



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
RADIOLOGICAL EMERGENCY PREPAREDNESS
PROGRAM (REPP) EXERCISE EVALUATOR**

INTERIM

GUIDANCE

Superseded

RADIOLOGICAL EMERGENCY PREPAREDNESS PROGRAM (REPP) EXERCISE EVALUATOR

1. Competency: Assume position responsibilities

Description: Successfully assume the role of REPP Exercise Evaluator and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Arrive properly equipped at designated time and location and check in according to agency/organization guidelines.	E, F, I, T		
2. Complete incident- or exercise-specific evaluation training and briefings, such as the C/E briefing.	C, E, F, I, T		
3. Receive, accept, and review assignment and incident- or exercise-specific evaluation documents, such as Controller/Evaluator (C/E) Handbook and Exercise Evaluation Guides (EEG).	C, E, F, I, T		
4. Review the Exercise site, scope, organizations, roles, responsibilities, safety and security considerations, jurisdiction, and authorities: <ul style="list-style-type: none"> ● Review pertinent jurisdictional plans ● Review pertinent incident-specific plans 	E, F, I, T		

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 and debriefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. (TYPE 1 ONLY) Schedule and conduct evaluation briefings with assigned personnel: <ul style="list-style-type: none"> • Inform evaluation team of start time, duration, location, and information they should provide for the briefing • Define briefing objectives, agenda, and time expectations • Post or distribute briefing agenda as appropriate • Plan for documentation and recording of relevant information • Communicate changes in evaluation strategies or objectives • Resolve concerns and conflicts 	C, E, F, I, T		
6. Conduct professional communications with local, state, tribal, territorial, and Federal officials.	E, F, I		
7. Prepare for and participate in all evaluation team briefings: <ul style="list-style-type: none"> • Share information with other evaluation staff • Receive priorities, goals, and objectives for Exercise operational period • Communicate evaluation and data collection concerns and mitigation strategies • Maintain high-quality briefing materials 	C, E, F, I, T		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Coordinate submission of after-action report or other evaluation reports: <ul style="list-style-type: none"> • Ensure all material is accurate and complete • Complete all documents within established time frames • Comply with stakeholder agencies' documentation requirements 	C, E, F, I, T		
9. Ensure evaluation documentation is complete, according to the lead evaluator's direction: <ul style="list-style-type: none"> • Submit Exercise narrative and/or activity log to lead evaluator • Complete EEG and submit to lead evaluator 	C, E, F, I, T		

2c. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

10. Develop and implement an evaluation plan: <ul style="list-style-type: none">● Identify evaluation needs and priorities● Develop staffing plan and evaluation assignments to adequately collect observations and data● Develop evaluation training specific to the Exercise● Schedule evaluation team briefings, as necessary● Schedule hot wash	C, E, F, I, T		
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3. 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 frames.

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Ensure that all evaluation work completed is consistent with current policies and best practices.	C, E, F, I, T		
12. Help the lead evaluator initiate and maintain evaluation tools, including: <ul style="list-style-type: none"> • EEG • C/E Handbooks • Master Scenario Events List (MSEL) 	C, E, F, I, T		
13. Make appropriate conclusions based on analyzed and validated information: <ul style="list-style-type: none"> • Adjust in response to new information, changing conditions, or unexpected obstacles • (TYPES 1 AND 2 ONLY) Perform root-cause analysis of evaluation material 	C, E, F, I, T		
14. Support safety and security monitoring and reporting, as necessary.	C, E, F, I, T		
15. Working with the lead evaluator, serve as the technical expert for evaluation tasks: <ul style="list-style-type: none"> • Provide evaluation support, equipment, and personnel, as necessary • Provide operational and technical information on objectives and critical tasks 	C, E, F, I, T		

3b. Behavior: Ensure consideration of Persons with Disabilities and Access/Function Needs (PDAFN)

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
16. (TYPE 2 EOC/CP SPECIALTY ONLY) Confirm coordination between local, state, tribal, territorial, and Federal officials for protective measures related to the general public, institutionalized, schools, and PDAFN populations	E, F, I		
17. (TYPE 2 EOC/CP SPECIALTY ONLY) View and validate PDAFNs lists.	E, F, I		

3c. Behavior: Validate facilities, equipment, and communications methods

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. (TYPE 2 EOC/CP SPECIALTY ONLY) Ensure proper and timely activation of the Prompt Alert and Notification System (ANS).	E, F, I		

19. (TYPE 2 EOC/CP SPECIALTY ONLY) Validate functional communication methods used.	E, F, I		
20. (TYPE 2 EOC/CP SPECIALTY ONLY) Validate Personal Protective Equipment (PPE) is current and functional.	E, F, I		
21. (TYPE 2 EOC/CP SPECIALTY ONLY) Validate that operational facilities and staffing meet guidance requirements for a plume, RRR, or ingestion/long term recovery event.	E, F, I		

3d. Behavior: (TYPE 1 ONLY) Oversee and support the actions of Type 2 and Type 3 Exercise Evaluators

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
22. (TYPE 1 ONLY) Provide technical information and training on evaluation activities: <ul style="list-style-type: none"> • Observation and data recording • Creating and using EEG • Performing root-cause analysis • Writing after-action reports • Improvement planning 	C, E, F, I, T		
23. (TYPE 1 ONLY) Supervise team as it observes and records data, identifying Exercise strengths and weaknesses associated with: <ul style="list-style-type: none"> • Best practices • Lessons learned • Training • Equipment • Policies and procedures 	C, E, F, I, T		

3e. Behavior: (TYPE 2 EMERGENCY OPERATIONS CENTER / COMMAND POST (EOC/CP) SPECIALTY ONLY) Perform EOC/CP duties during plume, RRR, or ingestion/long term recovery events

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
24. (TYPE 2 EOC/CP SPECIALTY ONLY) Ensure the Offsite Response Organization (ORO) has the capability of just-in-time radiation safety training for support agencies.	E, F, I		
25. (TYPE 2 EOC/CP SPECIALTY ONLY) Have the ability to differentiate between Law Enforcement and Radiological operations.	E, F, I		
26. (TYPE 2 EOC/CP SPECIALTY ONLY) Maintain a sensitivity to tactical decision making versus protective action decision making.	E, F, I		
27. (TYPE 2 EOC/CP SPECIALTY ONLY) Validate lead agency and identify Incident Commander (IC).	E, F, I		
28. (TYPE 2 EOC/CP SPECIALTY ONLY) Validate Protective Action Decisions and tactical operations are coordinated with the appropriate officials and locations: <ul style="list-style-type: none"> • EOC • Emergency Operations Facility (EOF) 	E, F, I		

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29. (TYPE 2 EOC/CP SPECIALTY ONLY) Validate there is sufficient radiation safety equipment: <ul style="list-style-type: none"> • Dosimetry • Potassium Iodide (KI) • Survey meters 	E, F, I		
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3f. Behavior: (TYPE 2 DOSE ASSESSMENT SPECIALTY ONLY) Perform Dose Assessment duties

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
30. (TYPE 2 DOSE ASSESSMENT SPECIALTY ONLY) Ability to conduct professional communications with local, state, tribal, territorial, Federal and nuclear power plant (NPP) officials.	E, F, I		
31. (TYPE 2 DOSE ASSESSMENT SPECIALTY ONLY) Demonstrate ability and knowledge of technical software for radiological assessment and analysis and other dose assessment programs as applicable.	E, F, I		
32. (TYPE 2 DOSE ASSESSMENT SPECIALTY ONLY) Track and disseminate critical data including PARs and PADs.	E, F, I		
33. (TYPE 2 DOSE ASSESSMENT SPECIALTY ONLY) Validate field measurements and communication of protective action recommendations (PAR) to appropriate authority for protective action decision (PAD) making.	E, F, I		
34. (TYPE 2 DOSE ASSESSMENT SPECIALTY ONLY) Validate knowledge of Protective Action Guides.	E, F, I		
35. (TYPE 2 DOSE ASSESSMENT SPECIALTY ONLY) Validate technical assessment data.	E, F, I		
36. (TYPE 2 DOSE ASSESSMENT SPECIALTY ONLY) Validate Technical Leadership ability: <ul style="list-style-type: none"> • Identify radiation exposure levels and risks to field teams/emergency workers • Communicate exposure limits and validate emergency workers knowledge • Validate capability in making decisions authorizing additional exposure • Communicate risks to appropriate authority and/or decision makers • Demonstrate ability to monitor and track field teams' movements and sampling locations 	E, F, I		
37. (TYPE 2 DOSE ASSESSMENT SPECIALTY ONLY) Identify on-site versus offsite rad release risk.	E, F, I		

3g. Behavior: (TYPE 2 FIELD MONITORING/SAMPLING TEAMS (FM/ST) SPECIALTY ONLY) Perform FM/ST duties during plume and post-plume events

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
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38. (TYPE 2 FM/ST SPECIALTY ONLY) Demonstrates proper use of monitoring and survey equipment: <ul style="list-style-type: none"> • Air Sampling • Ground Sampling • Deposit Sampling 	E, F, I		
39. (TYPE 2 FM/ST SPECIALTY ONLY) Make and report measurements to appropriate authority.	E, F, I		
40. (TYPE 2 FM/ST SPECIALTY ONLY) Validate efficient communications with Leads and Dose Assessment Director.	E, F, I		
41. (TYPE 2 FM/ST SPECIALTY ONLY) Validate proper handling of samples for transfer to laboratory.	E, F, I		
42. (TYPE 2 FM/ST SPECIALTY ONLY) Validate technical proficiency: <ul style="list-style-type: none"> • Equipment inspection, inventory, and operational checks • Calibration within manufacturer standards • Use of appropriate equipment for identified radiation types • Ability to collect various types of samples 	E, F, I		

3h. Behavior: (TYPE 2 LABORATORY SPECIALTY ONLY) Perform Laboratory duties

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
43. (TYPE 2 LABORATORY SPECIALTY ONLY) Demonstrate knowledge of sampling process	C, E, F, I, T		

3i. Behavior: (TYPE 2 MEDICAL SERVICES / MONITORING SPECIALTY ONLY) Perform Medical Services / Monitoring duties

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
44. (TYPE 2 MEDICAL SERVICES / MONITORING SPECIALTY ONLY) Confirm staff are aware of reading and reporting/recording dosimetry readings and exposure limits.	E, F, I		
45. (TYPE 2 MEDICAL SERVICES / MONITORING SPECIALTY ONLY) Ensure medical staff can demonstrate the process of checking radiological equipment/instrumentation, donning and doffing PPE per the plans.	E, F, I		
46. (TYPE 2 MEDICAL SERVICES / MONITORING SPECIALTY ONLY) Ensure medical staff can verbalize the use of trigger/action levels for the need of decontamination.	E, F, I		
47. (TYPE 2 MEDICAL SERVICES / MONITORING SPECIALTY ONLY) Ensure that appropriate contamination control measures are demonstrated during the event.	E, F, I		
48. (TYPE 2 MEDICAL SERVICES / MONITORING SPECIALTY ONLY) Validate effective communication exists between the ambulance and medical facility.	E, F, I		
49. (TYPE 2 MEDICAL SERVICES / MONITORING SPECIALTY ONLY) Validate that the medical facility can activate and set up a radiological emergency area for treatment.	E, F, I		

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50. (TYPE 2 MEDICAL SERVICES / MONITORING SPECIALTY ONLY) Validate the ability to prioritize life threatening injuries over decontamination efforts.	E, F, I		
51. (TYPE 2 MEDICAL SERVICES / MONITORING SPECIALTY ONLY) Validate the capability to make decisions for decontaminating the individual and maintaining records of all survey measurements and samples taken.	E, F, I		
52. (TYPE 2 MEDICAL SERVICES / MONITORING SPECIALTY ONLY) Verify the ambulance service and hospital have the ability to transport a contaminated/injured individual.	E, F, I		

3j. Behavior: (TYPE 2 EMERGENCY WORKER (EW) DECONTAMINATION/MONITORING SPECIALTY ONLY) Perform Decontamination duties

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
53. (TYPE 2 EW DECONTAMINATION/MONITORING SPECIALTY ONLY) Ensure EWs can demonstrate the process of operating radiological equipment/instrumentation for proper operation.	E, F, I		
54. (TYPE 2 EW DECONTAMINATION/MONITORING SPECIALTY ONLY) Ensure EWs can verbalize the trigger/action levels for the need of decontamination.	E, F, I		
55. (TYPE 2 EW DECONTAMINATION/MONITORING SPECIALTY ONLY) Validate the capability to register EWs after completing monitoring and decontamination process.	E, F, I		
56. (TYPE 2 EW DECONTAMINATION/MONITORING SPECIALTY ONLY) Verify the ability of record keeping is in place.	E, F, I		
57. (TYPE 2 EW DECONTAMINATION/MONITORING SPECIALTY ONLY) Verify the staff demonstrates the capability to monitor EWs, their equipment and vehicles.	E, F, I		

3k. Behavior: (TYPE 2 RECEPTION CENTER SPECIALTY ONLY) Perform Reception duties

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
58. (TYPE 2 RECEPTION CENTER SPECIALTY ONLY) Confirm that the ORO has at least 1/3 of the resources available to monitor 20% of affected population: <ul style="list-style-type: none"> • EWs • Facility • Equipment 	E, F, I		
59. (TYPE 2 RECEPTION CENTER SPECIALTY ONLY) Ensure EWs can demonstrate the process of operating radiological equipment/instrumentation.	E, F, I		
60. (TYPE 2 RECEPTION CENTER SPECIALTY ONLY) Ensure the capability of contamination control.	E, F, I		

61. (TYPE 2 RECEPTION CENTER SPECIALTY ONLY) Validate capability to identify and register evacuees and receive, track and register unaccompanied minors, such as students.	E, F, I		
62. (TYPE 2 RECEPTION CENTER SPECIALTY ONLY) Validate OROs have the capability for decontaminating evacuees.	E, F, I		
63. (TYPE 2 RECEPTION CENTER SPECIALTY ONLY) Validate that provisions exist for radiological monitoring of evacuees, service animals, possessions, and evacuee vehicles.	E, F, I		
64. (TYPE 2 RECEPTION CENTER SPECIALTY ONLY) Verify a process is in place to register evacuees for congregate/non-congregate care needs.	E, F, I		
65. (TYPE 2 RECEPTION CENTER SPECIALTY ONLY) Verify organizations responsible for managing Reception Centers (RC).	E, F, I		
66. (TYPE 2 RECEPTION CENTER SPECIALTY ONLY) Verify the RC has arrangements for handling service animals.	E, F, I		
67. (TYPE 2 RECEPTION CENTER SPECIALTY ONLY) Verify the RC layout, with diagrams showing the flow of operations.	E, F, I		
68. (TYPE 2 RECEPTION CENTER SPECIALTY ONLY) Ensure EWs can verbalize the trigger/action levels for the need of decontamination.	E, F, I		

3I. Behavior: (TYPE 2 PUBLIC INFORMATION SPECIALTY ONLY) Perform Public Information duties during plume, RRR, or ingestion/long term recovery events

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
69. (TYPE 2 PUBLIC INFORMATION SPECIALTY ONLY) Conduct professional communications with local, state, tribal, territorial, Federal, and NPP PIOs and officials.	E, F, I		
70. (TYPE 2 PUBLIC INFORMATION SPECIALTY ONLY) Confirm establishment of public inquiry hotline and distributions of media information kits.	E, F, I		
71. (TYPE 2 PUBLIC INFORMATION SPECIALTY ONLY) Ensure participants communicate leadership messaging effectively.	E, F, I		
72. (TYPE 2 PUBLIC INFORMATION SPECIALTY ONLY) Ensure participants maintain open communications with the public from the plume phase through the ingestion phase.	E, F, I		
73. (TYPE 2 PUBLIC INFORMATION SPECIALTY ONLY) Ensure participants monitor trends/rumor control and communicate to appropriate authority.	E, F, I		
74. (TYPE 2 PUBLIC INFORMATION SPECIALTY ONLY) Ensure participants use clear and concise language in messaging and briefings.	E, F, I		
75. (TYPE 2 PUBLIC INFORMATION SPECIALTY ONLY) Ensure that participants document briefing topics and track media releases.	E, F, I		

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76. (TYPE 2 PUBLIC INFORMATION SPECIALTY ONLY) Validate ability to deliver accurate subsequent emergency information, instructional messaging or affected evacuation routes as the incident warrants.	E, F, I		
77. (TYPE 2 PUBLIC INFORMATION SPECIALTY ONLY) Validate ability to message/communicate with non-English speaking populations, if applicable.	E, F, I		
78. (TYPE 2 PUBLIC INFORMATION SPECIALTY ONLY) Validate communications with leadership and other officials.	E, F, I		
79. (TYPE 2 PUBLIC INFORMATION SPECIALTY ONLY) Validate coordination with Joint Information Center (JIC) Public Information Officer(s) (PIO) for consistent message.	E, F, I		
80. (TYPE 2 PUBLIC INFORMATION SPECIALTY ONLY) Validate coordination with leadership for message content and delivery timeliness.	E, F, I		

4. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

4a. Behavior: Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
81. (TYPE 1 ONLY) Exhibit principles of duty, respect, and integrity: <ul style="list-style-type: none"> • 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 their duties and tasks • Train and mentor staff • Keep assigned personnel informed 	E, F, I, T		

4b. Behavior: (TYPE 1 ONLY) Establish work assignments and performance expectations, monitor performance and provide feedback

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
82. (TYPE 1 ONLY) Communicate responsibilities and expectations, informing Exercise data collectors and evaluators of assignments, tasks, and required products: <ul style="list-style-type: none"> • Before the Exercise • During the Exercise • After the Exercise 	E, F, I, T		
83. (TYPE 1 ONLY) Monitor Exercise data collectors' and evaluators' activities; provide feedback to maximize individual and collective capabilities.	E, F, I, T		

4c. Behavior: Ensure the health, safety, welfare and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
84. Demonstrate knowledge of and comply with relevant health and safety requirements: <ul style="list-style-type: none"> • Ensure compliance with health and safety considerations and guidelines • Coordinate with the Safety Officer to ensure that assigned personnel follow safety guidelines 	E, F, I, T		
85. Evaluate mental and physical fatigue of assigned personnel: <ul style="list-style-type: none"> • Ensure adequate rest is provided to section personnel 	E, F, I, T		
86. Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk: <ul style="list-style-type: none"> • Adjust operations in response to hazards, weather and other relevant events 	E, F, I, T		

4d. Behavior: Coordinate interdependent activities

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TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
87. (TYPE 1 ONLY) Coordinate the development of evaluation documents, such as the EEG, the C/E Handbook, and the after-action report: <ul style="list-style-type: none"> ● Confirm that Exercise data collectors and evaluators complete appropriate documentation and input ● Coordinate distribution of draft documentation and adjudication of feedback 	E, F, J, T		
88. (TYPE 1 ONLY) Lead evaluation planning efforts, coordinating the development of the evaluation plan: <ul style="list-style-type: none"> ● Provide evaluation planning information during coordination meetings ● Confirm evaluation timeline, coordinating achievement of timeline milestones 	E, F, I, T		
89. (TYPE 1 ONLY) Monitor evaluation progress and assign/reassign personnel to ensure progress toward objectives based on the evaluation plan and timeline: <ul style="list-style-type: none"> ● Regularly brief and debrief with assigned personnel ● Provide evaluation execution information during coordination meetings 	E, F, I, T		