

2022

Swiftwater Team Self-Evaluation Packet



**TENNESSEE
SPECIAL OPERATIONS**



RESPONSE TEAM

Version 1
1/21/2022

Credentialing/ Accreditation Process

State Credentialing/Accreditation shall be coordinated through TEMA, in coordination with the TN Special Operations program committee.

Phase 1: Application and Self-Evaluation Packet

Teams seeking State credentialing/accreditation shall complete an application and self-evaluation packet. The requesting agency/team shall identify the type of team accreditation being requested and shall follow the application and documentation procedures included in the self-evaluation packet.

Included in this Application Packet will be a review of the team's:

- ***Management-*** including sponsoring agency, any participating agencies, and team leadership. If an inter-agency team, documentation supporting "how" the team is approved to deploy; MOU's or other documents that clarify the relationship.
- ***Roster of Personnel-*** including related levels of qualifications. Each team shall maintain a current roster of all deployable special operations/technical rescue personnel. This roster must document, at a minimum:
 - Personnel Names
 - Team Position (qualified for)
 - Training Credentials
 - Payroll/Fringe Benefit Rates
 - Personal Contact Information
 - Emergency Contact Information
- ***Personnel Records-*** training records, certificates, and documentation to qualify personnel for position, and documentation to support refresher/annual training requirements to maintain position status. Certifications being submitted shall be no more and no less than what is required for position qualification. All personnel records that are AHJ validations must clarify that the training or certification met or exceeded ASTM/NFPA standards and/or meets the intent of the training described in the FEMA RTLT or Special Operations Program Guide.
- ***Team Procedures and Documentation-*** including deployment procedures, operations, and team operational structure.
- ***Equipment Inventory -*** showing that the team has the equipment and supplies needed for the team type. Teams should show ownership and maintenance procedures for the equipment.
- ***Vehicle Inventory -*** showing vehicles available to the team for deployments, including ownership of vehicles if not all owned by a single sponsoring agency.
- ***Documentation of any Deployment and Training Experience***
- ***Annual Swim Test-*** showing documented completion for all team members
- ***Mission Ready Package-*** completed to the best of your ability, based on current personnel, salaries, supplies, and equipment values

Please ensure the following documentation is completed and delivered (hard copy or digital) to the Special Operations Credentialing Committee one week prior to your Phase II site evaluation with the Swiftwater Credentialing Tool (excel) and additional supporting documentation:

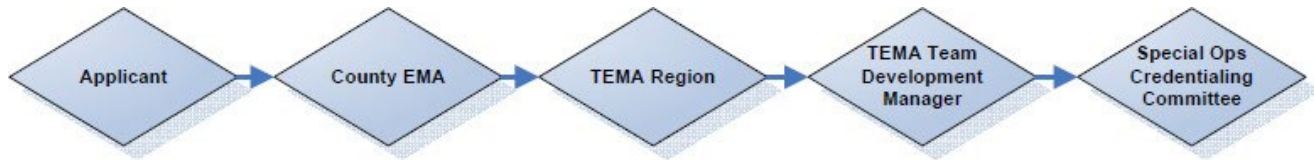
Application Checklist:

Self-Evaluation Items	Applicant Name/Signature/Date	Complete or Incomplete
Management documentation verified and complete		
COMMENTS: Sponsoring agency documentation verifying “how” the team is approved to deploy. If an inter-agency team, please show MOU’s or other documentation supporting the inter-agency team relationship		
Team Blood Borne Pathogen verified and complete		
COMMENTS: Verification statement from the AHJ that confirms that the appropriate personnel have completed BBP training		
Team verification of medical fitness for deployment		
COMMENTS: Verification statement from the AHJ that confirms that the appropriate personnel are determined to meet departmental medical fitness requirements for deployment		
Equipment Inventory and Maintenance Records verified for appropriate Type		
COMMENTS: To include RTL requirements, Logistics, and Communications equipment		
Roster of personnel verified		

COMMENTS: Utilize Swiftwater Credentialing tool		
Personnel records verified		
COMMENTS: Supporting documentation of training records that align with typing requirements for team positions		
Deployment procedures and operations verified		
COMMENTS: Documented team deployments procedures, SOG's, and operational structure		
Vehicle inventory verified for appropriate type		
COMMENTS: To include prime movers capable of moving team equipment and adequate personnel. If rentals are planned for utilization it should be spelled out in team SOG's		
Documentation of deployment and training experience verified		
COMMENTS: Utilize Swiftwater Credentialing Tool (excel) to align personnel with appropriate position and training. If personnel certifications were received more than 3 years prior to the evaluation the team must provide verification of the team member's annual/refresher training.		
Mission Ready Package verified and complete		
COMMENTS:		
Annual Swim Test verified and complete		

The TN-SORT Swiftwater credentialing tool should be utilized to provide uniformity between teams. The information should be updated annually or as changes are made to the information pertaining to the personnel.

Teams seeking State credentialing/accreditation shall submit the application and self-evaluation packet, with attached Mission Ready Package (MRP) to the appropriate TEMA Regional Office via the Local County EMA office. The TEMA Regional Office will forward the application to the TEMA Team Development Manager at TEMA Headquarters in Nashville.



The TEMA Team Development Manager will then submit the application and self-evaluation packet to the TN Special Operations credentialing committee. The Phase I documentation will provide a self-evaluation of the team by the evaluators.

Once the Phase I Self-Evaluation has been completed by the TN Special Operations Credentialing Committee, the review shall be forwarded back to the TEMA Team Development Manager. The TN Special Operations Committee shall recommend that the team is ready for a site visit, that they require additional information or that the team is not ready for further evaluation.

Phase II: Site Evaluation

Once the TN Special Operations Credentialing Committee has reviewed the team application and self-evaluation and recommended the team for site evaluation, the TEMA Team Development Manager shall coordinate the assembly of an Evaluation Team composed of one or more TEMA District Coordinators from outside the team's Region and select peer SME representatives from the TN Special Operations Program, preferably one from each grand division. A copy of the Phase I Self-Evaluation will be provided to this Site Evaluation Team. The TEMA Team Development Manager shall schedule a Phase II Site Evaluation with the requesting team/jurisdiction and the Site Evaluation Team.

The Phase II Evaluation shall include an "on-site" peer review of the materials as defined in the "Phase I: Application and Self-Evaluation Packet" section of this document to include a review of the team's:

- Management
- Roster of Personnel
- Personal Records
- Team Procedures & Documentation

- Equipment Lists
- Vehicle Lists
- Documentation of any Deployment and Training Experience
- Annual Swim Test
- Mission Ready Package (MRP)

The Phase II Evaluation will also include an Operational Readiness Exercise to show the ability of the Team to deploy and operate appropriately. This ORE may include testing of select skill sets. Upon completion of the evaluation process, a determination will be made by the Special Operations Credentialing Committee as to full Accreditation or whether some areas need to be further addressed.

The Special Operations Credentialing Committee will notify the Team Development Manager of any deficiencies noted in the evaluation. The team will have six months from the date of evaluation to remedy all areas in question. Once the team has completed the requirements as outlined by the Special Operations Credentialing Committee and all information has been received and verified, the Special Operations Credentialing Committee will offer a recommendation for team accreditation.

Site Evaluation Requirements/Expectations:

Once dates are established and confirmed for the Phase II Site Evaluation, the team can anticipate the following:

- A review and verification of all Application Checklist identified records and documentation
 - Please identify a team leader to be in contact with the evaluation team prior to the event. This person will assist in facilitating communications, preparations, and once on site will provide a direct point of contact for the evaluation team
 - Please provide a low traffic area for paperwork/records review, for the evaluation team
 - Please coordinate how documentation will be shared/reviewed (hard copy or thumb drive) with the evaluation team, prior to the site visit
 - Please ensure that all team training records are in order and provide documentation to meet the typing requirement.
 - Please do not provide additional training records that are not requirements for Swiftwater Team members
 - If there is a deficiency found by the team, please utilize the SWT Credentialing Tool (excel) to note the area that needs correction
 - If personnel certifications are dated prior to 2017 the team is required to provide verification of the team member's annual/refresher training, either by documented records or by an AHJ verification statement

- A review and verification of all equipment, vehicle logs, and maintenance records
 - Please prepare to display all team equipment for evaluation and ensure that all required equipment is easily visible for verification

- A Team Operational Readiness Exercise (ORE)
 - The host agency should coordinate ORE site examination with the evaluation team, prior to facilitating the ORE; including areas of operation for the team and providing for ease of evaluator movement and visibility
 - The ORE will require host agency assistance to prepare the site in coordination with the evaluation team
 - The ORE will require the host agency to provide for safety throughout the exercise
 - ORE participation should reflect the appropriate number of team members according to the team typing being sought