims will have a radio with an earpiece (if available) and shall be monitored prior to each rotation.
 - The victims must be in place at least 20 minutes before the canine is sent.

Performance Criteria and Evaluation Form Guidelines

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

**FEMA National US&R Response System – Operations Manual
Canine Search Specialist Certification Annex (May 2010)**

SECTION II

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

Obedience

- Non-aggressive to stranger in absence of handler
 - **Did Not Complete** – Canine demonstrates aggression
 - **Completed** – Canine does not demonstrate aggression
- Non-aggressive to canine on Figure 8 pattern
 - **Did Not Complete** – Canine demonstrates aggression
 - **Completed** – Canine does not demonstrate aggression
- Heels through crowd, with turns and change of pace
 - **Did Not Complete** – Does not maintain heel, distracted
 - **Completed** – Maintains heel, attentive to handler
- 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
- Long Wait for 5 minutes
 - **Did Not Complete** – Does not stay within the designated area
 - **Completed** – Stays within the designated area with additional commands allowed.

Bark Alert/Alert Behavior

- Barks (at least 6 barks) and stays focused for thirty (30) seconds
 - **Did Not Complete** – Does not bark (at least 6 barks) and stay focused for thirty (30) seconds
 - **Completed** – Barks (at least 6 barks) and stays focused for thirty (30) seconds
- Stays at the victim location or barrel after indication of scent
 - **Did Not Complete** – Leaves after indication
 - **Completed** – Stays after indication
- Handler does not communicate with the canine after indication of scent
 - **Did Not Complete** – Handler communicates after indication of scent
 - **Completed** – Handler does not communicate after indication of scent

Direction & Control

- Goes up on elevation & completes pattern
 - **Did Not Complete** – Does not go up on elevation & complete pattern
 - **Completed** – Goes up on evaluation & completes pattern
- Waits on elevation until directed by handler
 - **Did Not Complete** – Does not wait until directed
 - **Completed** – Leaves elevation when directed

SECTION II

Agility

- 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)
- Canine precedes handler
 - **Did Not Complete** – Handler precedes the canine
 - **Completed** – Handler directs canine over obstacle without preceding canine
- Demonstrates "Stop" & "Turn".
 - **Did Not Complete** – Does not demonstrate behavior
 - **Completed** – Demonstrates behavior

Rubble Site

- Handler establishes scene safety
 - **Did Not Complete** – Does not complete scene safety
 - **Completed** – Completes scene safety
- Responsive to handler direction and control
 - **Did Not Complete** – Does not respond to commands
 - **Completed** – Canine responsive to commands
- Canine searches independently
 - **Did Not Complete** – Canine does not search independently
 - **Completed** – Canine searches independently
- Focused Bark Indicating Live Human Scent (FBILHS) on two victims (no false alerts)
 - **Did Not Complete** – Does not bark repetitively (at least 3 barks) or false alerts
 - **Completed** – Barks repetitively (at least 3 barks) at live victim (no false alerts)
- Canine shows focused commitment to each live victim:
 - **Did Not Complete** – Loses interest in victim
 - **Completed** – Maintains interest in victim
- Canine alerts independently of handler
 - **Did Not Complete** – Does not alert independently of handler at live victim
 - **Completed** – Alerts independently of handler at live victim
- Informs evaluators of canine's alert/location of each live victim
 - **Did Not Complete** – Does not recognize alert and/or can't identify live victim location by the canine's actions
 - **Completed** – Recognizes alert, correctly identifies location of live victim by the canine's actions
- Canine 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
- Handler 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

SECTION III

CERTIFICATION EVALUATION (CE)

Ground Rules

- No collars or vests on canine while searching.
- Muzzles are not permitted in any phase of the evaluation process.
- Abuse (e.g., physical, mental, verbal) of the canine is not acceptable at any time.
- No access to search sites after setup of test.
- 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 it is 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 sleeve shirt, eye protection, safety toe, steel shank safety boots and knee protection.
- Aggression will not be tolerated at any time.

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 canine team will pre-test all search sites.
- Any accident/injury shall be reported immediately to the IC or their designee.

Element Description

- **Rationale**
 - The Canine Search Specialist team must work together in disaster search operations to detect live victims. The handler will be evaluated on his/her ability to function as a Canine Search Specialist. The canine will be evaluated on its ability to search independently. The canine must alert by barking to enable handler to mark the area of indication of live human scent.
- **Required Skills**
 - Canine
 - Searches, detects and indicates live human scent with at least 3 repetitive barks
 - Handler
 - Correctly identifies the area of indication of live human scent
 - Maintains control of canine
 - Team
 - No false alerts
 - No more than one missed victim

SECTION III

- **Additional Handler Skills**
 - Site Assessment and Search Plan
 - Handler completes site assessment
 - Handler establishes an initial search strategy
 - Flagging/marking of indication location
 - Handler correctly flags/marks canine's indication location
 - Search Markings/Victim Markings
 - Handler draws search markings and victim markings according to the current standard.
 - Site Sketch/Map
 - Handler draws an accurate map according to the guidelines given under "Search Procedures" herein.
 - Debrief
 - Site sketch/map (full access site)
 - Search/Victim marking (either site)
 - Follow-up search recommendations (both sites)

- **Handler Information**
 - The CE will consist of one element – Canine Disaster Search.
 - To successfully complete the evaluation, the team must search each site, locate and identify the areas of live human scent with no more than one miss, have no false alerts, complete the required skills and comply with the Pass/Fail Ground Rules.
 - The objective of the limited access pile is to test the canine's ability to search and alert independently of the handler.
 - 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.
 - Toy and food rewards are permitted.

- **Course Construction**
 - There should be new, unused victim locations created for the evaluation. The evaluators must have a clear view of the canine's work.
 - There will be two separate search sites. Each site will be no closer than 20 feet to the other. Ideally the sites should be physically separated. If this is not possible, barriers (e.g., temporary road, box trucks, jersey barriers, etc.) should be used to separate search areas.
 - One or more search sites will be contaminated with distractions:
 - There will be 0 to 3 placed scent distractions allowed on any one site with a maximum of 3 total placed scent distractions for the evaluation. The evaluation must include at least one food distraction and one clothes distraction.
 - The scent distractions should be placed to enable the evaluators to determine if the dog is alerting on a scent distraction or live human scent.
 - The placed scent distractions should include clothes, animals (dead or alive/caged) and food. Human Remains will not be used.

**FEMA National US&R Response System – Operations Manual
Canine Search Specialist Certification Annex (May 2010)**

SECTION III

- The placed scent distractions must be hidden and inaccessible to the canine
- There should be noise distractions such as running generators, machinery, rescue tools, etc. Noise distractions may be supplied by audiotapes.
- Pre-Determined unsafe site specific areas are those which include:
 - Real hazards
 - Other search site
- The testing handler should not be given a specific route to send his dog.
- Each search site will consist of an area 6,000 – 15,000 sq. feet. The intention is to provide criteria to adjust the footprint of the pile based on the 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, partially or completely collapsed structures. A structure that meets the above criteria and 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.
- Limited Access Site
 - Minimum average height or depth of 6'
 - Starting point must be situated where the handler cannot see the canine alerting
 - Pile must allow the dog to demonstrate the ability to range away from handler
 - Pile must allow the handler to demonstrate the ability to direct the dog
- Full Access Site
 - Pile must contain enough concealed voids to accommodate victim locations (to potentially include false holes, up to 4 victims and a maximum of 3 distractions)
- **Victim Placement**
 - There will be a total of four (4) to six (6) victims. They shall be placed at least 20 minutes before the evaluation begins.
 - There will be 0 – 4 concealed victims in the full access search site.
 - There will be 1 – 4 concealed victims in the limited access search site.
 - The victims will be separated by a minimum of 20'.
 - The victims shall be concealed from both handler and canine.
 - The hiding areas should be constructed to prevent canines from accessing the victim.
 - The hiding areas should include two or more hides several feet below the surface, to provide deep and diffuse scent victims.
 - There will be several false victim locations constructed.
 - All victims will have a radio with an earpiece (if available), and should be monitored prior to each rotation.
- **Search Procedures**
 - Search sites:
 - Full Access
 - Site is completely accessible to the handler.
 - Handler may access site from any point.

**FEMA National US&R Response System – Operations Manual
Canine Search Specialist Certification Annex (May 2010)**

SECTION III

- The bark alert consists of a minimum of three (3) barks at the same victim. Between the first and third bark, if a handler verbally communicates with his dog in order to keep him barking at a victim, 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 alerting at the victim location. If the canine leaves the victim location before barking three (3) times, the alert process (3 bark requirement) starts over.
- If a handler correctly calls a false alert, there is no penalty. Once an alert is marked, it is final.
- Limited Access
 - Site will provide access to only one well-marked portion of the perimeter. The canine must search the area out of the handler's sight in order to locate the victim(s). The handler may access the rubble to mark the alert location and restart the canine. The handler may remain within a five-foot radius of the alert 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 dog alerts again. Upon access, the handler must promptly call the alert location after the three barks or return to the place he just left (the starting point or the last alert location). The alert process (3 bark requirement) starts over when the handler reaches the starting point or the last alert location.
 - The bark alert consists of a minimum of three (3) barks at the same victim. Between the first and third bark, if a handler verbally communicates with his dog in order to keep him barking at a victim, 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 alerting at the victim location. If the canine leaves the victim location before barking three (3) times, the alert process (3 bark requirement) starts over.
 - If a handler correctly calls a false alert, there is no penalty. However, if the handler accesses a site by virtue of a false alert, he must return to his starting point and restart after having correctly called the false alert. Once an alert is marked, it is final.
- A 5-minute time period will be provided at each site for the Handler to establish site assessment and give a search plan. This will be based on the briefing given prior to the start of the evaluation. During this time the handler will introduce himself, brief the "STM" as to how his canine operates, determine his access, safe areas, hazards, and give his search strategy.
- The team has 20 minutes to search each site. This includes the canine indicating live human scent and the handler identifying the area of the canine's indication. Handler must verbally pinpoint each victim location within the 20 minute search period, however, flagging/marketing of the last victim does not have to fall within the 20 minute search period.
- Each handler will flag/mark the live victims as indicated by the canine.

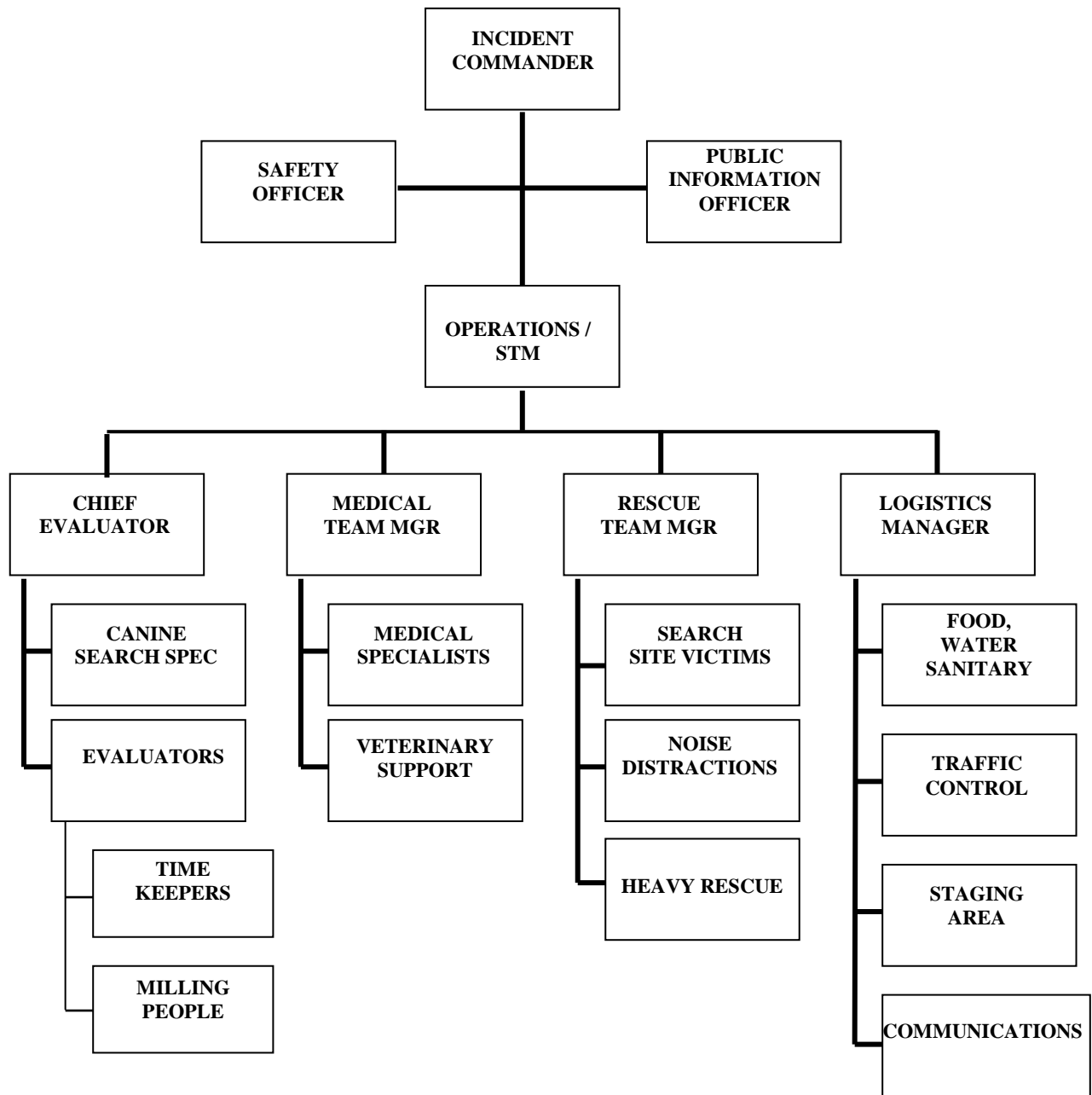
**FEMA National US&R Response System – Operations Manual
Canine Search Specialist Certification Annex (May 2010)**

SECTION III

- The handler shall have ten (10) minutes to rest and debrief. On the full access site, the handler shall make a site sketch including name/TF/date/time, alerts (and means to identify them, e.g., distance from perimeter, compass reading or GPS coordinates), wind direction, basic shape of site split into quadrants a, b, c and d, areas of interest, areas covered and not covered, hazards, search/victim markings, prominent features and compass orientation (N and S). On each site the handler will give follow-up recommendations (outside of search time) to include additional resources (canine, tech search) and prioritize search areas.
 - There will be a pre-determined relocation time between each search site. Travel time between search sites must not exceed 10 minutes.
 - Evaluators will determine the status of a team's performance on their 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.
- **Successful Evaluation Completion**
 - Certification will be based on compliance with the Pass/Fail 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 alerts. At least one victim must be found by the canine on the Limited Access Pile while the handler is at the starting point and the handler must correctly identify the location of the alert. The Additional Skills and Additional Ground Rules will be included in the process, but will not fail a team.

SECTION IV

EVALUATION ORGANIZATIONAL STRUCTURE



**FEMA National US&R Response System – Operations Manual
Canine Search Specialist Certification Annex (May 2010)**

SECTION IV

Evaluation Planning / Logistics

The following information is supplied to administer the FSA and the CE.

Preliminary

Refer to *US&R Operations Manual, CSSC Annex, Addendum G: Standard Operating Procedures, Guidelines for Conducting CEs/CPs* for hosting a FEMA evaluation.

Personnel

- Identify the Incident Commander (separate from the evaluators)
- Evaluator teams consist of:
 - FSA – Two rostered evaluators OR one rostered evaluator and the sponsoring Task Force Canine Coordinator (or his/her designee). The designee must meet the following requirements:
 - **Canine Handler:**
 - Must be rostered on a DHS/FEMA Task Force
 - Must have been a Canine Search Specialist for at least three years
 - Must have completed the Canine Search Specialist Training Course
 - **Non-Canine Handler**
 - Must be rostered on a DHS/FEMA Task Force
 - Must have been a Search Team Manager for at least three years
 - Must have completed the Canine Search Specialist Training Course
 - CE – Seven (7) rostered evaluators, including one Lead Evaluator per site and one Chief Evaluator. Each site will each have three (3) Evaluators. The Chief Evaluator is the primary liaison to the hosting Task Force and overall leader of the Evaluator Cadre. The Chief Evaluator will not be tied to a site, but will oversee the entire evaluation. Each site should have a mix of Task Force affiliations.
 - Evaluators may not test and evaluate in the same event.
- Chief Evaluator Role and Responsibilities:
 - 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) is completed prior to entering test site.
 - Ensure that all evaluators adhere to established testing procedures.
 - The Chief in conjunction with Leads will resolve issues.
 - Delegate responsibility for the shadow evaluators to an experienced evaluator or the shadow mentor.
 - Forward a shadow evaluator report to the Sub-Group.
 - Forward completed score sheets to the testing handler, their Program Manager and Canine Coordinator.

**FEMA National US&R Response System – Operations Manual
Canine Search Specialist Certification Annex (May 2010)**

SECTION IV

- Ensure that the Peer Reviews are collected and forwarded to the Canine Sub-Group for inclusion in the After Action Report. (The peer reviews are optional for testing handlers, but mandatory for all participating evaluators).
- Ensure that all paperwork is complete and consistent.
- Complete and forward the After Action Report to the Canine Sub-Group.
- Lead Evaluators Roles and Responsibilities:
 - 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
 - Interfaces with the Chief Evaluator and informs him of any issues
 - Ensures the site map is drawn properly and all information noted for the AAR
 - Ensures victims have been briefed properly
 - Ensures Safety knows his role:
 - Where to stand on pile
 - When to check on victims
 - Remove flagging tape/markers
- FEMA supported evaluations will utilize an Evaluator Rotation Process as established by FEMA.
 - The current rotation roster of qualified evaluators is maintained by FEMA.
- Conflict of Interest: While the honesty of all evaluators is presumed, the integrity of the National US&R Canine Disaster Search Team Program is primary 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.
- No evaluator may evaluate a spouse, ex-spouse, parent, sister, brother or significant other of the testing handler.
- Identify support personnel:
 - Emergency Medical Services (EMS)
 - Safety Officer
 - Logistics Officer
 - Staging Officer
 - Timers
 - Victims
 - Communications Officer
 - Milling People
 - Food Services
 - Runners/assistants
 - Parking Manager
 - Recorder/statistician
 - Rescue

**FEMA National US&R Response System – Operations Manual
Canine Search Specialist Certification Annex (May 2010)**

SECTION IV

Evaluation Site

- Site selection and availability
- Course construction

FSA Criteria Element Descriptions

- There should be new, unused victim locations 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 3,500 to 5,000 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.

CE Criteria Element Descriptions

- There will be two separate search sites. Each site will be no closer than 20' to the others.
- Each search site will consist of an area 6,000 – 15,000 sq. feet. The intention is to provide criteria to adjust the footprint of the pile based on the 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, partially or completely collapsed structures. A structure that meets the above criteria and 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
 - Sanitation considerations (human and canine)
 - Staging area
 - Parking area
 - Canteen area
 - Hand washing station

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
- Conduct field operations

**FEMA National US&R Response System – Operations Manual
Canine Search Specialist Certification Annex (May 2010)**

SECTION IV

- Evaluator meetings
 - Correlate scores and results
 - Complete paperwork
- Evaluator/Handler Meetings
 - Debrief
 - Critique
- Clean-up/Breakdown
 - Site restoration
 - Release of personnel
 - Final critique

SECTION V

CE EVALUATOR PREREQUISITES

All applications to become an evaluator must be approved by the applicant's Program Manager/Training Coordinator and the Canine Coordinator.

Application Process

- Submit endorsed application to Search Work Group via the Canine Sub-Group.
- Upon approval, request shadow evaluator assignments from CE/CP hosts.
- Complete shadow requirements within 18 months of initial application approval date.
- Submit completed application to the National US&R Search Work Group via the Canine Sub-Group for approval by FEMA.
- Become rostered by FEMA:
 - **Canine Handler** – Prior to submitting application:
 - Shall be a FEMA National US&R Response System Task Force member;
 - Certified Handler (past or current);
 - Three years minimum experience as a FEMA Task Force canine handler;
 - Upon approval of application;
 - Shadow evaluate at least two FSAs (minimum 10 teams);
 - Shadow evaluate at least two CEs (minimum 10 teams);
 - Administer an FSA under the supervision of a rostered evaluator; and
 - Completion of Canine Search Specialist Training Course (if not previously completed).
 - **Non-Canine Handler** – Prior to submitting application:
 - Shall be a FEMA National US&R Response System Task Force member;
 - Search Team Manager for at least three years;
 - Upon approval of application;
 - Shadow evaluate at least two FSAs (minimum 10 teams);
 - Shadow evaluate at least two CEs (minimum 10 teams);
 - Administer an FSA under the supervision of a rostered evaluator; and
 - Completion of Canine Search Specialist Training Course (if not previously completed).

Lead/Chief Evaluator

- Must be an evaluator
- Must have evaluated a minimum of 6 FSAs and 6 CE/CPs

To Maintain Status

- Evaluate at least one FSA and one CE/CP every two years
- Attend twice yearly Evaluator Conference Calls
- Subject to twice yearly review and approval of Program Managers

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

A Component of the National Response Framework
Under Emergency Support Function 9



CANINE SEARCH SPECIALIST CERTIFICATION ANNEX

ADDENDUMS

May 2010

ADDENDUM A: FULL SIZE FORMS



FEMA

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

Applicant's Personal Information

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

Prerequisites

1.	<input type="checkbox"/> Certified Canine Search Specialist	or	<input type="checkbox"/> Search Team Manager
2.	<input type="checkbox"/> Three Years Experience		

Upon Approval of Application		Date	Location
3.	Shadowed Two FSAs	1.	
		2.	
4.	Shadowed Two CEs	1.	
		2.	
5.	Administered an FSA		
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.

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



FEMA

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

Applicant's Personal Information

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

Requirements

Six FSAs			Six CEs/CPs		
	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.

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



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

Date: _____

Name of Handler: _____

Name of Canine: _____

Task Force: _____

Location: _____

Evaluator (print): _____

Evaluator (signature): _____

Handler has successfully completed all elements per the CSSCP: 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							
Bark Alert	Barks repetitively and stays focused for 30 seconds							
Time - 5 min	Stays at the victim location/barrel after indication of scent							
	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							
	Canine searches independently			Other Questions		Noted		
Search Time - 15 min	FBILHS on two (2) victims (no false alerts)			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 alerts 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?				



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



FEMA

<p>FEMA National US&R Response System Application for Certification Evaluation/Certification Preparation</p> <p style="text-align: center;">(Please Type)</p> <p style="text-align: center;">(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)</p>	
--	--

CE/CP Date:	CE/CP Location:
Recert: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Prior Attempts:
Date of FSA:	
Has the Team Taken a CP Within the Last 12 Months? <input type="checkbox"/> Yes <input type="checkbox"/> 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 dog 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:

ADDENDUM B: SCENE SAFETY ESTABLISHMENT CHECKLIST

Time of the collapse:	<p style="text-align: center;">Date/Time</p> <p>Task Force out</p> <p>Date/time In Victims #L/#D Hazards</p> <p> = incomplete search</p> <p> <input type="checkbox"/> SAFE TO ENTER <input type="checkbox"/> SOME HAZARDS <input type="checkbox"/> DO NOT ENTER </p> <p> V Suspected VICTIM <input type="checkbox"/> Confirmed LIVE <input type="checkbox"/> Confirmed DEAD <input type="checkbox"/> Removed VICTIM </p>
Type of Occupancy	
Number of Suspected Missing Searched Before?	
Checked by Structural Engineer?	
Findings?	
Safe to enter?	
Prints available?	
HazMat checked?	
Findings?	
Utilities: Who & How secured?	
Gas	
Electric	
Water	
Heavy Rescue Available	
Medical Available?	
Veterinary Available?	

ADDENDUM C: US&R CODE OF CONDUCT

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

Below is a copy as a quick reference card. Consult a current copy of the US&R Operations Manual for the latest revision.

<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 DHS/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 DHS/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

ADDENDUM D: GLOSSARY OF TERMS

Abuse – Physical or psychological maltreatment of the canine

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

Care and Safety of Canine – Includes appropriate vet check, offers canine water, 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, site-specific unsafe areas. These areas (including the other search site) will be legitimate, real-world hazardous areas and identified in the briefing.

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

PPE for Rubble Search – Handler must wear helmet, gloves, long pants/long sleeves, and safety toe/steel shank boots. Handler must also have eye protection and knee pads as they may be required by hosting Task Force.

Repetitive Barking – Three (3) barks at the same victim that may be interspersed with digging, scratching or any other attempt to get to the victim. Canine may reposition itself while alerting at victim location.

ADDENDUM F: APPEAL PROCESS

- 1) Appeal/Grievance filed by the Program Manager with Search Work Group Chair (SWG) and Canine Sub-Group (CSG) Divisional Representative within 10 days of the incident.
- 2) Decision made by the SWG and CSC if fact-finding mission is warranted.

If warranted:

- 1) Interviewer selected by SWG and CSC (disinterested party);
- 2) SWG and CSC determine interested parties to be interviewed;
- 3) Set of questions furnished to interviewer by SWG and CSC;
- 4) Interviewer includes these questions, but is not limited to them, in the fact-finding process;
- 5) Timeline set for the interviews, responses, fact-finding report to SWG and CSG, and the final results to the grieved party's Program Manager;
- 6) Interviewer individually contacts all interested parties and documents the discussions;
- 7) Fact-Finding Report submitted to SWG and CSG by the predetermined deadline;
- 8) Decision made by SWG and CSG and rendered to grieved party's Program Manager within the predetermined timelines; and
- 9) Any action items as a result of the fact-finding mission to be noted and resolved.

ADDENDUM G: CE/CP Standard Operating Procedures (SOPs)

These Standard Operating Procedures shall be used by FEMA Urban Search and Rescue (US&R) Task Forces identified to host and conduct FEMA Canine Search Team Certification Evaluations/Certification Preparations. This Addendum supports the FEMA US&R Canine Search Specialist Certification (CSSC) Annex to the National US&R Response System Operations Manual.

Scheduling

The DHS/FEMA US&R Program Office will coordinate with the Task Force Leader Representatives to schedule Canine CE/CPs to be made a part of the annual US&R Activity Calendar.

Funding

The DHS/FEMA US&R Program Office will determine the funding amount for those Task Forces identified to host a CE/CP. This funding must be utilized for the CE/CP and other canine program needs as follows: to compensate Evaluators for their time, travel, lodging and per-diem costs. Once the evaluator costs are covered, the funds may also be used to provide for materials and other incidentals required conducting a CE/CP. Any excess funds remaining after all evaluator and CE/CP costs have been covered should be utilized by the sponsoring TF to support other canine program needs.

Compensation for Evaluators:

- The evaluators are compensated for their time 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;
- The evaluator's lodging is covered, up to \$150 per day, per evaluator;
- The evaluator's travel is covered, up to \$800 per traveler;
- The evaluator's per-diem is covered, up to \$50 per day, per evaluator;
- Arrangements for evaluators compensation should occur within 30 days of the CE/CP;
- Compensation includes a ½ day of "set-up" for those evaluators identified to assist in the set-up; and
- 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.

Task Force Announcement Procedure

- A representative of the Canine Sub-Group (CSG) will contact the host TF Program Manager (PM) at least 90 days prior to the event.
- The host PM designates a Point of Contact (POC) to represent the TF for the event. This POC will coordinate with the CSG Representative and Chief Evaluator.
- The CSG Representative will provide the host TF with the appropriate announcement template. The Announcement Template includes the following information:
 - The date, time, and city in which the CE/CP will be offered.
 - A safety message shall be stated, including 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/CP.

FEMA National US&R Response System – Operations Manual Canine Search Specialist Certification Annex (May 2010)

- Information on lodging and transportation.
- Information on acquiring and submitting applications.
- Contact information and a deadline for submission of applications, which should be at least 30 days prior to the CE/CP dates
- The host TF provides the CSG Representative with a completed announcement a minimum of 70 days prior to event.
- The CSG Representative forwards the announcement to the Program Office for distribution a minimum of 60 days prior to the event.
- The Program Office will distribute the announcement to TF Leaders/Program Managers, TF Training Managers and other CSG personnel.

Application Process:

- Required signatures on applications are those of the TF Program Manager or Training Manager, the TF Canine Coordinator and the applicant.
- All completed applications must be submitted to the Canine Sub-Group per the announcement.
- In the event the maximum number of applications is exceeded, preference will be given to expiring certifications/recertification's and to those TFs' in need of certified canine teams.
- Upon receipt of the application, an email confirmation will be sent to the applicant, their TF Program Manager or Training Manager and the TF Canine Coordinator.
- Applications will be reviewed for completeness and accuracy.
- The CSG will determine the roster of testing teams - acceptance of applications based on equitable divisional and system needs.
- The CSG will advise accepted teams via email as to their test day, to aid in their travel arrangements.
- The CSG will forward copies of accepted applications to the Chief Evaluator and the host TF prior to event.
- At a minimum of 30 days prior to event, CSG will forward a complete roster of testing teams and dates to the host TF POC and Chief Evaluator.
- There will be a cut-off date for applications in the interest of procedure, but last-minute applicants are not prohibited.

Evaluator Selection

The evaluator cadre will consist of 7 rostered evaluators. The hosting TF POC will have the option to select three of the evaluators, which may include the Chief, from the current Evaluator Rotation Roster provided by the DHS/FEMA US&R Program Office. The Chief Evaluator must be a Lead Evaluator.

Evaluator Logistics

A four-member evaluator team will be assigned on a rotational basis by the DHS/FEMA US&R Program Office when the annual US&R Activity Calendar is developed each year. The hosting TF is responsible for arranging travel, lodging and payment of all evaluators.

Support Personnel

Designate and make logistical arrangements for support personnel to include:

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- Incident Commander (IC)
- Communications
- Rescue
- Vet
- Safety
- Staging manager
- Medical
- Logistics
- Statistician
- Victims
- Timers—suggest two minimum
- Test dog teams—suggest two minimum from outside host TF (may use evaluator certified canines)
- Shadow Mentor (if needed)
- PIO (optional)

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 in the CSSC Annex. 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 delegated responsibility for evaluation set-up, implementation, scoring, and decision-making by the on scene IC and hosting TF.

Cancellation of Evaluators

In the event of a last minute emergency, i.e., the cancellation of evaluator(s), every effort should be made to continue the event at no increased cost to the host. The Chief Evaluator will coordinate with the hosting TF. The CSG Chair is contacted, who will take the lead in resolving the situation with the approval of the Search Working Group Chair and the FEMA Program Office Canine POC. In the event the CSG Chair is unavailable, the CSG Vice-Chair is contacted, who may appoint a Regional Rep to take the lead in the resolution, using the chain of command as outlined above.

Contingency Plans:

- The hosting TF must offer at least two full days of CE or CP. If the number of testing teams in a CE is below 12, the second day shall be a structured training day.
- Guidelines for extreme circumstances that may impact safety
 - In the event of unexpected catastrophic conditions, safety will be of primary consideration.
 - The IC will make the final determination based on input from the Chief Evaluator and Safety Officer(s). This may include conversion of a CE to a structured training or a cancelation of the event.

Post CE/CP Procedures

Oversee that arrangements for compensation to evaluators are finalized within 30 days of the test date.

**FEMA US&R Canine Certification Evaluations/Certification Preparations
CE/CP CHECKLIST**

HOSTING AGENCY PROCEDURES

- Completed announcement provided to CSG at least 70 days prior to the CE/CP date.
- From current rotation roster as provided by the CSG, make TF evaluator selections and advise Program Office or designee.
- 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 as to site set-up, including briefing and staging areas.
- Oversee that arrangements for payments for evaluators are finalized within 30 days of the test date.

PERSONNEL NEEDS

- Seven (7) rostered evaluators to include two (2) lead evaluators and one (1) Chief Evaluator
- Statistician – may be Chief Evaluator
- Victims (suggest 14 minimum to allow for switching out and/or fall out)
- Victim Manager
- Timers – suggest two minimum
- Incident Commander (IC)
- Communications
- Rescue
- Veterinarian (notified and available)
- Safety (suggest 4)
- Staging Manager
- Medical
- Logistics
- PIO (optional)
- Test dog teams—suggest 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 clothes)
- Clipboards & pencils (for evaluators)
- Stopwatches for Timers
- Airhorn
- Radios (suggest minimum of 24)
- Portable toilets
- Vests to identify personnel
- Poop buckets
- Motivational alert tube station (optional)

FEMA US&R Canine Certification Evaluations/Certification Preparations Guidelines for Conducting

Introduction

The purpose of this guide is to provide assistance in conducting a FEMA US&R Canine CE/CP

General Objectives

- Provide applicants with a quality testing/learning environment
- Set up testing/learning scenarios per the DHS/FEMA US&R standards
- Provide a staging area for applicants
- Arrange for food and drinks for rehab and hydration
- Provide for safety of all personnel
- Provide evaluators for the test
- Provide communications to ensure safety of all personnel
- Provide a medical plan
- Provide a rescue plan

Certification Evaluation (CE)

- A minimum of two days of testing/training to certify and re-certify Canine Search Specialist teams.
- If the number of testing teams in a CE is below 12, the second day shall be a structured training day.

Certification Preparation (CP)

- Utilizes all of the resources of an evaluation, but objective is to prepare Canine Search Specialist teams to certify or re-certify. Day One will be a mock test. Day Two will be training stations based on observations of Day One.

Incident Commander (IC)

A person who is capable of coordinating the multiple resources required for the CE/CP should fill this position. An example would be a Search Team Manager from a TF. Since disaster search canines are resources of a Search Team Manager, using a STM is an ideal situation. Utilizing a STM from a TF in the testing environment will also provide valuable exposure and training for Search Team Managers.

Key Responsibilities:

- Assign the Incident Command Positions (ICS-201)
- Coordinate all resources

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Operations (OPs)

The OPs position can be filled based on the need of the CE/CP. Again, involvement from a TF in the form of a Search Team Manager is ideal. The operations position can assist the IC in coordinating resources and provide relief.

Key Responsibility: Coordinate operational resources

Safety Officer (SO)

The IC shares responsibility with the SO for overall safety during the CE/CP. Participants must understand that safety of all personnel 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 utilize proper personnel protective equipment. A Division SO should be assigned to each site. Lead Evaluator and SOs at individual sites are also responsible for the well being of live victims. Victims should be frequently monitored.

Key Responsibilities:

- Safety during all operations
- Proper personnel protective equipment
- Ensure that padding/blankets, water and an egress plan be provided for the well being and comfort of the victims
- PARs (Personal Accountability Reports) are required after each rotation

Plans/Operations

The planning phase should include the key Incident Management positions such as IC, OPs, SO and others as needed.

Key Responsibilities:

- Complete an Incident Action Plan prior to CE/CP (ICS-201 through ICS-206)
- Develop a Medical Plan (part of IAP, ICS-206)
- Develop a Communication Plan (part of IAP, can be listed on ICS-204 or separate ICS-205)
- Develop a Rescue Plan
- Develop a Logistics Plan
- Develop a Safety Plan (include Safety message on IAP, ICS-202)
- Establish list of Personnel to be involved. Evaluators, ICS positions, Support personnel etc. (list on IAP, ICS-203)
- Determine site location (show map on ICS-201)
- Victim management
- Provide maps and directions
- Provide lodging information

Logistics

A person who is capable of coordinating the support requirements for the CE/CP should fill this position.

Key Responsibility: Provide logistical support

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Site Preparation

- Designate a location for the Command Post
- Designate a location for Staging
- Determine proposed location and layout of sites following the DHS/FEMA requirements
 - The sites should be measured and the approximate square footage should be listed on the IAP, ICS-201, prior to the CE/CP. The Chief Evaluator will initial the IAP that the size falls within the guidelines. General measurements of the proposed sites should always be done by the sponsoring TF to ensure that the site meets minimum requirements. This should be accomplished early enough in the planning process to leave time to enhance the site if needed.
 - Assign sites as a Division for organizational purposes
 - Build multiple hidden victim locations ahead of time, and have personnel and equipment available to build holes on set-up day. The Chief Evaluator will approve the victim locations
 - Set-up Division support areas such as shade, tables, chairs, canine cooling pools, water etc

Food

The hosting TF will make arrangements for meals for evaluators and support personnel during the event.

Victims

A CE/CP requires 4 to 6 victims per rotation. In order to allow for a break for the victims, a new set of victims should be available for each rotation.

Test Dog Teams

The Chief Evaluator will ensure that the hosting TF provides certified non-testing dog teams to confirm the viability of victim scent prior to the start of the evaluation

Evaluators

The Evaluator Roster is available through the DHS/FEMA US&R Program Office, or the Regional Representative of the Canine Sub-Group. A CE/CP requires seven evaluators to include two leads and one chief. Please see “Evaluator Selection and Duties” above.

Shadow Evaluators

Upon approval of the hosting and sponsoring TFs, rostered shadow evaluators may be in attendance at a CE/CP

Timekeeper

A person shall be assigned to keep track of the briefing, search, debriefing and rest period allotments per the DHS/FEMA US&R standards for testing

Statistician

A person shall be assigned to collect and compile results

Staging Officer

A Staging Officer shall be assigned to check all participants into the site. The staging officer will maintain a sign-in sheet. The staging officer will also advise participants of any special information regarding the site and will control entry into the site. The Staging Officer will monitor the participants to insure minimal contact with others while testing to include securing all communication devices.

Key Responsibilities:

- Control ingress and egress from the site
- Maintain a sign-in sheet
- Manage participants to insure comfort and minimal contact with others while testing

Communications

Radios are required to fill the key positions during a CE/CP. 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 frequencies for communications
- Ensure clear and timely communications

Medical Plan

A medical plan shall be developed prior to the CE/CP. Medical personnel shall include a Medical Specialist (minimum). A listing of local paramedic, ambulance, hospitals and veterinary hospitals shall be noted on the IAP. A method for requesting emergency resources shall be in place; cell phones, radios etc.

Key Responsibilities:

- Provide for emergency medical treatment and transport
- Provide for emergency veterinary treatment and transport.

Rescue Plan

A rescue plan shall be developed prior to the CE/CP. Resources can either be at the site or a method of requesting an emergency response in place. A rapid intervention team should be on site during all portions of the CE/CP in which personnel are on rubble sites.

Public Information Officer

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

FEMA US&R Canine Certification Evaluations/Certification Preparations Guidelines for Evaluators

Evaluator Selection and Duties

From the published Evaluator Rotation Roster, the sponsoring TF will fill the positions of Chief Evaluator and TF selections. Lead Evaluators are designated as such on the Rotation Roster. Please see Organizational Chart found in the CSSC Annex.

All rules relating to evaluator selection must be followed, including:

- The TF selected “choice” evaluators must be deployed so that the three “chosen” evaluators are not on one pile;
- Each group of three evaluators shall have a Lead Evaluator designated, and the overall group of evaluators shall have a designated Chief Evaluator;
- The Chief Evaluator must be a rostered Lead Evaluator; and
- The Chief Evaluator reports directly to the IC, and is delegated responsibility for set-up, implementation, scoring, and decision-making by the on scene IC and hosting TF.

Site Set-Up

The Chief Evaluator will preview the site to confirm it meets the criteria of the CSSC Annex prior to the CE/CP. The Chief Evaluator and designated evaluators should be available the day before 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 of the CSSC Annex, 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 dog teams will be utilized to test all sites and holes prior to the evaluation.

Briefing Area

All testing handlers should attend a briefing for participants in which the parameters of the CSSC process are explained. The Ground Rules shall be read and the importance of following ground rules shall be stressed. The participants will be given a briefing to include the scenario, instructions on site access, and definitions of the accessibility of each of the sites, instructions on calling an alert, safety procedures, and area services. A written packet on 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.

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. The handler that has completed the testing procedure will be instructed on where they may watch or wait until the test is complete. During the testing process, handlers will follow and adhere to all instructions given by the Staging Manager. During the evaluation, participants shall be managed to avoid communication during the rubble portions of each evaluation so that information on sites and victim locations is not inadvertently transmitted.

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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.

Post Evaluation Procedures

The Chief Evaluator is responsible for making available a post evaluation survey to all participants and forwarding the results to the Canine Sub-Group. The Chief Evaluator is also responsible for scanning and emailing evaluation score sheets to the appropriate Program Manager. The Chief Evaluator is also responsible for submitting an After Action Report to the Canine Sub-Group within ten days of the evaluation. The AAR will be distributed to the Program Office and Program Managers.

CURRENT FEMA National US&R Response System Canine POC'S

DHS/FEMA US&R Program Office - Dean Scott, dean.scott@dhs.gov

Canine Sub-Group - Teresa MacPherson, tmacusar@yahoo.com