POSITION TASK BOOK FOR THE POSITION OF

ALL-HAZARDS NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
COMMUNITY EMERGENCY RESPONSE TEAM (CERT) VOLUNTEER (TYPE 1)
COMMUNITY EMERGENCY RESPONSE TEAM (CERT) VOLUNTEER (TYPE 1)

1. **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.

1a. **Behavior:** Execute assigned tasks, assess progress and make necessary adjustments

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| 1. 14. Apply the CERT Size-Up continual size up:  
  ● 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 | | |
| 2. Adjust tactics in response to opportunities or problems encountered. | E, F, I | | |
| 3. Implement objectives and special instructions for CERT:  
  ● Monitor work progress and evaluate incident situation  
  ● Develop recommendations for next operational period | E, F, I | | |

1b. **Behavior:** Transfer position duties while ensuring continuity of knowledge

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| 4. 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 | | |

1c. **Behavior:** Behavior: Plan for demobilization and ensure staff follow demobilization procedures

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| 5. Complete process for demobilizing CERT responsibilities:  
  ● Reinforce emphasis on safety and accountability during this phase of the operations  
  ● Demobilize equipment, as necessary  
  ● Brief replacement, if necessary | E, F, I | | |
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| 6. | Help develop, approve and implement demobilization plan:  
   - Coordinate with supervisor during development and implementation  
   - Provide information to supervisor to assist with decisions on release priorities | E, F, I |
| 7. | Participate in agency administrator’s organization closeout and After-Action Review (AAR). | 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 the exchange of relevant information during briefings

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<td>8. Effectively communicate options, considerations, and recommendations during briefings.</td>
<td>E, F, I</td>
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<td>9. Obtain periodic progress reports from adjacent resources.</td>
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2b. Behavior: Ensure documentation is complete and disposition is appropriate

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| 10. Ensure that incident documentation and administrative requirements are complete, as the CERT Team Leader 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: Communicate incident priorities and operations

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<td>11. Communicate priorities, objectives and any changes as appropriate.</td>
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| 12. Participate in preparing other relevant plans:  
- Demobilization plan  
- Continuity of Operations (COOP) plan Contingency plans | E, F, I |
| 13. Provide timely feedback in response to requests from other ICS sections. | E, F, I |
| 14. 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 |
3. **Competency:** 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.

**3a. Behavior:** Successfully assume the role of CERT Volunteer and initiate position activities

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| 15. Initiate and maintain the CERT activity log:  
  ● 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 | | |

**3b. Behavior:** Gather, update and apply situational information relevant to the assignment

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| 16. Collect information from outgoing CERT Volunteer:  
  ● Information on incident relevant to CERT activities | E, F, I | | |
| 17. Coordinate with functional areas within the incident management structure:  
  ● Participate in operational and functional area briefings | E, F, I | | |
| 18. Obtain initial briefing from the CERT Team Leader:  
  ● Obtain current Incident Action Plan (IAP) or other relevant plans | E, F, I | | |