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US&R Operations Manual

Annex G – Canine Search Team Certification Evaluation Handbook

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Annex G - Canine Search Team Certification Evaluation Handbook

The content and update of this document is the responsibility of the National US&R Response System's Canine Subgroup (CSG). The Canine Subgroup is delegated this responsibility under the auspices of the Advisory Organization (AO) as outlined in the System's Administration Manual Annex A.

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This document supersedes previous versions and incorporates all other applicable FEMA US&R documents, policies, and procedures.

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CHAPTER 1: INTRODUCTION

1-1. Mission Statement

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

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

1-2. Objectives

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

- A.** Provide a uniform and objective process to determine the current skill levels of a System CST or a CST sponsored by a recognized local, state, or tribal search and rescue task force.
- B.** Provide score sheets to the respective task forces regarding observations made during an evaluation. This information can be used to further CST development and improvement. The respective Search Team Managers and Canine Coordinators and/or Managers are intended to be involved in the process.
- C.** Maintain a current roster of certified Canine Search Teams.

1-3. Evaluation Documents

This CST Certification Evaluation Handbook includes the following information:

- A. Foundation Skills Assessment (FSA) Element Descriptions** – Chapter 3
- B. FSA Performance Criteria and Evaluation Form Guidelines** – Chapter 3
- C. Certification Evaluation (CE) Element Descriptions** – Chapter 4
- D. CE Performance Criteria and Evaluation Form Guidelines** – Chapter 4
- E. Evaluator and Lead Evaluator Applications** – Appendix A and B are to be completed by system members applying to become CE evaluators.
- F. Application for Certification Evaluation** – Appendix C is completed by canine handlers applying to attend a CE.
- G. Foundation Skills Assessment Score Sheet** – Appendix D is completed by evaluators during a Foundation Skills Assessment.
- H. Scene Safety Establishment Checklist** – Appendix E is utilized by canine handlers during a CE.
- I. Certification Evaluation Survey** – Appendix F is completed by canine handlers after a CE.
- J. Guidelines for Evaluators** – Appendix G is utilized by evaluators before and during a CE.
- K. Certification Evaluation (CE) Score Sheet** – Appendix H is completed by evaluators during a CE.
- L. Certification Evaluation (CE) Cover Sheet** – Appendix I is completed by evaluators after a CE.
- M. Certification Evaluation After Action Report Template** – Appendix J is an example template for a task force to utilize when completing an after-action report of their CE.

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- N. Glossary of Terms** – Appendix K is to provide a definition for terms commonly used during the foundation skill assessments and certification evaluations.
- O. Certification Evaluation Appeals Process** – Appendix L describes the detailed process that canine handlers can follow if they wish to appeal the results of a certification evaluation.
- P. Guidelines for Conducting a Certification Evaluation** – Appendix M is utilized by the Canine Coordinator, Training Manager, and Program Manager of a task forces that will be sponsoring a certification evaluation. These guidelines provide a summary of the duties and responsibilities of the various positions that must be staffed to successfully host a certification evaluation.
- Q. Certification Evaluation Standard Operating Procedures** – Appendix N provides an overview of the timeline, travel, funding, announcements, application and evaluator selection processes that need to be followed for task forces sponsoring certification evaluation.
- R. Certification Evaluation Host Checklist** – Appendix O provides a checklist of the major tasks that a task force must be accomplish when sponsoring a certification evaluation.
- S. Regional Certification Evaluation Standard Operating Procedures** – Appendix P provides an overview of the timeline, travel, funding, announcements, application and evaluator selection processes that need to be followed for task forces sponsoring *regional* certification evaluations.
- T. Application for Qualified Evaluator or Shadow Evaluator** – Appendix Q is completed and submitted by evaluators that are applying to evaluate a specific certification evaluation.

1-4. Definitions

- A. Bark Props** – Items that conceal a Target Odor, which is used to test the canine to perform the bark indication.
- B. Canine Search Specialist (CSS)** – A rostered handler who has completed the Canine Search Specialist Course.
- C. Canine Search Team (CST) Live Find or Human Remains Detection**– A certified CST is comprised of a search canine and a handler who have successfully attained CST Certification, which includes successful completion of the Foundation Skills Assessment (FSA) and the Canine Search Team Certification (CE).
- D. Certification Evaluation (CE) Live Find or Human Remains Detection** – An evaluation of the minimal skills identified as necessary for a team to operate in disaster environments.
- E. Event** – Any training, evaluation, deployment, or gathering that is sponsored, sanctioned, or authorized by FEMA.
- F. Foundation Skills Assessment (FSA) Live Find or Human Remains Detection** – An assessment of the basic disaster search skills that is used to determine the team’s next step in the evaluation process.
- G. Hosting Agency** – A task force which sponsors a canine event in conjunction with FEMA.
- H. Target Odor** – The odor/scent for which the canine is trained to respond. Within the context of this handbook, the term, “Target Odor” may be used in reference to live human detection or to the detection of human remains.

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1-5. Certification Evaluation Process/Implementation

- A.** The Canine Search Specialist (CSS) must be rostered on a System task force.
- B.** The canine shall be a minimum of 18-months old before participating in the CE.
- C.** The FEMA CE process is divided into two parts:
 - C-1.** Foundation Skills Assessment (FSA)
 - C-2.** Certification Evaluation (CE)
- D.** Prior to participating in a CE, the applicant will have completed the FSA administered by any System task force. Two rostered evaluators OR one rostered evaluator and the sponsoring Task Force Canine Coordinator (or his/her designee) will administer this assessment, which is valid for six months.

A Canine Coordinator/designee must meet the following requirements:

D-1. Canine Handler

- D-1.1** Rostered on a System task force
- D-1.2** Certified CST for at least three years
- D-1.3** Completed the Canine Search Specialist Training Course

D-2. Non-Canine Handler

- D-2.1** Rostered on a System task force
- D-2.2** Served as a Search Team Manager for at least three years
- D-2.3** Completed the Canine Search Specialist Training Course

- E.** Evaluators will be selected by the hosting agency from the FEMA Evaluator Rosters (Chapter 6).
- F.** Site requirements for both levels have been determined and are described in Chapters 3 and 4.

1-6. Code of Conduct

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

1-7. Aggression Policy

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

- A.** 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.).
- B.** Policy: Canine aggression toward people and/or other canines is unacceptable.

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- C. Repercussions: If a canine demonstrates aggressive behavior at any event, the following procedures will be followed:
- C-1. Canine Attacks a Person** – Upon an unprovoked attack, the canine will be removed from the CE. The Chief Evaluator will forward an account of the attack to the Canine Subgroup. The Canine Subgroup will immediately notify the task force of the incident and forward findings at the conclusion of the review process. The canine is not permitted to participate in a CE during the review process.
 - C-2. Canine Attacks Another Canine** – If a canine attacks another canine at a CE, the Chief Evaluator shall immediately review the incident and determine if the canine will be allowed to continue. If the canine is removed, the evaluator will forward an account of the attack to the Canine Subgroup. The Canine Subgroup will immediately notify the Task Force Representative of the incident. The canine is not permitted to participate in a CE during the review process.

1-8. Evaluation Guidelines

- A. The hosting task force has the option of administering the FSA as a segmented evaluation. Elements 1, 3, and 4, as described in Chapter 3 of this handbook, may be administered separately from Elements 2 and 5, but the testing team must complete these elements within approximately six months of the completion of the original test of Elements 1, 3, and 4.
- B. A CST that has passed Elements 1, 3, and 4 within the previous six months at an FSA may take Elements 2 and 5, if offered, at any subsequent FSA. This option must be approved by the team's task force.
- C. The team must successfully complete all required skills in Elements 1 through 5 of the FSA. If a team fails any of the following skills during the obedience element: heeling, emergency stop, or long down/wait, a single opportunity to re-attempt the failed skill will be permitted on the same day. This failed skill must be re-tested and successfully completed before the team is allowed to proceed to the rubble portion of the evaluation.
- D. The team must also complete five of the six obstacles listed in the Agility Element of the FSA, including the four mandatory obstacles.
- E. The evaluators must reach a majority consensus for a CE or FSA.
- F. Evaluations will be recorded on the appropriate score sheet.
- G. At the conclusion of the process, the evaluation and comments will be reviewed with the respective canine search specialist.
- H. Copies of the completed CE score sheets will be forwarded to the respective task force in accordance with the Evaluation Standard Operating Procedures (SOPs).
- I. When a CST has completed the FSA, the team is eligible to participate in the CE.
- J. After a CST has successfully completed the CE, the team must recertify within three years of its last certification month. Failure of a CST-LF/HRD CE within the three year certification period will not affect the current certification expiration date.

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CHAPTER 2: FOUNDATION SKILLS ASSESSMENT (FSA)

2-1. Ground Rules

- A. No training aids (balls, food, toys, etc.) shall be allowed, except where specified.
- B. A toy or food reward is allowed on the rubble and at the indication station.
- C. No collars or vests (of any type) are allowed on canine while searching.
- D. Collars may be used when moving a canine to and from the search area but must be removed before searching begins.
- E. Muzzles are not permitted during any phase of the evaluation process.
- F. The handler must maintain functional control of the canine at all times.
- G. Abuse (e.g., physical, mental, verbal, etc.) of the canine is not acceptable at any time.
- H. The handler is responsible for the care and safety of the canine at all times.
- I. Safety procedures will be followed.
- J. Aggression will not be tolerated at any time.
- K. The following safety gear is required for the rubble site:
 - K-1. Helmet
 - K-2. Gloves
 - K-3. Long pants
 - K-4. Long-sleeved shirt
 - K-5. Eye protection
 - K-6. Safety toe boots
 - K-7. Knee protection
- L. Multiple handlers may not test the same canine at the same FSA.

2-2. Evaluation Procedures

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

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CHAPTER 3: ELEMENT DESCRIPTIONS

3-1. Element 1 – Obedience

A. Rationale

The canine shall be under the control of the handler, capable of heeling through crowds, and non-aggressive to people and other canines. For its safety, the canine must be responsive to an emergency stop command. The purpose of long wait is to evaluate the reliability of the canine to remain in place when the handler is out of sight. If a canine is wearing an e-collar during any of the Elements which allow a collar, the e-collar must be turned off and the control must be given to the Lead Evaluator.

B. Required Canine Skills

- B-1.** Non-aggressive to stranger
- B-2.** Non-aggressive to canine during the Figure 8 exercise
- B-3.** Heels through crowd, including turns and changes of pace
- B-4.** Emergency stop
- B-5.** Stays on long wait for five minutes

C. Aggression Testing

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

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

D. Heeling

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

- D-1.** Right turn
- D-2.** Left turn
- D-3.** About turn
- D-4.** Halt
- D-5.** Change of pace (normal, fast, slow)

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E. Emergency Stop

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

F. Long Wait

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

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

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

3-2. Element 2 – Bark Indication

A. Rationale

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

B. Required Canine Skills

- B-1.** The canine must recognize the bark prop that contains the Target Odor, which will be one of three.
- B-2.** The canine may investigate all the bark props but must remain at the correct bark prop after the handler indicates the 30-seconds is to begin, by raising his/her hand or verbalizing. The time may be started any time after a bark. The canine may re-position around the prop; however, it cannot abandon that prop once the handler calls it as an indication of a Target Odor.

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- B-3.** The canine must perform a Focused Bark Indication for 30-seconds. A minimum of three barks is required. The barks may be interspersed with digging and attempts to penetrate.
- B-4.** The handler does not communicate with the canine after the indication of Target Odor has been called.

C. Handler Information

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

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

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

D. Construction and Location of Bark Props

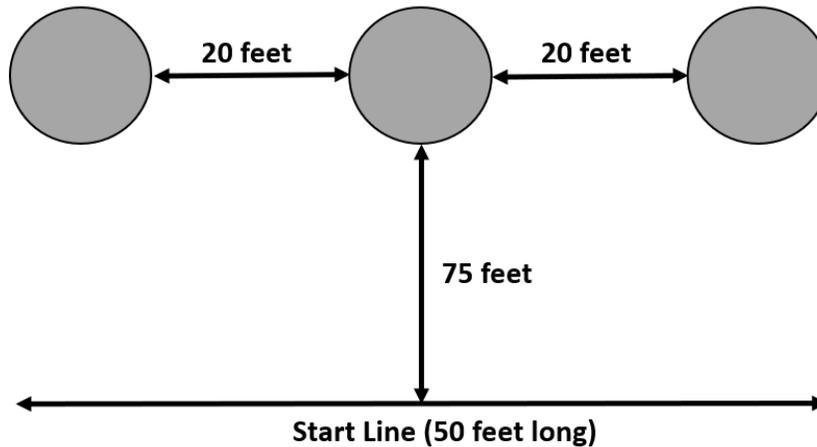
Three identical bark props will be positioned within as isolated an area as the site permits. The bark props should be made/constructed of materials that provide the optimum containment of Target Odor (example: barrels, concrete pipe, Target Odor boxes, etc.).

Ideally, Target Odors should be detectable only from the front of the container. A slightly recessed, snug fitting cover with holes at the bottom for Target Odor to escape should be in place. This cover may have a handle/grab bar on the inside for the live Target Odor to hold, or it may be secured in place.

The starting point for the evaluation shall be clearly marked. The distance from the starting line to the bark props is to be 75-feet, paralleling the front of the props for a length of 50-feet. The bark props should be placed in a straight line and spaced 20-feet apart as indicated in Figure 1.

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

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E. Target Odor Placement

A Target Odor will be placed in any one of the three Bark Props at least 10-minutes before the canine is sent. The other two bark props will not contain any placed scent. Effort shall be made to ensure that no residual Target Odor of any kind exists in the two negative bark props.

3-3. Element 3 – Direction and Control

A. 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.

B. Required Canine Skills

B-1. Ascends each required elevation at the direction of the handler

B-2. Waits on elevation until directed by handler

C. Handler Information

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

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

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D. Directability

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

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

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

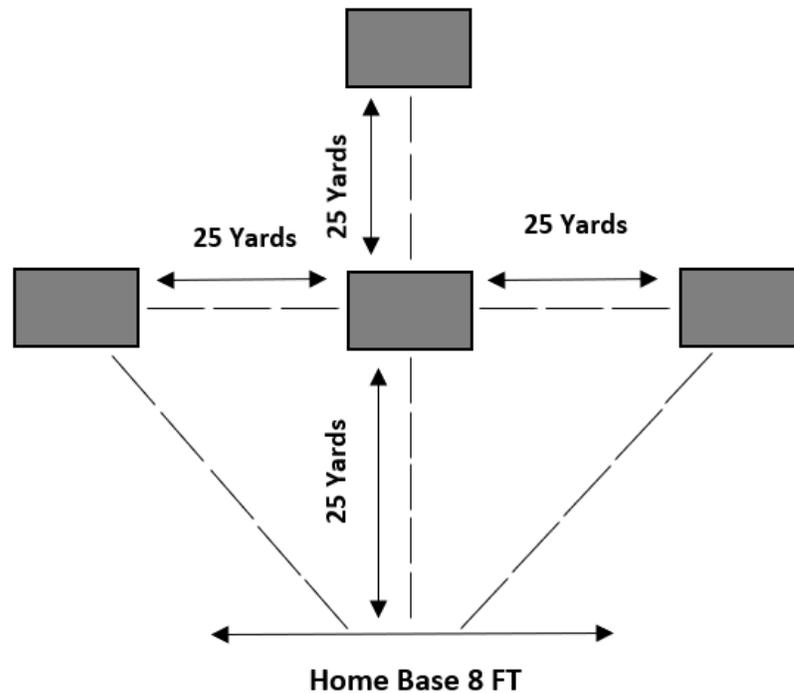


Figure 2: Course Layout / Canine Directability Diagram

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E. Course Layout and Construction

- E-1.** The course will consist of an appropriately sized area in which to perform the identified exercises and shall be cleared of hazards and distractions to the canine.
- E-2.** The course will be configured in a diamond shape. The area should be as uncluttered as possible (approximately 75-yards clear). The start shall be an 8-foot base line or starting line that is clearly marked. (See Figure 2.)
- E-3.** The center elevation shall be 25-yards from the base of the starting line. All the other elevations shall be located 25-yards from the center elevation.
- E-4.** The elevations should be clearly visible to the canine. Elevations should be approximately 36 inches x 24 inches in size, 15 inches to 30 inches high, and stable. The purpose of this course layout is to provide simple, stable, distraction-free targets on which to demonstrate directability skills.
- E-5.** The elevations may consist of two or three different types of objects, or they may be uniform in structure.

3-4. Element 4 – Agility

A. Rationale

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

B. Required Skills

- B-1.** Completes five of six obstacles, including the four mandatory obstacles
- B-2.** Demonstrates stop and turn on any obstacle
- B-3.** Precedes handler

C. Handler Information

- C-1.** The agility course will include the following obstacles:
 - C-1.1** Ladder
 - C-1.2** Elevated plank
 - C-1.3** Unsteady/wobbly surface
 - C-1.4** Tunnel
- C-2.** The team is allowed five-minutes to complete the agility course.
- C-3.** 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 ran in the sequence as numbered. However, if a canine refuses an obstacle, the team may (at the handler's discretion) complete the course and re-attempt the obstacle in the time remaining. Although the canine should work as independently as possible following the handler's direction, multiple commands are permitted.
- C-4.** The canine should negotiate the obstacles confidently and carefully.

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- C-5.** The canine should negotiate the obstacles under handler control.
- C-6.** 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.
- C-7.** 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.
- C-8.** The handler shall demonstrate his ability to command the canine to stop and turn, which will be performed on any elevated obstacle (not on the support structure) and in full view of the evaluators (e.g., not in the tunnel).
- C-9.** The handler is responsible for the welfare and safety of his/her canine. If this ground rule is compromised, the evaluator(s) may intercede with a warning and/or termination of the element or the evaluation for that team. The handler should not use an unreasonable number of attempts when the canine is obviously unable or unwilling to comply. The canine should be willing to negotiate unfamiliar obstacles based on its training and its confidence in its handler.
- C-10.** The canine will be judged on negotiating the ladder only while ascending. How the canine exits the obstacle is at the discretion of the handler.
- C-11.** The goal of agility training is for the canine to be able to perform the required skills, demonstrate confidence in its handler, and exhibit a willingness to undertake unfamiliar agility obstacles.

D. Obstacles

- D-1.** The Little Giant ladder (or the ladder on the FEMA cache list) extended to 8.5 feet, secured at an approximate 45-degree angle. This is mandatory to successfully complete.
- D-2.** A plank elevated at least six feet and no more than eight feet off the ground (The 12-inch wide by 12-foot long plank is to be stable). This is mandatory to successfully complete.
- D-3.** An approximately three-foot high, unsteady, wobbly surface that has been constructed by covering four sawhorses with a four-foot by eight-foot sheet of 5/8-inch plywood. A variety of debris items will be placed on top not to exceed two-feet in height and constructed to provide access to the canine either by walking up an incline or by jumping no more than three-feet high. This is mandatory to successfully complete.
- D-4.** A dark, narrow tunnel/passageway containing at least one right-angle turn. The canine should not be able to see through to the end of the tunnel. Partial covering of the exit is permitted. The canine should fit into the tunnel without crawling. This is mandatory to successfully complete.
- D-5.** A seesaw (a 16-foot-long by 12-inch-wide plank placed on a 55-gallon drum)
- D-6.** A slick, slippery/unpleasant surface
- D-7.** A moving plank suspended on two barrels (12-feet-long by 12-inches-wide)
- D-8.** An object that requires the canine to crawl on its belly (Must be adjusted to approximately one half the height at the withers of each canine).

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E. Obstacle Placement

- E-1.** The course shall be constructed to include six of the obstacles listed above.
- E-2.** 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.
- E-3.** The course must be designed in such a way that the canine can precede the handler.
- E-4.** Obstacles should be clearly numbered.
- E-5.** The following obstacles must be included in the course:
 - E-5.1** Ladder
 - E-5.2** Elevated plank
 - E-5.3** Unsteady, wobbly surface
 - E-5.4** Tunnel

3-5. Element 5 – Rubble Site

A. Rationale

The rubble search integrates all of the previously evaluated elements, facilitating the development of an effective search team.

B. Required Skills

- B-1.** Handler Tasks
 - B-1.1** Establish scene safety
 - B-1.2** Inform evaluators of canine’s indication/location of each Target Odor
 - B-1.3** Negotiate the rubble in a safe manner and without the assistance of other personnel
 - B-1.4** Demonstrate appropriate canine care, safety, and welfare
- B-2.** Canine Tasks
 - B-2.1** Respond to handler’s direction and control
 - B-2.2** Search independently
 - B-2.3** Demonstrate commitment to each Target Odor
 - B-2.4** Present focused bark indicating Target Odor on two Target Odors with no false indications
 - B-2.5** Demonstrate agility
 - B-2.6** Indicate repetitively and independently of handler

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C. Handler Information

- C-1.** Handler establishes scene safety.
- C-2.** Scene safety interview may include the following questions:
 - C-2.1** What time did the structure collapse?
 - C-2.2** What type of occupancy was the structure (school, office, apartment bldg., etc.)?
 - C-2.3** What is the number of suspected missing persons?
 - C-2.4** Has this structure been searched before?
 - C-2.5** Has a structural engineer checked the building?
 - a.** What were the findings?
 - b.** Is it safe to enter?
 - c.** Are blueprints available?
 - C-2.6** Has HazMat checked the building? If so, what were the findings?
 - C-2.7** Have the utilities been secured? How and by whom?
 - a.** Gas
 - b.** Electric
 - c.** Water
 - C-2.8** Is Heavy Rescue available?
 - C-2.9** Is Medical available?
 - C-2.10** Is a veterinarian available?

D. The Briefing/Interview Process

- D-1.** Five-minutes shall be allotted for the briefing/interview process. The team will be allowed 15-minutes to search the rubble for two Target Odors. The handler shall inform the evaluators of the search strategy. The handler may not access the rubble site in any areas identified as inaccessible due to safety concerns or those outside of the search area. The handler shall direct the canine to search the area. The evaluation team will attend the briefing. Evaluators will then proceed to predetermined locations to view the rubblework before the team's 15-minute time starts.
- D-2.** The handler will remove the canine's collar and leash. The handler may direct the canine to search.
- D-3.** The canine will be required to perform the first bark indication out of sight before the handler can enter the search area.
- D-4.** The handler may not touch any evaluation props or move any debris in the search area.

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E. Evaluation Procedures

The evaluation process is as follows:

- E-1.** The handler sends the canine on an independent search from the pre-determined starting point. When the handler hears the canine barking, or is advised by an evaluator that the canine is barking, the handler shall notify the evaluator of the indication (at least three repetitive barks). The evaluator then instructs the handler to go to the canine. The handler may now verbally praise and encourage the canine. The handler must proceed directly and safely to the area indicated by the canine.
- E-2.** The handler will promptly identify the Target Odor by interpreting the canine's actions. If the handler is unable to quickly locate the Target Odor by observing the canine's action on the first indication, he/she must immediately leave the site at the direction of the evaluators.
- E-3.** The handler restarts the search from the starting point. The canine however, does not need to return to the starting point. At this point, the indication process (three bark requirement) starts over. After identifying the area of the first indication, the handler will have full access to the search area and may direct/control the canine for the remainder of the allotted time. The handler may reward the canine with a toy or food on the rubble.
- E-4.** The bark indication consists of a minimum of three barks at the same Target Odor. If a handler verbally communicates with his canine between the first and third bark, the team loses that Target Odor. Barking may be interspersed with digging, scratching, or any other attempt to get to the Target Odor. The canine may reposition itself while indicating at the Target Odor location. If the canine leaves the Target Odor location before barking three times, the indication process (three bark requirement) starts over.
- E-5.** The handler informs the evaluators of the K9's alert and location of each target odor, unless the handler declares a false indication. Once an indication has been marked, it is final.
- E-6.** The handler must perform a physical assessment of the canine after the search.
- E-7.** The handler shall have five-minutes to debrief to the evaluators after the search time is completed, or after the handler calls the search complete.

F. Course Construction

- F-1.** New, unused Target Odor locations are to be created for the evaluation. They shall be located in areas that are out of the handler's sight. The evaluators must have a clear view of the canine's performance.
- F-2.** No distractions will be purposefully placed within the search area.
- F-3.** The rubble site shall have a minimum average height of 10-feet and consist of an area of 5,000 to 8,000 square feet. These criteria allow the footprint of the pile to be adjusted, based on its complexity and height, with more complex rubble reduced in square footage and less complex rubble increased in square footage. The rubble site should consist predominantly of concrete or a mixture of materials common to disaster sites. Banner tape can be positioned to reduce the size of the search area when larger rubble sites are being used.

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- F-4.** The site will be accessible at only one well-marked portion of the perimeter and located where the handler cannot see the canine indicating.

G. Target Odor Placement

- G-1.** Target Odors should be selected that are representative of those found at a disaster site, i.e., containers with human remains which are a representative of a combination of a decomposing human, for example muscle, fat, bone.
- G-2.** The permitted weight range of human remains Target Odor material is a minimum of 300 grams and a maximum of 600 grams.
- G-3.** Pseudo aids will not be used.
- G-4.** The Target Odors shall be concealed from both handler and canine.
- G-5.** The Target Odors will be separated by a minimum of 20-feet.
- G-6.** The hiding areas shall be constructed to prevent canines from accessing the Target Odors.
- G-7.** The hiding areas should be inaccessible to the Canine, not visible to handlers, and no more than three feet below the surface. The Target Odor should be contained, and every effort should be made to control the Target Odor flow.
- G-8.** All live Target Odors will be equipped with a radio and monitored prior to each rotation.
- G-9.** The Target Odors must be in place for at least 20-minutes before the canine is sent.

3-6. Performance Criteria and Evaluation Form Guidelines

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

A. Ground Rules

Handler is required to follow all ground rules.

- A-1 Did Not Complete** – Handler did not follow all ground rules.
- A-2 Completed** – Handler followed all ground rules.

B. Canine Obedience

- B-1** Non-aggressive to stranger in absence of handler
- B-1.1 Did Not Complete** – Demonstrates aggression
- B-1.2 Completed** – Does not demonstrate aggression
- B-2** Non-aggressive to canine on Figure 8 pattern
- B-2.1 Did Not Complete** – Demonstrates aggression
- B-2.2 Completed** – Does not demonstrate aggression
- B-3** Heels through crowd, with turns and change of pace
- B-3.1 Did Not Complete** – Does not maintain heel, is distracted
- B-3.2 Completed** – Maintains heel, is attentive to handler

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B-4 Emergency Stop

B-4.1 Did Not Complete – Does not show an immediate change in gait and does not stop

B-4.2 Completed – Shows immediate change in gait and stops

B-5 Long Wait for five minutes

B-5.1 Did Not Complete – Does not stay within the designated area

B-5.2 Completed – Stays within the designated area (additional commands allowed)

C. Odor Recognition Station

C-1. Canine barks (at least three barks) and stays focused for 30 seconds.

C-1.1 Did Not Complete – Does not bark (at least three barks) and remain focused for 30 seconds

C-1.2 Completed – Barks (at least three barks) and stays focused for 30 seconds

C-2. Canine does not abandon Target Odor location after indication or bark prop after indication.

C-2.1 Did Not Complete – Does abandon target odor after indication

C-2.2 Completed – Does not abandon target odor after indication

C-3. Canine indicates independently of handler and remains focused for 30 seconds.

C-3.1 Did Not Complete – Does not indicate independently, does not remain focused for 30 seconds

C-3.2 Completed – Indicates independently and remains focused for 30 seconds

C-4. Handler does not communicate with the canine after indication of scent.

C-4.1 Did Not Complete – Handler communicates after detection of scent

C-4.2 Completed – Handler does not communicate after detection of scent

D. Direction and Control

D-1. Ascends elevations and completes pattern

D-1.1 Did Not Complete – Does not go up on elevations and complete pattern

D-1.2 Completed – Goes up on elevations and completes pattern

D-2. Waits to leave elevations until directed by handler

D-2.1 Did Not Complete – Does not wait to leave elevations until directed

D-2.2 Completed – Waits to leave elevations until directed

E. Canine Agility

E-1. Completes required obstacles under handler's control

E-1.1 Did Not Complete – Does not complete five obstacles (including the four required)

E-1.2 Completed – Completes five or more obstacles (including the four required)

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- E-2. Precedes handler
 - E-2.1 **Did Not Complete** – Handler precedes the canine
 - E-2.2 **Completed** – Handler directs canine over obstacle without preceding canine
- E-3. Demonstrates “Stop” and “Turn”
 - E-3.1 **Did Not Complete** – Does not demonstrate behavior
 - E-3.2 **Completed** – Demonstrates behavior

F. Rubble Site

- F-1. Handler establishes scene safety.
 - F-1.1 **Did Not Complete** – Does not complete scene safety
 - F-1.2 **Completed** – Completes scene safety
- F-2. Handler demonstrates canine care/safety/welfare.
 - F-2.1 **Did Not Complete** – Does not demonstrate canine care/safety/welfare
 - F-2.2 **Completed** – Demonstrates canine care/safety/welfare
- F-3. Canine is responsive to handler direction and control.
 - F-3.1 **Did Not Complete** – Does not respond to commands
 - F-3.2 **Completed** – Is responsive to commands
- F-4. Canine searches independently.
 - F-4.1 **Did Not Complete** – Does not search independently
 - F-4.2 **Completed** – Searches independently
- F-5. Canine produces Focused Bark Indicating on two Target Odors with no false indications.
 - F-5.1 **Did Not Complete** – Does not bark repetitively (at least three barks) and/or makes false indications
 - F-5.2 **Completed** – Barks repetitively (at least three barks) with no false indications
- F-6. Canine displays focused commitment to each Target Odor.
 - F-6.1 **Did Not Complete** – Loses interest in Target Odor
 - F-6.2 **Completed** – Maintains interest in Target Odor
- F-7. Canine indicates independently of handler.
 - F-7.1 **Did Not Complete** – Does not indicate independently of handler at Target Odor
 - F-7.2 **Completed** – Indicates independently of handler at Target Odor

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- F-8.** Handler informs evaluators of canine's indication/location of each Target Odor.
 - F-8.1 Did Not Complete** – Does not recognize indication and/or cannot identify Target Odor location by the canine's actions
 - F-8.2 Completed** – Recognizes indication, correctly identifies location of Target Odor by the canine's actions
- F-9.** Handler identifies and marks Target Odor.
 - F-9.1 Did Not Complete** – Does not identify and mark each Target Odor
 - F-9.2 Completed** – Identifies and marks each Target Odor
- F-10.** Canine demonstrates agility/ability to negotiate rubble.
 - F-10.1 Did Not Complete** – Does not negotiate the rubble in a safe manner
 - F-10.2 Completed** – Negotiates the rubble in a safe manner
- F-11.** Handler demonstrates agility/ability to negotiate rubble.
 - F-11.1 Did not Complete** – Does not negotiate the rubble in a safe manner and without assistance
 - F-11.2 Completed** – Negotiates the rubble in a safe manner and without assistance

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CHAPTER 4: CANINE SEARCH TEAM CERTIFICATION EVALUATION – (CE)

4-1. Ground Rules

- A.** No collars or vests (of any type) are allowed on canine while searching.
- B.** Collars of any type may be used when moving canine to and from search area and restarting the canine to search.
- C.** Muzzles are not permitted in any phase of the evaluation process.
- D.** The handler must maintain functional control of the canine at all times.
- E.** Abuse (e.g., physical, mental, verbal) of the canine is not acceptable at any time.
- F.** No access to search sites after setup of test is allowed.
- G.** Handler is responsible for care and safety of the canine at all times.
- H.** 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 requires immediate veterinary attention, the team will not continue in the evaluation. The evaluators will determine if the situation constitutes a no-test, a failed attempt, or a pass.
- I.** Aggression will not be tolerated at any time.
- J.** Safety procedures will be followed. The following safety gear is required on the rubble site:
 - J-1.** Helmet
 - J-2.** Gloves
 - J-3.** Long pants
 - J-4.** Long sleeved shirt
 - J-5.** Eye protection
 - J-6.** Safety toe boots
 - J-7.** Knee protection

4-2. Evaluation Procedures

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

4-3. Element Description

- A.** Rationale
 - A-1.** The CST must work together in disaster search operations to detect Target Odors.
 - A-2.** The handler will be evaluated on his/her ability to function as a CSS.

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- A-3.** The canine will be evaluated on its ability to search independently. The canine must indicate by barking to enable the handler to mark the area of indication of Target Odor.
- B. Required Skills**
 - B-1.** Canine – Searches, detects, and indicates Target Odor with at least three repetitive barks
 - B-2.** Handler – Correctly identifies the area of indication of Target Odor and maintains control of canine
 - B-3.** Team – Makes no false indications and misses no more than one Target Odor
- C. Additional Handler Skills**
 - C-1.** Site assessment and search plan – The handler completes a site assessment and establishes an initial search strategy.
 - C-2.** Flagging/marking of indication location - The handler correctly flags/marks the canine’s indication location.
 - C-3.** Debrief – The handler makes follow-up search recommendations (both sites).
- D. Handler Information**
 - D-1.** The CE will consist of one element—Canine Disaster Search.
 - D-2.** To successfully complete the evaluation, the CST must do the following:
 - D-2.1** Search each site
 - D-2.2** Locate and identify the areas of Target Odor with no more than one miss
 - D-2.3** Have no false indications
 - D-2.4** Complete the required skills
 - D-2.5** Comply with the pass/fail ground rules
 - D-3.** The objective of the limited access pile is to test the canine’s ability to search and indicate independently of the handler.
 - D-4.** 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.
 - D-5.** Toy and food rewards are permitted.

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4-4. Course Construction

New, unused Target Odor locations should be created for the evaluation. The evaluators must have a clear view of the canine's work. The testing handler should not be given a specific route on which to send his canine.

Two separate search sites will be established. They will be at least 20-feet apart. Ideally, the sites should be physically separated. If separation is not possible, barriers (e.g., a temporary road, box trucks, jersey barriers, etc.) should be used to separate search areas.

A. One or more search sites will be contaminated with distractions:

- A-1.** Zero to three placed distractions will be allowed on any one site with a maximum of three total placed distractions for the evaluation. The evaluation must include at least one food distraction and one clothing distraction.
- A-2.** The distractions should be placed so that the evaluators are able to determine whether the canine is indicating on a distraction or on a Target Odor.
- A-3.** The placed distractions can include clothing, dead animals, and food. No buried live humans will be allowed as distractions in a live find evaluation.
- A-4.** The placed distractions must be hidden and inaccessible to the canine.
- A-5.** Noise distractions such as running generators, machinery, rescue tools, etc. should also be present. Noise distractions may be supplied by audio devices; however, no animal calling sound machines are authorized.

B. Set-up evaluators will pre-determine unsafe, site-specific areas to include the following:

- B-1.** Actual hazards
- B-2.** Another search site

C. Each search site will consist of an 8,000 to 15,000 sq. ft. area. This criterion allows the footprint of the pile to be adjusted, based on its complexity and height, with more complex rubble reduced in square footage and less complex rubble increased in square footage. The rubble debris should consist of concrete, wood, mixed material, and partially or completely collapsed structures. A structure that meets these criteria and is consistent with a disaster scene can be used as one of the search sites. Barriers or banner tape can be used to identify the search area and/or unsafe areas.

4-5. Target Odor Placement

- A.** A total of four to six Target Odors shall be set in place at least 20-minutes before the evaluation begins.
- B.** The permitted weight range of human remains Target Odor material is a minimum of 300 grams and a maximum of 600 grams.
- C.** Target Odors should be selected that are representative of those found at a disaster site, i.e., containers with human remains which are a representative of a combination of a decomposing human, for example muscle, fat, bone.
- D.** Pseudo aids will not be used.

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- E. Zero to four concealed Target Odors will be located in the full access search site.
- F. One to four concealed Target Odors will be in the limited access search site.
- G. Target Odors will be separated by a minimum of 20-feet.
- H. Target Odors shall be concealed from both handler and canine.
- I. Hiding areas should be constructed to prevent canines from accessing the Target Odor.
- J. Hiding areas should include two or more hides several feet below the surface, to provide a deep and diffused Target Odor with a maximum of three feet below the surface for HR Target Odor.
- K. Three false Target Odor locations will be constructed.
- L. All live Target Odors will be equipped with a radio and monitored prior to each rotation.

4-6. Search Procedures

A. Full Access Search Site:

- A-1.** The site is completely accessible to the handler.
- A-2.** Handler may access the site from any point.
- A-3.** The bark indication consists of a minimum of three barks at the same Target Odor. If a handler verbally communicates with their canine between the first and third bark, the team loses that Target Odor. Barking may be interspersed with digging, scratching, or any other attempt to get to the Target Odor. Canine may reposition itself while indicating at the Target Odor location. If the canine leaves the Target Odor location before barking three times, the indication process (three bark requirement) starts over.
- A-4.** If a handler correctly calls a false indication, no penalty is imposed. Once an indication has been marked, it is final.

B. Limited Access Search Site:

- B-1.** Site will be accessible at only one well-marked portion of the perimeter. The canine must search the area and locate the Target Odor(s) out of the handler's sight. The handler may access the rubble to mark the indication location and restart the canine. The handler may remain within a five-foot radius of the indication location or return to the starting point (via the path given by the evaluator) while the canine continues to search for Target Odors. If the handler returns to the starting point, they may not access the pile until the canine indicates again. Upon access, the handler must promptly call the indication location after the three barks or return to the place they just left (the starting point or the last indication location). The indication process (three bark requirement) starts over when the handler reaches the starting point or the last indication location.
- B-2.** The bark indication consists of a minimum of three barks directed at the same Target Odor. If a handler verbally communicates with their canine between the first and third bark, the team loses that Target Odor. Barking may be interspersed with digging, scratching, or any other attempt to get to the Target Odor. A canine may reposition itself while indicating at the Target Odor location. If the canine leaves the Target Odor location before barking three times, the indication process (three bark requirement) starts over.

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- B-3.** If a handler correctly calls a false indication, no penalty is imposed. However, if the handler accesses a site by virtue of a false indication, they must return to their starting point and restart after having correctly called the false indication. Once an indication has been marked, it is final.
- B-4.** A five-minute time period will be allotted at each site for the handler to establish site assessment and provide a search plan. This plan will be based on the briefing given prior to the start of the evaluation. During this time, the handler will introduce themselves, brief the Search Team Manager (STM) regarding how their canine operates, determine their access, safe areas, hazards, and present their search strategy.
- B-5.** The team has 20-minutes to search each site. This process includes the canine indicating a Target Odor and the handler identifying the area of the canine's indication. The handler must verbally indicate each Target Odor location within the 20-minute search period; however, flagging/marking the last Target Odor does not have to occur within the 20-minute search period.
- B-6.** Each handler will flag/mark the TARGET ODOR LOCATION as indicated by the canine.
- B-7.** The handler shall have 10-minutes to rest and debrief. On each site, the handler will make follow-up recommendations (outside of search time) to include additional resources (canine, tech search) and prioritize search areas.
- B-8.** A pre-determined relocation time between each search site will be established. Travel time between search sites must not exceed 10-minutes.
- B-9.** Evaluators will determine the status of a team's performance on that team's pile during the team's rest and/or travel time.
- B-10.** The Lead Evaluator at each site shall be responsible for designating an individual who will be tasked with retrieving the flags/markers.

4-7. Successful Evaluation Completion

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

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CHAPTER 5: EVALUATION ORGANIZATIONAL GUIDELINE

5-1. Evaluation Planning/Logistics

The information presented in this chapter is supplied to administer the FSA and the CE.

5-2. Preliminary

Refer to standard operating procedures for hosting a FEMA evaluation.

5-3. Personnel

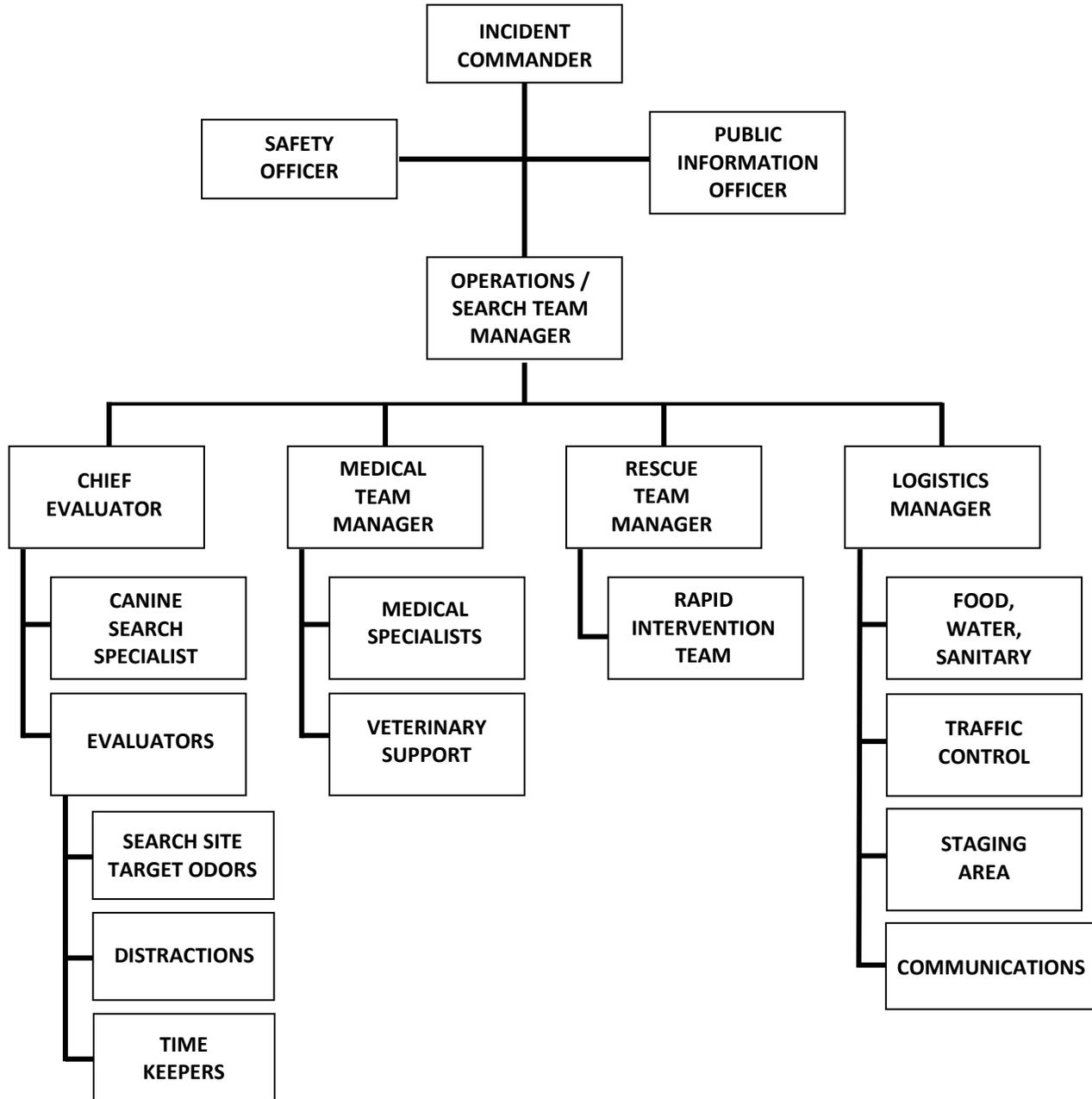


Figure 3: Evaluation Organizational Chart

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A. Incident Commander (IC)

This individual is separate from the evaluators.

B. Evaluator Teams

Evaluator Teams consist of the following (NOTE: Evaluators shall not test and evaluate in the same event):

B-1. Foundation Skills Assessment (FSA):

B-1.1 Two rostered evaluators

or

B-1.2 One rostered evaluator and the sponsoring task force Canine Coordinator

or

B-1.3 His/her designee, who must meet the following requirements:

a. Canine Handler

- Be rostered on a System task force
- Served as a CST for at least three-years
- Completed the Canine Search Specialist Training Course

b. Non-Canine Handler

- Be rostered on a System task force
- Served as a Search Team Manager for at least three-years
- Completed the Canine Search Specialist Training Course

B-2. Certification Evaluation (CE):

B-2.1 FEMA-sponsored evaluations will be comprised of seven rostered evaluators, including one Lead Evaluator per site and one Chief Evaluator.

B-2.2 A FEMA-sanctioned Regional CE will be comprised of three to seven evaluators. If only three evaluators are utilized, the Lead Evaluator will assume the Chief Evaluator duties.

B-2.3 Each site will be staffed with three evaluators. The Chief Evaluator is the primary liaison to the hosting task force and overall leader of the evaluator cadre. The Chief Evaluator will oversee the entire evaluation. Each site should include a variety of task force affiliations.

B-2.4 Evaluators shall not test and evaluate in the same event.

C. Chief Evaluator

Role and responsibilities include the following:

C-1. Establishing contact with the hosting task force

C-2. Planning the test site layout while on site

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- C-3.** Briefing other evaluators and other site personnel regarding site set-up and suitability, timelines, evaluation order, protocols, and other matters related to the evaluation
 - C-4.** Ensuring that all testing handlers attend briefing or receive a briefing packet via email
 - C-5.** Coordinating with Incident Commander (IC), who will be in charge of concerns regarding site safety, transportation, site control, procurement, briefing and transport of Target Odors, and other matters related to logistics
 - C-6.** Coordinating with other evaluators and Safety Officer to make final selection, approval, and pre-testing of selected Target Odor placement holes
 - C-7.** Ensuring that the safety equipment check list (required PPE) has been completed prior to entering the test site
 - C-8.** Ensuring that all evaluators adhere to established testing procedures
 - C-9.** Resolving issues in conjunction with leads
 - C-10.** Delegating responsibility for assigning the shadow evaluators to an experienced evaluator or the shadow mentor if there are more than four evaluator-in-training shadows
 - C-11.** Forwarding a shadow evaluator report to the Canine Subgroup
 - C-12.** Ensuring that peer review documents are collected and forwarded to the Canine Subgroup for inclusion in the After-Action Report (AAR). Peer reviews are optional for testing handlers but are mandatory for all participating evaluators.
 - C-13.** Ensuring that all paperwork is complete and consistent
 - C-14.** Forwarding completed score sheets to the testing handler, his/her Program Manager, and Canine Coordinator
 - C-15.** Completing and forwarding the AAR to the Canine Subgroup
 - C-16.** Current Live Find Lead Evaluators can serve as Chief Evaluators for CST-HRD CEs if rostered as a current HRD Evaluator
- D. Lead Evaluators:**
- Roles and responsibilities include the following:
- D-1.** Overseeing all evaluators and shadows on their pile
 - D-2.** Approving the Target Odor location(s) on their pile
 - D-3.** Determining a consensus of pass/fail of the pile from all three evaluators
 - D-4.** Interfacing with the Chief Evaluator and informing him/her of any issues
 - D-5.** Ensuring that the site map has been properly drawn and all information for the AAR has been documented
 - D-6.** Confirming that live Target Odors have been properly briefed
 - D-7.** Ensure that the Safety Officer understands his/her role:
 - D-7.1** Where to stand on the pile

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D-7.2 When to check on Target Odors

D-7.3 Removing flagging tape/markers

E. Conflicts of Interest

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

E-1 A member of the testing team's primary training group

E-2 A member of the testing team's task force

E-3 A business partner or employee of the testing team

E-4 The primary trainer of the testing team or an employee (paid or unpaid) of the team being evaluated

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

F. Support Personnel

The following personnel must be identified:

F-1. Emergency Medical Services (EMS)

F-2. Safety Officer

F-3. Logistics Officer

F-4. Staging Officer

F-5. Time keepers

F-6. Victims

F-7. Communications Officer

F-8. Milling people

F-9. Food services personnel

F-10. Runners/assistants

F-11. Parking Manager

F-12. Recorder/statistician

F-13. Rescue personnel

5-4. Briefing / Housekeeping

The following factors must be considered:

A. Site selection and availability

B. Course construction

C. Facilities, which shall include the following:

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- C-1.** Sanitation considerations (human and canine)
- C-2.** Staging area
- C-3.** Parking area
- C-4.** Canteen area
- C-5.** Hand washing station
- D.** Evaluators
 - D-1.** Pre-incident briefing/evaluation process
 - D-2.** Site review
 - D-3.** Rotation schedule development
- E.** Support personnel assignments
- F.** Recorder/Statistician - Collects and compiles evaluations at the end of each individual evaluation and summarizes results (may be Chief Evaluator)
- G.** Handlers - Rotation schedule/assignment
- H.** Postings (in Staging Area)
 - H-1.** Rules and regulations
 - H-2.** Rotation schedule
- I.** Field operations
- J.** Evaluator meetings
 - J-1.** Correlate scores and results
 - J-2.** Complete paperwork
- K.** Evaluator/Handler Meetings
 - K-1.** Debrief
 - K-2.** Critique
- L.** Clean-up/Breakdown
 - L-1.** Site restoration
 - L-2.** Release of personnel
 - L-3.** Final critique

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CHAPTER 6: CERTIFICATION EVALUATION - LIVE FIND EVALUATOR PREREQUISITES

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

6-1. Application Process

Step 1: Submit an endorsed, typed application to the Canine Subgroup.

Step 2: Upon application approval, request shadow evaluator assignments from CE hosts.

Step 3: Submit endorsed Shadow Evaluator application to CSG Lead for each shadow opportunity 30 days in advance of event.

Step 4: Complete shadow requirements within 18-months of initial application approval date.

Step 5: Become a rostered evaluator by FEMA.

A. Live Find Canine Handler Applying to be a Live Find Evaluator

A-1. Prior to submitting an application, the candidate must meet the following requirements:

A-1.1 Be a current System task force member

A-1.2 Hold past or current handler certification

A-1.3 Have a minimum three years of experience as a FEMA certified CST

A-2. Upon application approval:

A-2.1 Submit endorsed Shadow Evaluator application to CSG Lead

A-2.2 Shadow evaluate at least two Live Find FSAs occurring after the date of their approval application. Must evaluate a minimum of ten teams from the date of the application to become an evaluator. Previous FSAs accomplished prior to application will not be counted.

A-2.3 Shadow evaluate at least two Live Find CEs occurring after the date of their approval application. Must evaluate a minimum of thirty-six teams from the date of the application to become an evaluator. Previous CEs accomplished prior to application will not be counted. Shadow evaluators must be present for the setup of the certification evaluations.

A-2.4 Administer a Live Find FSA under the supervision of a rostered evaluator occurring after the date of their approval application.

A-2.5 Complete Canine Search Specialist Training Course

B. Non-Canine Handler Applying to be a Live Find Evaluator

B-1. Before submitting an application, the candidate must hold/have held the following positions:

B-1.1 Current System task force member

B-1.2 Search Team Manager for a period of at least three years

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- B-2.** Upon application approval, the candidate must complete the following:
 - B-2.1** Shadow evaluate at least two Live Find FSAs occurring after the date of their approval application. Must evaluate a minimum of ten teams from the date of the application to become an evaluator. Previous FSAs accomplished prior to application will not be counted.
 - B-2.2** Shadow evaluate at least two Live Find CEs occurring after the date of their approval application. Must evaluate a minimum of thirty-six teams from the date of the application to become an evaluator. Previous CEs accomplished prior to application will not be counted. Shadow evaluators must be present for the setup of the certification evaluations.
 - B-2.3** Administer a Live Find FSA under the supervision of a rostered evaluator occurring after the date of their approval application.
 - B-2.4** Complete Canine Search Specialist Training Course

6-2. Lead/Chief Evaluator

- A.** Must be an evaluator
- B.** Must have evaluated a minimum of six Live Find/HRD FSAs and six Live Find/HRD CEs and both need to occur after the date of their approval application.

6-3. Maintenance of Status

The current Canine Search Team LF/HRD Evaluator Roster which contains the evaluators expiration date is emailed out at least quarterly by the Canine Subgroup Leader to the System Training Managers and Canine Coordinators. Failure to maintain the status as an evaluator as listed in Section 6-3 below will result in having the evaluator removed from the current Canine Search Team LF/HRD Evaluator Roster. It is the responsibility of the evaluator to know their expiration date and plan accordingly with their task force.

To maintain evaluator status, the individual must do the following:

- A.** Evaluate at least one CE every three years or shadow one day of a CE where a minimum of 12 canine teams are testing.
- B.** Submit endorsed Evaluator or Shadow Evaluator application to CSG Lead for each evaluator or shadow opportunity 30-days in advance of the event. (All shadowing opportunities must be coordinated and supported by the Canine Coordinator and Training Manager.)
- C.** Receive approval of Program Managers upon their review.

NOTE: Shadowing of a Regional CE may be approved based on the number of handlers testing and if applicable shall be documented on the sanction letter from the US&R Branch.

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**CHAPTER 7: CERTIFICATION EVALUATION – HUMAN REMAINS DETECTION EVALUATOR
PREREQUISITES**

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

7-1. Application Process

Step 1: Submit an endorsed, typed application to the Canine Subgroup.

Step 2: Submit endorsed Shadow Evaluator application to CSG Lead for each shadow opportunity 30 days in advance of event.

Step 3: Upon application approval, request shadow evaluator assignments from CE hosts.

Step 4: Complete shadow requirements within 24-months of initial application approval date.

Step 5: Become a rostered evaluator by FEMA.

A. HRD Canine Handler Applying to be an HRD Evaluator

A-1. Prior to submitting an application, the candidate must meet the following requirements:

A-1.1 Be a current System task force member

A-1.2 Hold past or current Human Remains Detection (HRD) handler certification

A-1.3 Have a minimum three years of experience as a FEMA certified CST

A-2. Upon application approval:

A-2.1 Submit endorsed Shadow Evaluator application to CSG Lead

A-2.2 Shadow evaluate at least two HRD FSAs. Must evaluate a minimum of ten teams from the date of the application to become an evaluator. Previous FSAs accomplished prior to application will not be counted.

A-2.3 Shadow evaluate at least two HRD CEs. Must evaluate a minimum of twenty-four teams from the date of the application to become an evaluator. Previous CEs accomplished prior to application will not be counted. Shadow evaluators must be present for the setup of the certification evaluations.

A-2.4 Administer an HRD FSA under the supervision of a rostered evaluator

A-2.5 Complete Canine Search Specialist Training Course

B. Non-Canine Handler Applying to be an HRD Evaluator

B-1. Before submitting an application, the candidate must hold/have held the following positions:

B-1.1 Current System task force member

B-1.2 Search Team Manager for a period of at least three years

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- B-2.** Upon application approval, the candidate must complete the following:
 - B-2.1** Shadow evaluate at least two HRD FSAs. Must evaluate a minimum of ten teams from the date of the application to become an evaluator. Previous FSAs accomplished prior to application will not be counted.
 - B-2.2** Shadow evaluate at least two HRD CEs. Must evaluate a minimum of twenty-four teams from the date of the application to become an evaluator. Previous CEs accomplished prior to application will not be counted. Shadow evaluators must be present for the setup of the certification evaluations.
 - B-2.3** Administer an HRD FSA under the supervision of a rostered evaluator
 - B-2.4** Complete Canine Search Specialist Training Course
- C.** Live Find Evaluator Applying to be an HRD Evaluator
 - C-1.** Prior to submitting an application, the candidate must hold/have held the following positions:
 - C-1.1** Current System task force member
 - C-1.2** Current rostered FEMA CE Live Find Evaluator
 - C-2.** Upon approval of the application, the candidate must shadow evaluate at least two HRD CEs. Must evaluate a minimum of twenty-four HRD teams from the date of the application to become an HRD evaluator. Previous CEs accomplished prior to application will not be counted. Shadow evaluators must be present for the setup of the certification evaluations.

7-2. Lead/Chief Evaluator

- A.** Must be an evaluator
- B.** Must have evaluated a minimum of six HRD FSAs and six HRD CEs

7-3. Maintenance of Status

The current Canine Search Team LF/HRD Evaluator Roster which contains the evaluators expiration date is emailed out at least quarterly by the Canine Subgroup Leader to the System Training Managers and Canine Coordinators. Failure to maintain the status as an evaluator as listed in Section 6-3 below will result in having the evaluator removed from the current Canine Search Team LF/HRD Evaluator Roster. It is the responsibility of the evaluator to know their expiration date and plan accordingly with their task force.

To maintain evaluator status, the individual must do the following:

- A.** Evaluate at least one CE every three years or shadow one day of a CE where a minimum of 12 canine teams are testing.
- B.** Submit endorsed Evaluator or Shadow Evaluator application to CSG Lead for each evaluator or shadow opportunity 30-days in advance of the event. (All shadowing opportunities must be coordinated and supported by the Canine Coordinator and Training Manager.)
- C.** Receive approval of Program Managers upon their review.

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NOTE: Shadowing of a Regional CE may be approved based on the number of handlers testing and if applicable shall be documented on the sanction letter from the US&R Branch.

Annex G – Canine Search Team Certification Evaluation Handbook

Appendix A: FEMA US&R Canine Evaluator Application

Document Number: 307-A Version: March 15, 2022 Page 1 of 1

(This form must be typed)



Applicant's Personal Information

Date of Application:	Task Force:	LF or HRD:
Name:		
Address:		
City:	State:	Zip Code:
Contact Phone:	Email Address:	
Canine Subgroup Chair Approval Date to Begin Shadow Process:		

Prerequisites

1.	<input type="checkbox"/>	FEMA Certified Canine Search Team Live Find or HRD for three (3) years
2.	<input type="checkbox"/>	OR Search Team Manager for three (3) years
Upon Approval of Application		
		Date
		Location
3.	Shadowed Two (2) FSA for appropriate type	1.
		2.
4.	Shadowed Two (2) CE for appropriate type	1.
		2.
5.	Administered an FSA for appropriate type	
6.	CSST (may be completed prior to approval)	
7.	Rostered by FEMA	

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

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

Task Force Approval

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

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

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Appendix B: FEMA US&R Lead Evaluator Application

Document Number: 307-B Version: March 15, 2022 Page 1 of 1

(This form must be typed)



Applicant's Personal Information

Date of Application:	Task Force:	LF or HRD:
Name:		
Address:		
City:	State:	Zip Code:
Contact Phone:	Email Address:	
Canine Subgroup Chair Approval Date to Begin Shadow Process:		

Requirements

Six (6) FSA appropriate type			Six (6) CE appropriate type		
	Date	Location		Date	Location
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		

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

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

Task Force Approval

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

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

Annex G – Canine Search Team Certification Evaluation Handbook
Appendix C: FEMA US&R Application for Certification Evaluation
 Document Number: 307-C Version: March 15, 2022 Page 1 of 1
 (This form must be typed)



NOTE: Delivery and receipt of this application does not guarantee acceptance. It is the responsibility of the applicant to ensure acceptance or denial of this application.

CE Date:		CE Location:	
Recert: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Prior Attempts:		Date of FSA:
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:	Type: LF HRD
DOB:		Date of Rabies Vaccination:	
My canine and I are physically sound and are currently under no restrictions. I understand and accept that the decisions of the evaluators are final. I affirm that I have read, understand and will abide by the FEMA/US&R Code of Conduct and understand that violation of said rules and Code of Conduct may result in loss of certifications, loss of evaluator status and/or referral to the appropriate authorities. I further affirm that I understand that abuse of the canine is not permitted at any time.			
Applicant Signature:			Date:
The above team is in compliance with the FEMA policy on aggression, successfully completed a TF administered FSA and is approved to participate in this evaluation.			
Task Force Approval			
Program Manager/Training Coordinator		Canine Coordinator	
_____ (Signature)		_____ (Signature)	
_____ (Printed Name)		_____ (Printed Name)	
Date:		Date:	
Address: _____ _____		Address: _____ _____	
Email:		Email:	
Phone:		Phone:	

Annex G – Canine Search Team Certification Evaluation Handbook
Appendix D: FEMA US&R Foundation Skills Assessment (FSA) Score Sheet

Document Number: 307-D Version: March 15, 2022 Page 1 of 1



Date: _____ **Name of Canine:** _____

Name of Handler: _____ **Type of Canine: (Circle One) LF HRD**

Task Force: _____ **Location:** _____

Evaluator (print): _____ **Evaluator (signature):** _____

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

Element	Required Skills	C	DNC	Comments				
Ground Rules	Handler followed all ground rules							
Obedience	Human aggression test							
	Canine aggression test							
	Off-lead heeling							
	Emergency stop							
	Long wait							
Indication Alert	Barks repetitively and stays focused for 30 seconds							
Time - 5 min	Stays at the Victim / HR location / bark prop 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			Other Questions		Noted		
Search Time - 15 min	Canine searches independently			Time of collapse?				
	Bark indication on two (2) Victims/ HR (no false indications)			Type of occupancy?				
	Canine shows commitment to each scent source			Suspected missing?				
	Informs evaluators of canine's alert/location of each scent source			Searched before?				
	Canine indicates independently of handler			Structural Eng. Check?				
	Demonstrates appropriate canine care/safety/welfare			Findings?				
	Canine agility/ability to negotiate rubble			Safe/Entry?				
V1 / HR Time: _____ V2 / HR Time: _____ Total Time: _____				Prints?				
Human remains testing source legal property of:				HazMat checked?				
Comments: (please use separate sheet for more comments if necessary).				Findings?				
				Utilities: who/how secured?				
				Gas Elec Water				
				Rescue?				
				Medical?				
				Vet?				

Annex G – Canine Search Team Certification Evaluation Handbook

Appendix E: FEMA US&R Scene Safety Establishment Checklist

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Time of the collapse:	<p>Date / Time out</p> <p>Task Force Date/Time In Hazards</p> <p>Target Odors #L / #D</p> <p>= Incomplete Search</p> <p>LOW RISK MEDIUM RISK HIGH RISK</p> <p>V (V) (V) (V)</p> <p>Potential Victim Confirmed Live Confirmed Dead Victim 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?	

Annex G – Canine Search Team Certification Evaluation Handbook

Appendix F: FEMA US&R Certification Evaluation Survey

Document Number: 307-F Version: March 15, 2022 Page 1 of 1



Date: _____ Location: _____

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

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

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

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

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

Please tell us any other ideas or comments you would like to share to make future canine certification evaluations as successful as possible (continue on the back of this survey if needed):

Print Name: _____



- A. **Introduction:** The purpose of these guidelines is to provide evaluators with information when conducting certification evaluations.
- B. **Evaluator Selection and Duties:** From the published Evaluator Roster, the sponsoring task force will fill the positions of seven evaluators. Lead Evaluators are designated as such on the Evaluator Roster. All rules relating to evaluator selection must be followed, including those listed below:
 - B-1. An endorsed Evaluator or Shadow Evaluator application shall be submitted to the CSG Lead for each evaluator or shadow opportunity 30-days in advance of event.
 - B-2. Each group of three evaluators shall have a designated Lead Evaluator, and the overall group of evaluators shall have a designated Chief Evaluator.
 - B-3. The Chief Evaluator must be a rostered Lead Evaluator.
 - B-4. The Chief Evaluator reports directly to the Incident Commander (IC) and is responsible for setup, implementation, scoring, and decision making as directed by the on-scene IC and hosting task force.

See Figure 3, the Evaluation Organizational Chart, located in Chapter 5 of this handbook.

- C. **Site Set-Up:** The Chief Evaluator will preview the site to confirm that it meets the criteria of the CST CE Handbook prior to the CE. The Chief Evaluator and designated evaluators should be available the day before the evaluation to oversee the site setup. The hosting agency should have personnel and equipment available on this day to help build holes, etc., as directed by the Chief Evaluator. The site set-up shall follow all the requirements presented in the CST CE Handbook, including size, height, and nature of materials. The size, height, and nature of material (and perhaps local factors such as weather and winds) should all be considered in an attempt to provide a standardized evaluation opportunity. Non-testing certified canine teams will be utilized to test all sites and holes prior to the evaluation.
- D. **Briefing Options:** All testing handlers will attend a briefing or receive a briefing packet via email from the Chief Evaluator. The information given at the meeting and or contained in the email will include the following:
 - D-1. Host welcome letter
 - D-2. Ground rules including FEMA social media policy
 - D-3. Site access/map
 - D-4. Code of conduct
 - D-5. CST CE Handbook (*Annex G of the US&R Operations Manual*)
 - D-6. Testing rotation schedule
 - D-7. Safety procedures
 - D-8. Debrief instructions



E. Staging Area: All testing handlers shall report to the staging area at a designated time. They must remain in the staging area until they have completed the testing procedure. Handlers who have completed the testing procedure will be directed to an area where they may watch or wait until testing has been concluded. During the testing process, handlers will follow and adhere to all of the Staging Manager’s instructions. During the evaluation, participants shall be managed to avoid communication during the rubble portions of each evaluation so that information pertaining to sites and Target Odor locations is not transmitted inadvertently. After completing the evaluation, participants shall be instructed to avoid contact with participants who have not yet completed the evaluation. Any misunderstandings or infractions shall be reported immediately to the IC/Chief Evaluator.

F. Post-Evaluation Procedures

The Chief Evaluator is responsible for the following tasks:

- F-1.** Making a post-evaluation survey available to all participants
- F-2.** Forwarding survey results to the Canine Subgroup
- F-3.** Scanning and emailing evaluation score sheets to the appropriate Program Manager
- F-4.** Submitting an After-Action Report to the Canine Subgroup within ten days of the evaluation.

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

G. National US&R Response System Canine POCs

US&R Advisory Support Group – Canine Subgroup Leader

or

US&R Branch – Operations Functional Group Project Officer

Annex G – Canine Search Team Certification Evaluation Handbook

Appendix I: FEMA US&R Certification Evaluation Cover Sheet

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(This form must be typed)



Date: _____	Name of Canine: _____
Name of Handler: _____	Type of Canine: (Circle one) LF HRD
Task Force: _____	Location: _____
Chief Evaluator (print): _____	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 or HR Placed:				
# of Victims or HR Found (according to parameters):				
# of Victims or HR 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:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		



XX-TFX After Action Report Template

Canine Search Team - Certification Evaluation

Report Overview	
Date of Report:	February 5, 2020
Author of Report:	Full Name
Dates of Evaluations:	Friday January 31, 2020 to Sunday February 2, 2020
Types of Evaluations:	LF and HRD
Hosting Task Force:	
Location of Evaluation:	US&R Rubble Training Area
Weather Conditions Day 1:	Friday 31 st – Sunny and 77 degrees
Weather Conditions Day 2:	Saturday 1 st – Sunny and Clear 43 degrees at start / high of 77 degrees
Weather Conditions Day 3:	Sunday 2 nd – Sunny and Clear 51 degrees at start / high of 78 degrees

Command Structure		
Position	Full Name	Task Force
Incident Commander		
Operations Chief		
Chief Safety		
Chief Evaluator		
Lead Evaluator		
Lead Evaluator		
Evaluator		
Evaluator		
Evaluator		
Evaluator		
Shadow Evaluators		

XX-TFX After Action Report
Canine Search Team - Certification Evaluation

Daily Summary on **Friday January 31, 2020**

Date: Friday, January 31, 2020						
Type of Evaluation: Canine Search Team – Human Remains Detection						
#	Handler	Canine	Breed	Task Force	Re-cert (Y/N)	Certified (Y/N)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

HRD Summary of Results:

Total Participants:	
Total Certifications:	
Total Recertification Attempts:	
Total Recertification Passes:	
Total New Teams:	
Pass Rate:	

Human Remains Testing Source Legal Property of:	Provide details as to who the legal owner of the HR testing source.
--------------------------------------------------------	---------------------------------------------------------------------

XX-TFX After Action Report
Canine Search Team - Certification Evaluation

HRD Search Site Map on Friday January 31, 2020



Description of the Photo	Photo of site with scent source locations, north arrow and handler start point marked
HRD #1 Source Description (weight in grams)	Muscle tissue (300 grams)
HRD #2 Source Description (weight in grams)	Muscle tissue (300 grams)
Approximate square foot of pile:	8,180 square feet

XX-TFX After Action Report
Canine Search Team - Certification Evaluation

Daily Summary on Saturday February 1, 2020

Date: Saturday, February 1, 2020						
Type of Evaluation: Canine Search Team – Live Find						
#	Handler	Canine	Breed	Task Force	Re-cert (Y/N)	Certified (Y/N)
DAY ONE						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

XX-TFX After Action Report
Canine Search Team - Certification Evaluation

Daily Summary on Sunday February 2, 2020

Date: Sunday, February 2, 2020						
Type of Evaluation: Canine Search Team – Live Find						
#	Handler	Canine	Breed	Task Force	Re-cert (Y/N)	Certified (Y/N)
DAY TWO						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Live Find Summary of Results:

Total Participants:	
Total Certifications:	
Total Recertification Attempts:	
Total Recertification Passes:	
Total CP Passes	
Total New Teams:	
Pass Rate:	

XX-TFX After Action Report
Canine Search Team - Certification Evaluation

Full Access - Search Site A Map on **Saturday February 1, 2020**



Description of Photo	Photo of site with victim locations, north arrow and handler start point marked
Number of Victims Placed:	3
Number of Distractions Placed:	2
Type of Distractions:	Food / Clothes
Average Approximate Height of Pile:	10 feet
Approximate Square Footage of Pile:	13,700 square feet
Type of Rubble Material:	Concrete / Steel / Vehicles
Lead Evaluator:	
Evaluator #2:	
Evaluator #3:	
Safety:	

XX-TFX After Action Report
Canine Search Team - Certification Evaluation

Limited Access - Search Site B Map on Sunday February 2, 2020



Description of Photo	Photo of site with victim locations, north arrow and handler start point marked
Number of Victims Placed:	2
Number of Distractions Placed:	0
Type of Distractions:	N/A
Average Approximate Height of Pile:	10 feet
Approximate Square Footage of Pile:	8,110 square feet
Type of Rubble Material:	Concrete Slabs / Pre-Cast
Lead Evaluator:	
Evaluator #2:	
Evaluator #3:	
Safety:	

XX-TFX After Action Report

Canine Search Team - Certification Evaluation

Please Note Any Issues:

- This Section is completed by the Lead Evaluator.
- Provide a summary of any issues experienced by canines or handlers during the evaluation, such as medical issues or injuries.
- List any issues related to weather such as rain delays, extreme heat, etc.
- List any injuries that occurred to support personnel, evaluators, etc.

Please Note Any Highlights:

- The Lead Evaluator will provide a summary of the evaluation days and list any positives that should be mentioned.
- Note any Best Practices that should be considered by other task forces.

Provide General Feedback Regarding Shadow Evaluator Performance.

(NOTE: Detailed feedback, noting strengths and weaknesses will be provided to the appropriate Program Managers/Training Managers/Canine Coordinators.)

- This Section is completed by the Lead Evaluator.
- Provide a general summary of the shadow evaluators
- List any evaluators who successfully completed their shadow experience
- List any evaluators who successfully completed any requirements to maintain their evaluator status.
- This will be a public document so do not include the detailed feedback of the shadow evaluators (to include strengths and weaknesses). Those detailed notes are to be provided directly to the appropriate Program Manager/Training Manager/Canine Coordinators.

Sponsoring Task Force Inputs and Comments:

- This Section is completed by the Sponsoring Task Force
- Provide an overview of the entire event.



Abuse – Physical or psychological maltreatment of the canine.

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

Bark Props – Items that conceal a Target Odor, which is used to test the canine to perform the bark indication.

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

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

Final Response – A behavior that a canine has been trained to exhibit in the presence of a target odor. Also known as a trained final response.

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

False Indication(s) – Any location incorrectly identified by the handler as a Target Odor.

Odor – Volatile chemicals emitted from a target that are able to be perceived by olfaction.

Odor Recognition - Demonstration of the canine's olfactory ability to alert to a target odor(s).

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

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

Target Odor – The odor for which the canine is trained to respond. The term, “Target Odor” may be used in reference to live human detection or to the detection of human remains.

Regional CE – FEMA-sanctioned CE Live Find or Human Remains Detection.



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

If Warranted:

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

Annex G – Canine Search Team Certification Evaluation Handbook
Appendix M: FEMA US&R Guidelines for Conducting a Certification Evaluation

Document Number: 307-M Version: March 15, 2022 Page 1 of 4



- A. Introduction:** The purpose of these guidelines is to provide assistance when conducting a FEMA US&R Canine CE.
- B. General Objectives:**
- B-1.** Provide applicants with a quality testing/learning environment
 - B-2.** Set up testing/learning scenarios per the FEMA US&R standards
 - B-3.** Establish a staging area for applicants
 - B-4.** Arrange for food and drinks for rehab and hydration
 - B-5.** Facilitate the safety of all personnel
 - B-6.** Provide evaluators for the test
 - B-7.** Provide communications to ensure safety of all personnel
 - B-8.** Implement a medical plan
 - B-9.** Implement a rescue plan
- C. Certification Evaluation (CE):**
- C-1.** The hosting TF must offer at least two full days of CE. Therefore, if the number of testing teams in a CE is fewer than 12, the second day shall be a structured training day or a mock CE.
 - C-2.** Availability of CE (search only) will be determined by sponsoring agency resources and system needs.
- D. Incident Commander (IC):** The IC position should be filled by an individual who is capable of coordinating the multiple resources required for the CE. Because disaster search canines are resources for a Search Team Manager, employing a task force Search Team Manager (STM) in the IC position is ideal. Placing an STM from a TF in a testing environment also provides valuable exposure and training for Search Team Managers.
- Key Responsibilities:**
- D-1.** Assign the Incident Command Positions (ICS-201)
 - D-2.** Coordinate all resources
- E. Operations (OPs):** The OPs position can be filled based on the needs of the CE/CP. Again, the involvement of a task force Search Team Manager is ideal. The individual holding the operations position can assist the IC when coordinating resources and providing relief.
- Key Responsibilities:** Coordinate operational resources

Annex G – Canine Search Team Certification Evaluation Handbook
Appendix M: FEMA US&R Guidelines for Conducting a Certification Evaluation

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

Key Responsibilities:

- F-1.** Facilitate safety procedures during all operations
- F-2.** Provide proper personal protective equipment
- F-3.** Ensure that padding/blankets, water, and an egress plan are provided for the well-being and comfort of the Target Odors
- F-4.** Provide required Personal Accountability Reports (PARs) after each rotation

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

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

- G-1.** Event Action Plan (EAP) prior to CE (ICS-201 through ICS-206)
- G-2.** Medical Plan (part of EAP, ICS-206)
- G-3.** Communication Plan (part of EAP, can be listed on ICS-204 or separate ICS-205)
- G-4.** Rescue Plan
- G-5.** Logistics Plan
- G-6.** Safety Plan (include safety message on EAP, ICS-202)
- G-7.** List of personnel to be involved: Evaluators, ICS positions, Support personnel, etc. (list on EAP, ICS-203)
- G-8.** Site location (show map on ICS-201)
- G-9.** Target Odor management procedures
- G-10.** Maps and directions
- G-11.** Lodging information



H. Logistics: The Logs position can be responsible for managing the logistical support requirements of the CE, to include crates, tents, staging areas, food and water for handlers and canines.

Key Responsibilities: Provide logistical support

H-1. Site Preparation:

H-1.1 Designate a location for the Command Post

H-1.2 Designate a location for Staging

H-1.3 Determine proposed location and layout of sites following FEMA requirements:

- a.** Measure the sites and document the approximate square footage on the Event Action Plan (EAP), ICS-201, prior to the CE. General measurements of the proposed sites should always be taken by the sponsoring TF to ensure that the site meets minimum requirements. The Chief Evaluator will ensure that the size falls within these guidelines. This task should be completed early enough in the planning process to allow time to enhance the site if needed.

H-1.4 Assign sites as a division for organizational purposes.

H-1.5 Build multiple hidden Target Odor locations prior to the event and ensure that personnel and equipment are available to build holes on set-up day as well. The Chief Evaluator will approve the Target Odor locations.

H-1.6 Setup division support areas such as shade, tables, chairs, canine cooling pools, water, etc.

H-2. Food: The hosting TF will arrange meals for evaluators and support personnel during the event.

I. Target Odors: A CE requires four to six Target Odors per rotation. In order to allow for a break for the live Target Odors, a new group of Target Odors should be available for each rotation.

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

K. Evaluators: The Evaluator Roster is available through the US&R Branch, or the Regional Representative of the Canine Subgroup. A CE requires seven evaluators, including three leads, one of which is designated as Chief Evaluator. Please see “Evaluator Selection and Duties” in Appendix J of this handbook.

L. Shadow Evaluators: Upon approval of the hosting and sponsoring TFs, rostered shadow evaluators may attend a CE.

Annex G – Canine Search Team Certification Evaluation Handbook
Appendix M: FEMA US&R Guidelines for Conducting a Certification Evaluation

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- M. Time keeper:** A person shall be assigned to keep track of the briefing, search, debriefing, and rest period allotments per the FEMA US&R standards for testing.
- N. Statistician:** A person shall be assigned to collect and compile CE results.
- O. Staging Officer:** A Staging Officer will control entry to the site by maintaining a sign-in sheet and checking in all participants. He/she will also advise participants of any special information regarding the site. The Staging Officer will secure all communication devices and will monitor participants to ensure minimal contact with others during testing.

Key Responsibilities:

- Q-1.** Control ingress and egress from the site
 - Q-2.** Maintain a sign-in sheet
 - Q-3.** Manage participants to ensure comfort and minimal contact with others while testing
- P. Communications:** Radios are required for personnel in key positions during a CE. The hosting TF or agency must provide the necessary radios. Adequate battery charging capabilities and spare batteries will also be needed at the site.

Key Responsibilities:

- R-1.** Provide the necessary radios and communications frequencies
 - R-2.** Ensure clear and timely communications
- Q. Medical Plan:** A medical plan shall be developed prior to the CE. Medical personnel shall include, at a minimum, a Medical Specialist. A list of local paramedics, ambulance providers, hospitals, and veterinary clinics shall be included on the Emergency Action Plan. A method for requesting emergency resources, such as cell phones, radios, etc., shall be in place.

Key Responsibilities of the Plan:

- S-1.** Establish procedures for emergency medical treatment and transportation
 - S-2.** Establish procedures for emergency veterinary treatment and transportation
- R. Rescue Plan:** A rescue plan shall be developed prior to the CE. The rescue plan will either provide resources located at the site or describe a method to request an emergency response. A rapid intervention team should be on site during all portions of the CE in which personnel are on rubble sites.
- S. Public Information Officer:** At the discretion of the IC, a Public Information Officer (PIO) can be designated to handle press release information.



This appendix shall be used by the National Urban Search and Rescue (US&R) Response System (the System) task forces that have been identified to host FEMA Canine Search Teams (CST) Certification Evaluations for either Live Find or Human Remains Detection. This appendix supports the *FEMA US&R CST Certification Handbook* to the *US&R Operations Manual*.

Standard Operating Procedures for conducting a FEMA CST Certification Evaluation (CE):

- A. Scheduling:** The US&R Branch will coordinate with Task Force Representatives to schedule Canine CEs to be made a part of the annual US&R activity calendar.
- B. Funding:** The US&R Branch will determine the funding amount for those task forces identified to host a CE. These funds must be used for CE and other canine program needs to compensate evaluators for their time, travel, lodging, and per-diem costs. When the evaluator costs have been covered, the funds may then be used to provide materials and other incidentals that are required when conducting a CE. After all evaluator and CE costs have been covered, the sponsoring TF shall use any remaining funds to support other canine program needs.
 - B-1** Evaluators are compensated as follows:
 - B-1.1** Time (labor) – at a rate of \$500 per day of service, per evaluator, and to include two half days for travel
 - B-1.2** Lodging – GSA rate, per evaluator
 - B-1.3** Travel – to and from the evaluators home by either airline or personal vehicle
 - B-1.4** If applicable, the task force may authorize a certain number of rental cars for evaluators
 - B-1.5** Per Diem – GSA rate, per evaluator
 - B-2** Arrangements to compensate evaluators should occur within 30 days of the CE.
 - B-3** Compensation includes a half day of “set-up” for those evaluators identified to assist in the set-up.
 - B-4** 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.
- C. Task Force Announcement Procedure:**
 - C-1** A representative of the Canine Subgroup contacts the host TF Program Manager at least 120 days prior to the event.
 - C-2** The host Program Manager designates a Point of Contact (POC) to represent the TF for the event. This POC will coordinate with the Canine Subgroup representative and Chief Evaluator.
 - C-3** The Canine Subgroup representative provides the host TF with the appropriate announcement template.



- C-4** The host TF provides the Canine Subgroup representative with a completed announcement at least 90 days prior to the event. At the same time, the host TF will submit a Training Request Form to their Divisional Training Subgroup Representative (DTSR) and list all of the evaluators in the Instructor Blocks of the form. This Training Request will be forward to the US&R Branch and reviewed in conjunction with the Canine Subgroup Chair to ensure evaluators are currently qualified. The US&R Branch will then issue a Sponsored Letter with the appropriate number to the host TF.
- C-5** The Canine Subgroup representative forwards the announcement to the US&R Branch for distribution at least 90 days prior to the event.
- C-6** The US&R Branch delivers the announcement to Task Force Representatives/Program Managers, TF Training Managers, and other Canine Subgroup personnel.
- C-7** The Announcement Template includes the following information:
 - C-7.1** The date, time, and city in which the CE will be offered
 - C-7.2** A stated safety message, which includes notification that appropriate personal protective equipment is required for participation
 - C-7.3** Information stating the number of testing teams that can be accommodated in the upcoming CE
 - C-7.4** Lodging and transportation information
 - C-7.5** Information regarding acquiring and submitting applications
 - C-7.6** Contact information and a deadline to submit applications—at least 60 days prior to the CE dates

D. Application Process:

- D-1** Required signatures (those of the Program Manager or Training Manager, the TF Canine Coordinator, and the applicant) must be recorded.
- D-2** All completed applications must be submitted to the Canine Subgroup per the announcement.
- D-3** In the event that the maximum number of applications is exceeded, preference will be given to expiring certifications/re-certifications and to those TFs in need of certified canine teams.
- D-4** Upon receipt of an application, an email confirmation will be sent to the applicant, their Program Manager or Training Manager, and to the TF Canine Coordinator.
- D-5** Applications will be reviewed for completeness and accuracy.
- D-6** The Canine Subgroup will determine the roster of testing teams. Acceptance of applications is based on equitable divisional and System needs.
- D-7** The Canine Subgroup will notify accepted teams via email of their test date, so that team members can make travel arrangements.



- D-8** The Canine Subgroup will forward copies of accepted applications to the Chief Evaluator and the host TF prior to event.
- D-9** At least 30 days prior to the event, the Canine Subgroup will forward a complete roster of testing teams and dates to the host TF POC and Chief Evaluator.
- D-10** Although an application deadline may be established in the interest of procedure, the submission of last-minute applications is not prohibited.

E. Evaluator Selection: The hosting TF POC will select all seven evaluators from the current Evaluator Roster provided by the FEMA US&R Branch. Equal divisional representation is recommended. Three of the seven evaluators must be Leads, one of which will be designated as the Chief Evaluator.

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

- E-1** A member of the testing team’s primary training group
- E-2** A member of the testing team’s task force
- E-3** A business partner or employee of the testing team
- E-4** The primary trainer of the testing team, or an employee (paid or unpaid) of the team being evaluated

F. Evaluator Logistics: The hosting TF is responsible for arranging the travel, lodging, and payment of all evaluators.

G. Support Personnel: Logistical arrangements must be made for designated support personnel. Refer to Appendix M of this Handbook for more information. Support personnel include the following:

- G-1** Incident Commander (IC)
- G-2** Communications personnel
- G-3** Rescue personnel
- G-4** Veterinarian
- G-5** Safety personnel
- G-6** Staging manager
- G-7** Medical personnel
- G-8** Logistics personnel
- G-9** Statistician
- G-10** Live Target Odors



- G-11** Time keepers (suggested minimum of two)
 - G-12** Test canine team (suggested minimum of two from outside host TF; may use evaluator-certified canines)
 - G-13** Shadow Mentor (if needed)
 - G-14** Public Information Officer (optional)
- H. Coordination with Chief Evaluator:** The hosting TF POC, will coordinate with the Chief Evaluator to ensure that site selections, site preparations, and logistical support preparations meet the criteria described in the CST Certification Handbook. The Chief Evaluator will work closely with the IC to facilitate site set-up, including briefing and staging areas. The Chief Evaluator reports directly to the IC and is responsible for evaluation set-up, implementation, scoring, and decision making by the on-scene IC and hosting TF. When possible, the Chief Evaluator will attempt to provide the completed paperwork to the testing handler within 15 minutes after the end of their evaluation. When the handler receives the results, they may review their score sheets and receive their Interim Certificate if applicable.
- I. Cancellation of Evaluators:** In the event of a last-minute emergency (i.e., the cancellation of evaluators), every effort shall be made to proceed with the event at no increased cost to the host. The Chief Evaluator will coordinate with the hosting TF. The Canine Subgroup Leader is contacted, and then takes the lead to resolve the situation with the US&R Branch Canine POC. If the Canine Subgroup Leader is unavailable, the Canine Subgroup Deputy-Leader is contacted. This individual may appoint a Regional Representative to take the lead in the resolution, following the chain of command as outlined above.
- J. Contingency Plans:** The hosting TF must offer at least two full days of CE. If the number of testing teams in a CE is fewer than 12, the second day shall be a structured training day or a mock CE.
- In the event of unexpected catastrophic conditions, safety will be the primary consideration. The IC will make the final determination regarding a subsequent course of action based on input from the Chief Evaluator and Safety Officer(s).
- K. Post CE Procedures:** The hosting TF oversees arrangements for evaluator compensation so that they are finalized within 30 days of the test date.

Annex G – Canine Search Team Certification Evaluation Handbook

Appendix O: FEMA US&R Certification Evaluation Host Checklist

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This appendix is designed to be a checklist of activities that must be accomplished by a National Urban Search and Rescue (US&R) Response System (the System) task force that have been identified to host FEMA Canine Search Teams (CST) Certification Evaluations for either Live Find or Human Remains Detection. This appendix supports the *FEMA US&R CST Certification Handbook* to the *US&R Operations Manual*.

Hosting Agency Procedures:

- Submit a Training Request to the Divisional Training Subgroup Representative which is forwarded to the FEMA US&R Branch and Canine Subgroup. A completed announcement will accompany the Training Request Form and be submitted at least 90-days prior to the CE date.
- Select TF evaluators from the current evaluator roster as provided by the Canine Subgroup
- Select a Chief Evaluator and coordinate an evaluator workday schedule
- Arrange travel, lodging, and payment for evaluators
- Designate and make arrangements for support personnel
- Coordinate with the Chief Evaluator regarding site set-up - include briefing and staging areas
- Oversee arrangements for payments to evaluators so that they are finalized within 30 days of the test date

Personnel Needs:

- The hosting TF POC selects all seven evaluators from the current Evaluator Roster provided by the US&R Branch. Equal divisional representation is recommended. Three of the seven evaluators must be Leads, one of which will be designated as the Chief Evaluator.
- Statistician
- Target Odors (recommend a minimum of 14 to allow for switching out and/or fall out)
- Victim Manager
- Time keepers (recommend a minimum of two)
- Incident Commander (IC)
- Communications
- Rescue personnel
- Veterinarian (notified and available)
- Safety personnel (recommend four)
- Staging Manager
- Medical personnel
- Logistics personnel
- Public Information Officer (optional)
- Canine test teams (recommend a minimum of two from outside host TF)



Equipment Needs:

- Human remains
- 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/live Target Odors (helmets, gloves, eye protection, radios)
- Pads/blankets/food/water for Target Odors
- Traffic cones or markers
- Banner tape
- Duct tape
- Distractions (must include food and clothing)
- Clipboards and pencils (for evaluators)
- Stopwatches for time keepers
- Air horn
- Radios (suggest minimum of 24)
- Portable toilets
- Vests to identify personnel
- Waste containers
- Trash bags
- Motivational bark prop station (optional)



- A.** The Task Force Training Manager shall request consideration to host a regional CE Live Find (CE-LF) or Human Remains Detection (CE-HRD) by sending a Sanctioned Training Request to the Divisional Training Subgroup Representative to be forwarded the FEMA US&R Branch. The “FEMA US&R Training Request Form,” can be found in Appendix A of the *Training Program Administration Manual (TPAM)*.
- B.** Use currently credentialed Canine Search Specialist instructors and evaluators
- C.** The FEMA Training Request Form must be submitted 90-days prior to the date of the event with an announcement attached. This form must be complete with evaluator cadre and applicants listed in designated sections.
- D.** The FEMA US&R Branch will coordinate with the Canine Subgroup and confirm the need for a regional CST-LF or HRD CE within a 10-day time period.
- E.** The task force will submit the FEMA US&R Application for Certification Evaluation (307-C) for the regional CST-LF or HRD CE, which will be typed and submitted to the Canine Subgroup Chair.
- F.** The minimum number Regional CST-LF CE of testing teams is six (6).
- G.** The minimum number of Regional CST-HRD CE testing teams is two (2).
- H.** If sanctioning is approved by the FEMA US&R Branch, the host task force will follow the guidelines in the Canine Handbook - including testing and evaluator compensation.
- I.** For Regional Certification Evaluations, the number of shadow evaluators will be determined based on the number of handlers testing and if applicable shall documented on the sanction letter from the US&R Branch.
- J.** No testing in excessive heat. Exam can be split between early morning and early evening.
- K.** Only current rostered evaluators may shadow to maintain their status by completing a shadow evaluation. No new evaluators are authorized at these sanctioned event.
- L.** As a sanctioned event, a regional evaluation does not count towards the requirements for Lead Evaluator status.
- M.** An evaluator cannot evaluate and test on the same day.
- N.** All applications must be delivered via email to the Canine Subgroup Chair thirty (30) or more days prior to the testing date.

Annex G – Canine Search Team Certification Evaluation Handbook
Appendix Q: FEMA US&R Application for Qualified Evaluator or Shadow Evaluator
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 (This form must be typed)



NOTE: 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.

FSA / CE Date:		Appropriate Type: LF / HRD	
FSA / CE Location:			
Applicant's Personal Information			
Name:		Task Force:	
Address:			
City:		State:	Zip Code:
Contact Phone:		Email Address:	
Emergency Contact:		Emergency Contact Phone:	
Applicant Signature:			Date:

Task Force Approval

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

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