

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. The evaluator will interface with the Chief Evaluator for arrangements to bring an unauthorized dog, not the hosting Task Force.
- 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