



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
MASS FATALITY MANAGEMENT GROUP
SUPERVISOR**

MASS FATALITY MANAGEMENT GROUP SUPERVISOR

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Mass Fatality Management Group Supervisor and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Successfully assume the role of Mass Fatality Management Group Supervisor and initiate position activities

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|--|---------|---------------------|-----------------------------|
| 1. Initiate and maintain division/group activity log: <ul style="list-style-type: none"> ● Complete activity log and use to support a common operating picture ● Transfer information to additional documents, positions, and displays | E, F, I | | |

1b. Behavior: Establish or determine organizational structure, reporting procedures, and chain of command of assigned resources

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|---|---------|---------------------|-----------------------------|
| 2. Activate division/group: <ul style="list-style-type: none"> ● Establish appropriate division/group organization and assign staff responsibilities, while maintaining span of control ● Ensure availability of appropriate resources ● Conduct supporting activities within operational period ● Follow protocol for communicating division/group’s daily accomplishments to the Documentation Unit or appropriate personnel ● Obtain operational rhythm from supervisor and establish daily briefing/debriefing schedule with assigned personnel ● Follow process for resource requests/releases for operational planning purposes ● Assign staff or units as appropriate ● Participate in planning meetings to determine division/group organization, support tactical assignments, ensure resource support and coordination needs, and identify other considerations for the next operational period | E, F, I | | |
| 3. Supervise and adjust division/group organization and operations based on changes in incident situation and resource status: <ul style="list-style-type: none"> ● Maintain common operating picture throughout the division/group ● Provide for functional and geographical supervision as necessary ● Ensure effective use and coordination of all assigned resources ● Constantly monitor objectives and overall division/group operations for efficacy and safety | 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 documentation is complete and disposition is appropriate

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|---------|---------------------|-----------------------------|
| <p>4. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction:</p> <ul style="list-style-type: none"> ● Submit incident narrative to supervisor ● Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period ● Ensure all personnel and equipment time records are complete and submitted at the end of each operational period | E, F, I | | |
| <p>5. Ensure the protection of Personally Identifiable Information (PII).</p> | E, F, I | | |

3. Competency: Ensure completion of assigned actions to meet identified objectives

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

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

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| 6. Ensure that the work completed is consistent with direction, policy, and incident objectives: <ul style="list-style-type: none"> ● Supervisor’s direction ● IAP goals and objectives ● Other planning goals and objectives | E, F, I | | |
| 7. Make appropriate decisions based on analyzed and validated information: <ul style="list-style-type: none"> ● Make adjustments in response to new information, changing conditions, or unexpected obstacles | E, F, I | | |

3b. Behavior: Direct and support intelligence/investigation activities involving mass fatality management operations

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| 8. Coordinate intelligence/investigation activities with the Medical Examiner / Coroner as necessary. | E, F, I, J | | |
| 9. Coordinate the intelligence/investigation activities of any Disaster Mortuary Operational Response Teams or similar resources related to identification and decontamination of human remains. | E, F, I, J | | |
| 10. Ensure the identification of decedents and distribution of related required notifications to appropriate persons. | E, F, I | | |
| 11. Ensure the implementation of debris-shifting operations, as necessary. | E, F, I, J | | |
| 12. Oversee the collection, tracking, documentation, security, and storage of decedent information. | E, F, I, J | | |
| 13. Provide assistance and support to appropriate sections, branches, or groups: <ul style="list-style-type: none"> ● Health and Human Services Branch ● Public Health and Medical Group ● Missing Persons Group ● Family Assistance Groups | E, F, I | | |
| 14. Support and advise the Forensic Group as appropriate regarding: <ul style="list-style-type: none"> ● Safe handling of contaminated or infectious remains ● Examinations, recovery, identifications, and movements of decedents | E, F, I, J | | |

4. Competency: 2. Competency: Lead assigned personnel

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

4a. Behavior: Coordinate interdependent activities

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|---|---------|---------------------|-----------------------------|
| <p>15. Ensure effective use and coordination of all assigned resources:</p> <ul style="list-style-type: none"> ● Conduct briefing and debriefing with assigned personnel and supervisor between operational periods | E, F, I | | |