



**FEMA**

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT  
MANAGEMENT SYSTEM (NIMS)  
RAPID NEEDS ASSESSMENT TEAM LEADER**

## RAPID NEEDS ASSESSMENT TEAM LEADER

### 1. Competency: Assume position responsibilities

*Description:* Successfully assume the role of Rapid Needs Assessment (RNA) Team Leader and initiate position activities at the appropriate time according to the following behaviors.

#### 1a. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Determine whether an aerial assessment is necessary: <ul style="list-style-type: none"> <li>● Work with state representative to make determination</li> </ul>	E, F, I, R		
2. Request aerial support: <ul style="list-style-type: none"> <li>● Clearly define requirements</li> <li>● Report the projected area to be viewed</li> <li>● Report the designated Landing Zone (LZ)</li> <li>● Determine number of days the team requires the resource</li> </ul>	E, F, I, R		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Develop assignment strategies, with the state representative, for deploying team members to impacted areas to conduct situation/needs assessment.	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
4. Coordinate the deployment of resources necessary to address immediate needs.	E, F, I		
5. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: <ul style="list-style-type: none"> <li>● Submit incident narrative to supervisor</li> <li>● Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period</li> <li>● Ensure all personnel and equipment time records are complete and submitted at the end of each operational period</li> </ul>	E, F, I		
6. Manage and report collected assessment data to the Emergency Response Team (ERT-A) or Regional Operations Center (ROC) and the affected state Emergency Operations Center (EOC) to address immediate needs.	E, F, I		
7. Prepare documentation necessary for continuing response operations: <ul style="list-style-type: none"> <li>● Damaged infrastructure</li> <li>● Extent of infrastructure damage</li> <li>● Points of contact associated with damaged infrastructure and immediate needs</li> </ul>	E, F, I		

### 2b. Behavior: Communicate incident priorities and operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Inform agency representatives of team availability.	E, F, I		
9. Refer media inquiries to the Public Information Officer (PIO).	E, F, I		

### 2c. Behavior: Coordinate assessment process with designated State Representative

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Coordinate with state representative to determine which local official's team members should review the disaster area.	E, F, I		
11. Coordinate with state representatives to identify potential gaps in information to produce an accurate field assessment.	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 time frame

#### 3a. Behavior: Supervise the overall RNA team operations and assessment process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Demonstrate general knowledge of Geographic Information Systems (GIS) and GPS.	E, F, I		
13. Demonstrate knowledge of issues affecting life safety, critical infrastructure, and human needs, such as transportation infrastructure issues and public utility infrastructure issues.	E, F, I		
14. Identify target areas for assessment in the disaster area.	E, F, I		
15. Provide technical information and training regarding RNA activities: <ul style="list-style-type: none"> <li>● Assessing safety of damaged infrastructure</li> <li>● Assessing extent of infrastructure damage</li> <li>● Determining immediate needs of the jurisdiction</li> </ul>	E, F, I		
16. Review, analyze, and transmit incoming assessment information.	E, F, I		
17. Select a Technical Specialist to manage each vehicle.	E, F, I		
18. Set up a base of operations.	E, F, I		
19. Supervise team as it collects and provides information to determine requirements for critical resources to support emergency response activities: <ul style="list-style-type: none"> <li>● Imminent hazards</li> <li>● Boundaries of affected area: geographical, political, hazard</li> <li>● Local/state resource levels: personnel, materials, equipment</li> <li>● Population information</li> <li>● Special facilities</li> <li>● Essential facilities: shelters, food distribution centers, hospitals, police stations, fire stations, government offices, EOC</li> </ul>	E, F, I		

#### 4. 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: Ensure the health, safety, welfare, and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
20. Ensure all team members have appropriate equipment and supplies for the environment they will enter.	E, F, I		