



FEMA

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. 14. 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		
2. Adjust tactics in response to opportunities or problems encountered.	E, F, I		
3. 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		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. 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		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. 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		

<p>6. Help develop, approve and implement demobilization plan:</p> <ul style="list-style-type: none"> ● Coordinate with supervisor during development and implementation ● Provide information to supervisor to assist with decisions on release priorities 	<p>E, F, I</p>		
<p>7. Participate in agency administrator’s organization closeout and After-Action Review (AAR).</p>	<p>E, F, I</p>		

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

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

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. 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: Communicate incident priorities and operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Communicate priorities, objectives and any changes as appropriate.	E, F, I		
12. Participate in preparing other relevant plans: <ul style="list-style-type: none"> ● 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): <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		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
15. 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		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
16. Collect information from outgoing CERT Volunteer: <ul style="list-style-type: none"> ● Information on incident relevant to CERT activities 	E, F, I		
17. 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		
18. 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		