



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
COMMUNITY EMERGENCY RESPONSE TEAM
(CERT) VOLUNTEER (TYPE 2)**

COMMUNITY EMERGENCY RESPONSE TEAM (CERT) VOLUNTEER (TYPE 2)

1. Competency: Assume position responsibilities

Description: Successfully perform the role of CERT Volunteer and required position activities at the appropriate time according to the following behaviors

1a. Behavior: Behavior: Successfully assume the role of CERT Volunteer and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Initiate and maintain the CERT activity log: <ul style="list-style-type: none"> ● Complete activity log (or ICS-214 form) and use to support shared situational awareness ● Transfer activity log information to other documents, positions, and displays 	E, F, I		

1b. Behavior: Behavior: Gather, update and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Collect information from outgoing CERT Volunteer <ul style="list-style-type: none"> ● Information on incident relevant to the section’s activities ● Information on the Incident Command System (ICS) organizational structure 	E, F, I		
3. Coordinate with functional areas within the incident management structure <ul style="list-style-type: none"> ● Participate in operational and functional area briefings 	E, F, I		
4. Obtain initial briefing from the CERT Team Leader: <ul style="list-style-type: none"> ● Obtain current Incident Action Plan (IAP) or other relevant plans 	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: Behavior: Ensure the exchange of relevant information during briefings and debriefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Effectively communicate options, considerations, and recommendations during briefings.	E, F, I		
6. Obtain periodic progress reports from adjacent resources.	E, F, I		

2b. Behavior: Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Ensure that incident documentation and administrative requirements are complete, as the CERT Team Leader requires: <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		

2c. Behavior: Behavior: Communicate incident priorities and operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Communicate priorities, objectives and any changes as appropriate.	E, F, I		
9. Provide timely feedback in response to requests from other ICS sections.	E, F, I		
10. Report unexpected occurrences (such as injuries, illnesses, accidents, political contacts or property loss or damage): <ul style="list-style-type: none"> ● Ensure that standard information contains nature of event, location, scope, personnel involved, initial action taken and appropriate subsequent action ● Protect Personally Identifiable Information (PII) while reporting. 	E, F, I		

2d. Behavior: Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Participate in preparing other relevant plans: <ul style="list-style-type: none"> ● Demobilization plan ● Continuity of Operations (COOP) plan ● Contingency plan 	E, F, I		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Adjust tactics in response to opportunities or problems encountered.	E, F, I		
13. Apply the CERT Size-Up continual size up: <ul style="list-style-type: none"> ● Gather Facts ● Assess and Communicate ● Consider Probabilities ● Assess Your Own Situation ● Establish Priorities ● Make Decisions ● Develop Plan of Action ● Take Action ● Evaluate Progress 	E, F, I		
14. Implement objectives and special instructions for CERT <ul style="list-style-type: none"> ● Monitor work progress and evaluate incident situation ● Develop recommendations for next operational period 	E, F, I		

3b. Behavior: Behavior: Transfer position duties while ensuring continuity of knowledge

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
15. Coordinate an efficient transfer of position duties when mobilizing/demobilizing resources: <ul style="list-style-type: none"> ● Inform assigned personnel and supervisor ● Communicate with incoming personnel concerning when and where transition of positions will occur ● Conduct transition effectively ● Document follow-up actions 	E, F, I		

3c. Behavior: Behavior: Plan for demobilization

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
16. Complete process for demobilizing CERT responsibilities: <ul style="list-style-type: none"> ● Reinforce emphasis on safety and accountability during this phase of the operations ● Demobilize equipment, as necessary ● Brief replacement, if necessary 	E, F, I		
17. Help develop, approve and implement demobilization plan <ul style="list-style-type: none"> ● Coordinate with supervisor during development and implementation ● Provide information to supervisor to assist with decisions on release priorities 	E, F, I		

18. Participate in agency administrator’s organization closeout and After-Action Review (AAR).	E, F, I		
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