POSITION TASK BOOK FOR THE POSITION OF

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

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

1. Competency: Assume position responsibilities

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

1a. Behavior: Successfully assume the role of CERT Team Leader and initiate position activities at the appropriate time according to the following behaviors.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Behavior: Successfully assume the role of CERT Team Leader and initiate position activities	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 Team Leader or other personnel responsible for the CERT: ● Information on incident relevant to the division or group's activities ● Information on the Incident Command System (ICS) organizational structure	E, F, I		
3. Obtain initial briefing from the agency liaison, Branch Director, Operations Section Chief or Incident Commander (IC): ● Obtain current Incident Action Plan (IAP) or other relevant plans	E, F, I		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Review the IAP or other relevant records to identify resources assigned: ● Location and status of assigned resources ● Resource identifier, if assigned ● Supervisor name and contact information ● Resource kind, type and quantity	E, F, I		

1d. Behavior: Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Coordinate with functional areas within the incident management structure: ● Participate in operational and functional area briefings	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
6. Establish and maintain positive interpersonal and interagency working relationships: ● Outgoing CERT, if applicable ● Agency liaison ● Local agencies ● Hosting unit ● Policy Group, if established ● Public	E, F, I		

1e. Behavior: **Behavior: Establish or determine organization structure, reporting procedures and chain of command of assigned resources**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Determine CERT resource requirements: ● Request and document additional personnel ● Recommend and document demobilization of excess personnel ● Coordinate with CERT Section Chief for personnel actions	E, F, I		
8. Organize assigned CERT resources into configurations to meet incident/tactical objectives.	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
9. Effectively communicate options, considerations, and recommendations during briefings.	E, F, I		
10. Inform agency liaison, Branch Director or Operations Section Chief as appropriate: ● Conditions affecting division/group operations ● Hazardous conditions ● Situation status in assigned work area ● Unresolved conflicts with adjacent divisions/groups ● Effectiveness of air operations within division/group area ● Underutilized assets	E, F, I		
11. Obtain periodic progress reports from subordinates and adjacent resources.	E, F, I		
12. Provide subordinates with tactical briefings: ● Discuss alternate plan based on strategies, control objectives and types of resources available	E, F, I		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Ensure that incident documentation and administrative requirements are complete, as the Operations Section Chief or IC requires: ● 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
14. Communicate priorities, objectives and any changes throughout the CERT: ● Maintain shared situational awareness throughout the CERT	E, F, I		
15. Monitor CERT support status and develop alternate strategies to meet incident objectives: ● Advise assigned staff of significant changes in incident status that may affect them	E, F, I		
16. Provide timely feedback in response to requests from other ICS sections.	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
17. Report unexpected occurrences (such as injuries, illnesses, accidents, political contacts or property loss or damage): ● 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
18. Help prepare the IAP, planning meeting agenda and strategic plan for the next operational period: ● Update CERT on current situation ● Help set priorities for next operational period ● Determine tasks and work assignments for next operational period ● Advise on current capabilities and limitations ● Determine resource needs or excess	E, F, I		
19. Participate in preparing other relevant plans for CERT: ● Demobilization plan ● Evacuation plan ● Contingency plans ● Incident within an incident plan(s)	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: Behavior: Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
20. Exhibit principles of duty, respect and integrity: ● Be proficient in the job, both technically and as a leader ● Make sound and timely decisions ● Supervise staff to ensure they understand and can accomplish duties and tasks ● Train and mentor assigned subordinates ● Keep assigned personnel informed ● Seek and accept responsibility for actions	E, F, I		

3b. Behavior: Behavior: Ensure the health, safety, welfare and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
21. Comply with relevant health and safety requirements: ● Direct operations based on health and safety considerations and guidelines ● Ensure that assigned personnel follow safety guidelines appropriately ● Spot-check operations to ensure compliance with safety considerations ● Account for assigned resources	E, F, I		
22. Evaluate mental and physical fatigue of assigned personnel and make resources available to support: ● Appropriate work/rest ratio ● Crisis counseling	E, F, I		

3c. Behavior: Behavior: Establish work assignments and performance expectations, monitor performance and provide feedback

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
23. Determine assigned CERT resources' ability to complete assignment within time frame and provide feedback through the chain of command.	E, F, I		
24. Develop schedules and assignments based on IAP or relevant plan: ● Assign responsibilities for segments within the CERT	E, F, I		
25. Ensure that subordinates understand assignment for each operational period.	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
26. Evaluate the performance of assigned personnel and ensure that staff: ● Implement assigned portions of the IAP ● Assign resources within the CERT ● Report on the progress or control of CERT operations ● Report on status of resources within the CERT	E, F, I		
27. Periodically evaluate personnel status and operational needs to determine whether personnel assignments are appropriate: ● Determine kind and number of personnel necessary for CERT operations ● Provide for functional and geographical supervision as necessary	E, F, I		

3d. Behavior: Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
28. Coordinate across functional areas: ● Safety Officer ● Resources Unit Leader ● Situation Unit Leader ● Field observers ● Resource advisors	E, F, I		
29. Coordinate activities with adjacent divisions/groups: ● Review CERT assignments to determine specific areas or tasks requiring coordination ● Maintain communications with adjoining divisions/groups	E, F, I		
30. Establish cohesiveness among assigned resources: ● Promote an environment of open communication ● Demonstrate and encourage commitment to the team and mission ● Set expectations for accountability ● Focus on the team result	E, F, I		

4. *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.

4a. *Behavior:* Behavior: Execute assigned tasks, assess progress and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
31. Adjust tactics in response to opportunities or problems encountered.	E, F, I		
32. Apply a continuous risk management process: ● Situational awareness ● Hazard assessment ● Hazard control ● Decision point ● Evaluation	E, F, I		
33. Determine appropriate tactics: ● Make resource assignments	E, F, I		
34. Determine need for assistance: ● Identify need for additional assistance by monitoring work progress or obtaining reports from subordinates ● Coordinate with assigned incident supervisor and request assistance according to procedures discussed in briefing ● Notify the assigned incident supervisor when resources shift within CERT or exceed operational needs	E, F, I		
35. Identify and communicate logistical support needs ● Review IAP's logistics elements to determine whether they meet operational needs ● Maintain documentation of accountable property assigned to the division/group ● Anticipate and resolve logistical needs	E, F, I		
36. Identify kind, type and number of resources required to achieve objectives.	E, F, I		
37. Implement objectives and special instructions for CERT: ● Monitor work progress and evaluate incident situation ● Evaluate different uses of single and combined resources based on tactical needs within CERT ● Evaluate CERT accomplishments against set objectives ● Develop recommendations for next operational period	E, F, I		

4b. *Behavior:* Transfer position duties while ensuring continuity of authority and knowledge and while taking into account the increasing or decreasing incident complexity

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
38. Coordinate an efficient transfer of position duties when mobilizing/demobilizing resources: ● 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		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
39. Provide a face-to face-briefing to the incoming CERT Team Leader ● Discuss current conditions, concerns and actions ● Identify potentially hazardous conditions	E, F, I		

4c. Behavior: **Behavior: Plan for demobilization and ensure staff follow demobilization procedures**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
40. Complete process for demobilizing CERT responsibilities: ● Reinforce emphasis on safety and accountability during this phase of the operations ● Brief subordinate staff on demobilization responsibilities ● Ensure all subordinate staff demobilize in a timely and complete manner ● Demobilize equipment, as necessary ● Brief replacement, if necessary	E, F, I		
41. Help develop, approve and implement demobilization plan: ● Coordinate with supervisor during development and implementation ● Coordinate with appropriate partners regarding demobilization procedures ● Coordinate CERT needs and responsibilities ● Provide information to supervisor to assist with decisions on release priorities	E, F, I		
42. Participate in agency administrator's organization closeout and After-Action Review (AAR).	E, F, I		