



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
SHELTER FACILITIES SUPPORT TEAM LEADER
(TYPE 3)**

SHELTER FACILITIES SUPPORT TEAM LEADER (TYPE 3)

1. 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

1a. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: <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		
2. Ensure that a system is in place to track all expenses and financial commitments.	E, F, I		
3. Ensure the protection of Personally Identifiable Information (PII).	E, F, I		
4. Establish and implement systems to track donated materials and services to ensure accountability: <ul style="list-style-type: none"> ● Support future recognition of donors ● Document donor's point of contact (POC) information ● Document size, amount, location, type, date, and of donation time. 	E, F, I		
5. Identify and document equipment loaned or rented to the shelter.	E, F, I		
6. Maintain an inventory of all shelter supplies and equipment, including donated items.	E, F, I		
7. Track expenditures of all supplies and equipment.	E, F, I		

1b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Participate in the preparation of other relevant plans for the team: <ul style="list-style-type: none"> ● Shelter support plan ● Demobilization plan ● Evacuation plan ● Continuity of Operations (COOP) plan 	E, F, I		

2. 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.

2a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Arrange for regular cleaning of the shelter, including food preparation areas, feeding areas, dormitories, common areas, restrooms, and showers	E, F, I		
10. Complete a preoccupancy inspection with facility representative.	E, F, I		
11. Coordinate with the Shelter Manager to identify accessible areas for: <ul style="list-style-type: none"> ● Reception ● Registration ● Health and mental health services ● Dormitory ● Cafeteria ● Child care ● Recreation ● Restrooms, bathrooms, shower facilities (resident and staff use) ● Shelter Manager's office ● Storage area for supplies ● Other areas as necessary 	E, F, I		
12. Determine purchasing procedures with Shelter Manager and Logistics Unit.	E, F, I		
13. Ensure a process is in place to procure food, working with the Shelter Manager and Feeding Team Leader.	E, F, I		
14. Ensure facility complies with applicable Americans with Disabilities Act (ADA) regulations and accessibility guidelines.	E, F, I		
15. Ensure security inside and outside the facility	E, F, I		
16. Ensure that adequate numbers of toilets, showers handwashing stations, and hygiene facilities are available in the shelter, including accessible units.	E, F, I		
17. Ensure that laundry facilities are available.	E, F, I		
18. Ensure that regular trash removal and recycling services are in place	E, F, I		
19. Ensure that the team promptly processes invoices for payment.	E, F, I		
20. Establish procedures for controlling traffic and parking: <ul style="list-style-type: none"> ● Ensure accessible parking and entryway 	E, F, I		
21. Order additional supplies.	E, F, I		
22. Order necessary materials, supplies, and equipment to ensure proper sanitation and personal hygiene.	E, F, I		
23. Order necessary materials, supplies, and equipment to ensure support for residents with AFN.	E, F, I		

24. Prioritize work, while taking into account immediate support for the Shelter Manager and other Shelter Management Team leaders.	E, F, I		
25. Secure equipment, supplies and materials belonging to the facility not available for use by the shelter	E, F, I		

2b. Behavior: Plan for demobilization and ensure staff follow procedures

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
26. Coordinate with the AHJ to conduct a final inspection and return the facility to routine use: <ul style="list-style-type: none"> ● Note any missing items or damaged portions of the facility, grounds, and parking lot 	E, F, I		
27. Ensure facility is clean and returned to preoccupancy condition; coordinate with Logistics Unit if additional costs are involved.	E, F, I		
28. Ensure the team provides all vendors and suppliers with final payment instructions, according to the Authority Having Jurisdiction’s (AHJ) established system.	E, F, I		
29. Help develop, approve, and implement demobilization plan: <ul style="list-style-type: none"> ● Coordinate with supervisor during development and implementation ● Coordinate with appropriate partners regarding demobilization procedures ● Coordinate team needs and responsibilities ● Coordinate with supervisor for transfer or release of staff ● Provide information to supervisor to assist with decisions on release priorities 	E, F, I		
30. Return all other supplies and equipment to their owners or the central storage facility; give the Shelter Manager and Logistics Unit a list of items returned.	E, F, I		
31. Return all rented or borrowed equipment and provide receipts to Shelter Manager and Logistics Unit.	E, F, I		
32. Verify inventory of facility equipment, supplies, and materials and determine reimbursement eligibility for any items used, damaged, or destroyed.	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: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
33. Demonstrate knowledge and use of inclusive, person-first language	E, F, I		
34. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access	E, F, I		
35. Demonstrate the ability to identify opportunities for universal accessibility.	E, F, I		
36. Ensure shelter facility can accommodate persons with AFN: <ul style="list-style-type: none"> ● Obtain resource requests from shelter management team 	E, F, I		
37. Promote a work environment that provides mutual respect and equal opportunity for all.	E, F, I		
38. Refer equal access, disability accommodations requirements, and access and functional needs (AFN) accommodations to appropriate personnel for resolution	E, F, I		

4. Competency: Competency: Assume position responsibilities

Description: Successfully assume the role of Shelter Facilities Support Team Leader and initiate position activities at the appropriate time according to the following behaviors.

4a. Behavior: Successfully assume the role of Shelter Facilities Support Team Leader and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
39. Relay, support, and maintain operational rhythm: <ul style="list-style-type: none"> ● Assist in preparation of a shelter support plan, gathering information from all appropriate shelter personnel to determine support needs ● Complete situation reports for the team related to the current operational phase 	E, F, I		

4b. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
40. Collect information from outgoing Shelter Facilities Support Team Leader or other personnel responsible for the team: <ul style="list-style-type: none"> ● Information on incident relevant to the team's support activities ● Information on the organizational structure 	E, F, I		
41. Receive initial briefing from supervisor—one-on-one or in team meetings: <ul style="list-style-type: none"> ● Incident priorities, goals, and objectives ● Initial instructions concerning team priorities ● Expected time frames for briefings, planning meetings, and team meetings ● Any limitations and constraints that affect operations and strategies ● Review: <ul style="list-style-type: none"> ○ Incident plans ○ Shelter plan ○ Current national situation ○ Assigned resources and their status ○ Facility for shelter, including surrounding grounds and parking lot ○ Established and operating facilities ○ Anticipated incident duration, size, and type ○ Team responsibilities and expectations ● Tour shelter facility, if already open 			

4c. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

<p>42. Establish and maintain positive interpersonal and interagency working relationships:</p> <ul style="list-style-type: none"> ● Outgoing incident staff or Shelter Management Team ● Local agencies ● Hosting shelter ● Policy group ● Public ● Supporting agencies ● Vendors 	<p>E, F, I</p>		
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