



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
FOOD UNIT LEADER (SINGLE TYPE)**

FOOD UNIT LEADER (SINGLE TYPE)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Food Unit Leader and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Obtain information relevant to position assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Obtain and review necessary documentation: <ul style="list-style-type: none"> ● Copy of Delegation of Authority, Letter of Expectation, Letter of Agreement or Memorandum of Understanding (MOU) ● Applicable plans and reports ● Directories: phone, notification ● Written incident status summary ● Authorizations: cell phones, rental vehicles, computers 	E, F, I		
2. Receive briefing from Logistics Section Chief, Service Branch Director or outgoing Food Unit Leader: <ul style="list-style-type: none"> ● Meetings and briefings schedule ● Situational assessment ● Incident objectives ● Strategy ● Hazards to incident personnel and public ● Agencies/jurisdictions involved ● Organizational structure ● Resources summary ● Logistical needs ● Ordering procedures ● Incident priorities and status: life safety, incident stabilization, property and environment ● Timing and scheduling ● Expected products 	E, F, I		

1b. Behavior: Establish or determine organizational structure, resource and staffing needs

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Evaluate staffing needs required to manage the unit: <ul style="list-style-type: none"> ● Ensure consistency with National Incident Management System (NIMS) organizational structure ● Identify training opportunities ● Ensure use of established procedures for ordering resources ● Request appropriate technical specialists to assist with special incident conditions 	E, F, I		
4. Utilize unit personnel: <ul style="list-style-type: none"> ● Establish appropriate organization and assign roles and responsibilities, while maintaining span of control 	E, F, I		

1c. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>5. Arrive properly equipped at designated time and location and check in according to agency/organization guidelines:</p> <ul style="list-style-type: none"> ● Arrive with go-kit and any additional equipment ● Carry out check-in procedures and ensure assigned personnel do the same 	E, F, I		
<p>6. Obtain complete incident and logistical information:</p> <ul style="list-style-type: none"> ● Incident name, number, anticipated duration, size, type, responsibilities and expectations ● Reporting time and location ● Transportation arrangements and travel routes ● Contact procedures during travel (telephone/radio) ● Expected working conditions ● Personal Protective Equipment (PPE) ● Security measures ● Updated contact information and information links 	E, F, I		
<p>7. Obtain, assemble and prepare information and materials for go-kit. The kit should contain critical items for the assignment and be easily transportable:</p> <ul style="list-style-type: none"> ● Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ Authority Having Jurisdiction (AHJ) identification badge and qualification card ● Reference materials: <ul style="list-style-type: none"> ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ AHJ operations guides or other operational guides ○ Position manuals ● Forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function 	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure the exchange of relevant information during briefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Lead staff briefings and debriefings.	E, F, I		
9. Obtain briefing from Logistics Section: <ul style="list-style-type: none"> ● Potential duration of incident ● Number and location of personnel to feed ● Last meal provided ● Proposed time of next meal 	E, F, I		
10. Prepare for and participate in briefings: <ul style="list-style-type: none"> • Ensure briefings are accurate, timely and include appropriate personnel • Brief external support organizations • Share and evaluate information ● Ensure briefings are accurate, timely and include appropriate personnel ● Brief external support organizations ● Share and evaluate information 	E, F, I		

3. Competency: Lead assigned personnel

Description: Influence, lead and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

3a. Behavior: Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Create a positive work environment: <ul style="list-style-type: none"> ● Communicate leader's intent and guidance ● Manage unit and its activities effectively ● Proactively assume responsibility for the unit and initiate action 	E, F, I		
12. Establish and maintain positive interpersonal and interagency working relationships: <ul style="list-style-type: none"> ● Understand scope, roles, responsibilities, jurisdiction and authority of responding agencies 	E, F, I		
13. Exhibit principles of duty, respect and integrity as a leader.	C, E, F, I, J, T		
14. Understand and comply with NIMS/Incident Command System (ICS) concepts and principles: <ul style="list-style-type: none"> ● Establish and modify an effective organization based on changing incident and resource conditions ● Maintain appropriate span of control ● Act as a representative of incident leadership 	E, F, I		

3b. Behavior: Communicate incident priorities and supervise personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
15. Communicate with assigned personnel: <ul style="list-style-type: none"> ● Communicate priorities, objectives, strategies and any changes ● Inform personnel of their assigned tasks and expectations ● Clearly explain conflict resolution procedures and ensure that personnel understand ● Ensure that assigned objectives and expectations for the operational period are reasonable and accurate 	E, F, I		
16. Ensure debriefings occur and participate as necessary: <ul style="list-style-type: none"> ● Ensure incident situation status information is current and complete 	E, F, I		
17. Ensure that staff follows all applicable agency/jurisdiction policies, contracts, standard operating procedures and agreements: <ul style="list-style-type: none"> ● Federal, state, local, tribal, territorial and regional relationships, as appropriate ● Roles and responsibilities of potential responder agencies ● Scope, jurisdiction and authority of potential responder agencies' contingency plans 	E, F, I		

18. Supervise and hold personnel accountable for executing assigned tasks: <ul style="list-style-type: none"> ● Identify and promptly resolve disagreements, issues and misunderstandings ● Prioritize work while considering immediate support for incident operations 	E, F, I		
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3c. Behavior: Ensure the health, safety, welfare and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
19. Demonstrate knowledge of and comply with relevant health and safety requirements: <ul style="list-style-type: none"> ● Direct and oversee unit operations to ensure compliance with health and safety considerations and guidelines ● Coordinate with the Safety Officer to ensure that assigned personnel follow safety guidelines 	E, F, I		
20. Evaluate mental and physical fatigue of assigned personnel: <ul style="list-style-type: none"> ● Ensure adequate rest is provided to section personnel 	E, F, I		
21. Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk: <ul style="list-style-type: none"> ● Adjust operations in response to hazards, weather and other relevant even 	E, F, I		
22. Report or explain the procedures for reporting unexpected occurrences, such as fire, death, injury, illness, exposure to pathogens or hazardous materials (HAZMAT), accident, political contact or property loss or damage: <ul style="list-style-type: none"> ● Ensure report contains nature of event, location, magnitude, personnel involved and initial action taken (such as helicopter picking up injured or an appropriate subsequent action) ● Ensure the protection of Personally Identifiable Information (PII) while reporting ● Obtain information from the following sources regarding special hazards, threats or unexpected occurrences: subordinates, personal observation, other incident personnel and off-incident personnel 	E, F, I		

3d. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
23. Demonstrate the ability to assess and monitor for physical access, programmatic access and effective communications access.	E, F, I, J		
24. Demonstrate the ability to identify opportunities for universal accessibility.	E, F, I, J		
25. Provide equal access, disability accommodations and access and functional needs (AFN) accommodations.	E, F, I, J		

4. Competency: Conduct operations and ensure completion of assigned tasks

Description: Identify, analyze and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

4a. Behavior: Set the unit priorities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
26. Analyze work assignments and staffing levels to ensure achievement of unit objectives.	E, F, I		
27. Attend and participate in strategy meetings as necessary: <ul style="list-style-type: none"> ● Assess organizational needs ● Identify additional resource needs ● Identify critical factors to ensure unit success ● Prioritize incident, section and unit objectives 	E, F, I		
28. Disseminate priorities and expected completion timelines to staff.	E, F, I		
29. Hold staff accountable for communicated priorities and deadlines.	E, F, I		

4b. Behavior: Account for incident costs

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
30. Approve completed plans: <ul style="list-style-type: none"> ● Ensure plans are complete, accurate, realistically attainable and relevant to the incident objectives 	E, F, I		
31. Participate in the planning process: <ul style="list-style-type: none"> ● Prepare for and participate in planning meetings ● Assist in the development of plans, as necessary: <ul style="list-style-type: none"> ○ Long-range ○ Strategic ○ Contingency ○ Demobilization ○ Continuity of Operations Plan (COOP) 	E, F, I		
32. Review, validate and modify plans: <ul style="list-style-type: none"> ● Analyze alternate strategies and explain decisions ● Validate or revise unit objectives ● Review information covering health and safety principles, known hazards and importance of all periods ● Validate unit organizational structure ● Validate unit resource assignments ● Review reserve resources ● Evaluate immediate support needs 	E, F, I		

4c. Behavior: Coordinate with all appropriate personnel and stakeholders

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
33. Coordinate with ground support and the Operations Section Chief to transport food and drinks to the scene.	E, F, I		

34. Coordinate with local public health officials on inspection requirements and schedule inspections of locations where people store, prepare, serve and consume food: ● Ensure that proper handwashing facilities are available	E, F, I		
35. Establish effective relationships and coordinate with incident personnel: ● IMT personnel ● Other supporting personnel	E, F, I		
36. Establish effective relationships with stakeholders and partners in the impacted jurisdiction(s).	E, F, I		

4d. Behavior: Apply agency policy, contracts and agreements

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
37. Complete all work according to organization/agency direction, policy and incident objectives: ● Ensure that personnel complete all documentation requirements according to organization/agency direction, policy and incident objectives	E, F, I		
38. Demonstrate knowledge of and apply relevant legal, regulatory and fiscal constraints.	E, F, I		
39. Supervise administration of food service agreement.	E, F, I		

4e. Behavior: Behavior: Ensure documentation is complete

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
40. Maintain and collect personal records related to incident: ● Time sheets ● Rental records ● Accident forms ● Property records ○ Equipment time records ● Receipts	E, F, I		
41. Maintain and submit incident records for events, personnel, equipment, supplies and other data for incident management needs: ● Property loss/damage reports ● Agency-required incident reports ● Activity log ● Changes in strategy and tactics	E, F, I		
42. Provide copies of bills and receipts to the Finance/Administration Section.	E, F, I		
43. Review documents for accuracy, timeliness and appropriate distribution.	E, F, I		

4f. Behavior: Manage food supply

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

44. Coordinate with the Service Branch Director or supervisor on food storage issues or shortfalls.	E, F, I		
45. Ensure access to sufficient potable water and beverages for all incident personnel.	E, F, I		
46. Inform the Supply Unit when food orders are complete.	E, F, I		

4g. Behavior: Ensure health and safety of food and food service

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
47. Brief and coordinate with the Medical Unit Leader and chaplain, when necessary, on any special dietary needs or issues facing personnel in the field.	E, F, I		
48. Coordinate with the Medical Unit Leader and Safety Officer in response to any reported food-borne illnesses.	E, F, I		
49. Ensure that staff take appropriate health and safety measures; coordinate activity with the Safety Officer.	E, F, I		

4h. Behavior: Gather information for daily meal orders: • Incident Action Plan (IAP) • Incident status summary • Unit briefing • Resources Unit Leader briefing

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
50. Arrange feeding-related logistics in coordination with the Facilities Unit Leader: <ul style="list-style-type: none"> • Space and facilities for kitchen and feeding area • Handwashing facilities and portable toilet locations • Garbage and black/gray water removal • Potable water delivery • HAZMAT disposal, such as grease • Dust abatement around the Food Unit 	E, F, I		
51. Create budget for food operation.	E, F, I		
52. Determine food service requirements for planned and expected operations.	E, F, I		
53. Determine the best method of feeding to fit the situation and coordinate with the Procurement Unit to obtain contract bids if none are already in place.	E, F, I		
54. Ensure inventory procedures are in place.	E, F, I		
55. Gather information for daily meal orders: <ul style="list-style-type: none"> • Incident Action Plan (IAP) • Incident status summary • Unit briefing • Resources Unit Leader briefing 	E, F, I		
56. Procure food for preparation—prepackaged or freshly prepared meals.	E, F, I		
57. Project staffing needs and make requests.	E, F, I		
58. Request supplies from Supply Unit using appropriate procedures.	E, F, I		
59. Set up and arrange kitchen, cafeteria and dining sites.	E, F, I		

5. Competency: Prepare for demobilization/transfer

Description: Demobilize position and transfer position duties.

5a. Behavior: Transfer position duties while ensuring continuity

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
60. Complete all necessary reports and narratives following common writing standards before turnover: <ul style="list-style-type: none"> ● Activity log ● Shift change ● End of operational period ● Reassignment ● Deactivation/demobilization 	E, F, I		
61. Complete the process for demobilizing position responsibilities: <ul style="list-style-type: none"> ● Brief and provide complete and accurate records to relief personnel ● Discuss equipment release considerations ● Provide information to supervisor to assist with decisions on release priorities ● Coordinate with appropriate partners regarding demobilization procedures ● Brief personnel on demobilization responsibilities ● Ensure personnel demobilize in a timely and complete manner ● Emphasize safety and accountability during this phase of operations 	C, E, F, I, J, T		
62. Coordinate an efficient transfer of position duties when deactivating or demobilizing resources: <ul style="list-style-type: none"> ● Inform assigned personnel ● Notify incoming personnel when and where transition of positions will occur ● Conduct transition effectively ● Document follow-up action and submit to agency representative 	E, F, I		
63. Participate in transition or incident closeout: <ul style="list-style-type: none"> ● Conduct debriefings with agency administrator(s) as requested ● Close out incident as appropriate for the AHJ 	E, F, I		

5b. Behavior: Plan for demobilization and ensure staff follow demobilization process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
64. Participate in the development, approval and implementation of the demobilization plan: <ul style="list-style-type: none"> ● Coordinate with appropriate partners regarding demobilization procedures ● Coordinate needs and responsibilities 	E, F, I		