Evaluator Roles, Rules and Responsibilities

1. Roles
   • Evaluators are salaried employees, representing the FEMA National US&R Response System and must behave professionally and adhere to the US&R Code of Conduct.
   • The hosting Task Force is the support system for the evaluation. Evaluators work in conjunction with the hosting Task Force.
   • The Chief Evaluator is the primary liaison to the hosting task force and overall leader of the Evaluator Cadre.
   • The Lead Evaluators provide oversight for their pile and are the liaisons to the Chief Evaluator.

2. Rules
   • The testing teams are evaluated according to the CSSCP. The teams are evaluated as to their performance on test day only.
   • Evaluators should not bring dogs to evaluations unless requested to do so by the hosting task force IC. If an occasion arises whereby an evaluator must bring a dog, not requested by the host, it is the responsibility of the evaluator to ensure it does not impact the test.
   • Professionalism is mandatory. Comments should be made in the proper forums. Under no circumstances should off-hand or undermining comments be made about testing teams, other evaluators or the hosting Task Force. Training advice should be given only upon request.
   • All evaluators are required to complete the Peer Reviews.

3. Responsibilities of all Evaluators
   • Responsive to host TF to ensure timely travel arrangements
   • Bring the items necessary to do the job
     ▪ Stopwatch
     ▪ Clipboard (be prepared for rain and have a method to keep forms dry)
     ▪ Writing utensils (must be ink pen, no pencils)
     ▪ Powder or other item to check air movement
     ▪ A copy of the current CSSCP and any updates
     ▪ PPE
   • Be available for the briefing meetings prior to the CE or CP
   • Be available for debrief
     ▪ Evaluator debrief
- Review cover sheets and determine results
- Discussion between Chief Evaluator and Lead Evaluators if necessary (all evaluators will be present)
  - Handler debrief
    - Certification announcements
    - Distribution of score sheets to handlers
    - Opportunity for handlers to discuss score sheets with evaluators
    - Collection of score sheets by Chief Evaluator
- Mentor the shadow evaluators as assigned
- Assist with the test set-up as requested by Chief Evaluator
- Documentation
  - Documentation must be complete
  - Documentation must be observations of the teams performance
    - State observations
    - No subjective comments or judgments
- Provide required documentation for compensation according to Host Task Force requirements.
- Evaluator Conference Calls
  - In order to keep the evaluator cadre current in their continuing education, all evaluators are expected to participate in the scheduled conference calls.

4. Responsibilities of Lead Evaluators
   - Responsible for all evaluators and shadows on their pile
   - Approves 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

5. Responsibilities of Chief Evaluator
   - Establish contact with 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.
• 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.
• Forward completed score sheets to the Program Manager, Canine Coordinator, and handler.
• Complete and forward the After Action Report to the Canine Sub-Group.
• Act as Shadow Mentor.

6. Responsibilities of Chief Evaluator acting as Shadow Mentor
• Rotate shadows on sites to make sure all shadows experience each pile, with not more than one on the pile. Shadows should not interfere with the testing process.
• Mentor briefs and debriefs with the shadows.
• Mentor reviews shadow’s comments on score sheets.
• Mentor uses the training guide once per shadow.
• Mentor completes the Shadow Evaluator Critique form and the form is then forwarded as follows:
  - Chief Evaluator to Canine Sub-Group
  - Canine Sub-Group to appropriate Task Force personnel