



*Pennsylvania
Search and Rescue Council*



Team Level Evaluation Process

Current as of 11/22/07

1. **Evaluation by Board Member or Operations Committee Chairperson**
 1. The Team requesting evaluation must contact a Board Member or the Operations Chairperson to have their Team evaluated. The individual performing the evaluation will be called the “Evaluator” throughout this document.
 - I. The requesting Team and Evaluator need to:**
 - Set a Location, Date and Time for the evaluation process.
 - Meet and go through the Teams cache of equipment and check all the items listed in the PSARC Levels Packet.
 - This includes 51% of the team having FTM or equivalent status and IS-100 (Basic ICS) and IS-700 (NIMS).
 - 2 members of the team need to have FTL or equivalent status and IS-200 (ICS) and IS-800 (National Response Plan).
 - Are all members of the team that participate in the field certified in First Aid and CPR?
 - The Team and Evaluator need to sign all paperwork within the PSARC Levels Packet.
 - The Evaluator should contact the Operations Chairperson either by email or telephone call to advise him/her that a team will be submitting a PSARC Levels Packet.
 - The Team is responsible to submit the PSARC Levels Packet directly to the Operations Chairperson.
 - II. The Operations Chairperson will make sure the paperwork is completed and signed.**
 - a. A Certificate will be signed and available to be issued at the following PSARC Membership meeting. If the team requesting evaluation is not present at this meeting, the Certification will be forwarded to the address listed on the requesting teams’ evaluation application within a reasonable amount of time.

Note: *If a team wishes to acquire their team evaluation at a PSARC Membership meeting, make sure you give the Operations Chairperson adequate time to receive and review your application before the meeting! Please allow 3 weeks for this process.*

2. Evaluation by Video Review by Operations Chairperson

I. The requesting team must contact the Operations Chairperson directly either by email or direct phone call.

- a. Operations Chairperson will send the Evaluation Packet out to the team by postal mail or email.
- b. Once received, the team requesting evaluation will be responsible to fill out the paperwork properly and submit the VHS video recording of the Teams equipment to the Operations Chairperson.
- c. **All** requested equipment must be viewable and verbally narrated within the video in the order requested on the application.
- d. A team roster of the membership must be sent in with the application.
- e. A **copy** of each team members FTM or equivalent certification **must** be sent in along with a **copy** of their IS-100 and IS-700 certifications with the team application. NOTE: 51% of the team **must** have this certification.
- f. A **copy** of **2** members from the team having FTL or equivalent certification **must** be sent in along with a **copy** of their IS-200 and IS-800 certifications with the team application.

II. The Operations Chairperson will make sure the paperwork is completed and signed.

- a. A Certificate will be signed and available to be issued at the following PSARC Membership meeting. If the team requesting evaluation is not present at this meeting, the Certification will be forwarded to the address listed on the requesting team's evaluation application within a reasonable amount of time.
- b. The "Operations Chairman" for record keeping purposes will keep this video.

Contact Information for Operations Chairman:

Mail: Pepper Broad

101 Oak Glen Drive

Pequea, Pa. 17565

Email: pepperbr@comcast.net

Phone:

Note: *If a team wishes to acquire their team evaluation at a PSARC Membership meeting, make sure you give the Operations Chairperson adequate time to receive and review your application before the meeting! Please allow 3 weeks for this process.*