

POSITION TASK BOOK FOR THE POSITION OF

ANIMAL SHELTER MANAGER - UNIT LEADER

- Type 1
- Type 2
- Type 3
- Type 4

DRAFT Version: September 2009

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POSITION TASK BOOK ASSIGNED TO:
INDIVIDUAL'S NAME, DUTY STATION AND PHONE NUMBER POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME, TITLE, DUTY STATION AND PHONE NUMBER
LOCATION AND DATE POSITION TASK BOOK WAS INITIATED

EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

VERIFICATION/CERTIFICATION OF COMPLETED POSITION TASK BOOK FOR THE POSITION OF
<i>FINAL EVALUATOR'S VERIFICATION</i> I verify all tasks have been performed and are documented with appropriate initials. I also verify _____ has performed as a trainee and should therefore be considered for certification in this position.
FINAL EVALUATOR'S SIGNATURE AND DATE
EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION AND PHONE NUMBER

AGENCY HEAD RECOMMENDATION FOR CERTIFICATION
I certify _____ has met all requirements for qualification in this position and I recommend that he/she be certified for the position.
OFFICIAL'S SIGNATURE AND DATE
OFFICIAL'S NAME TITLE, DUTY STATION AND PHONE NUMBER

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
INCIDENT COMMAND SYSTEM (ICS)
POSITION TASK BOOKS (PTBs)**

Position Task Books (PTBs) are designed to be used by any individual (trainee) interested in becoming certified under the National Incident Management System (NIMS). The PTB's are intended to be used to document experiences that indicate successful completion of tasks specific to an Incident Command System (ICS) position. The performance requirements for each position are associated with core ICS competencies, behaviors and tasks as suggested to the Federal Emergency Management Agency (FEMA) by a multi-disciplined, highly-experienced expert panel.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the "authority having jurisdiction" (of the trainee), that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks will normally require more than one training assignment and several different evaluators. Incidents lasting several days may involve multiple evaluators. Tasks may be evaluated on incidents, in a classroom simulation, in training (performance based) and exercises (tabletop, functional or full-scale) and in other work situations as long as there is an evaluator qualified in the position being evaluated.

It is important performances be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated.

The NIMS Qualification Process Guide lists the definitions for trainee, evaluator, training officer and authority having jurisdiction.

Responsibilities:

1. Authority having jurisdiction (AHJ):

- Select trainees based on the needs of their organization or to fulfill their obligations to contribute to Incident Management Teams or other Mutual Aid agreements.
- Provide opportunities for evaluation and/or making the trainee available for evaluation.

2. The Individual/ Trainee:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals whenever an opportunity for evaluation is recognized.

- Providing background information to an evaluator.
- Assuring the evaluation record is complete.
- Completing all tasks for an assigned position within the timeframe allowed for that position. All tasks with an approval older than the allowed timeframe must be reevaluated.
- Notifying the local AHJ /training officer when the PTB is completed, and obtaining a signature recommending certification.
- Retaining the original PTB and provide a copy of the PTB to the appropriate individual/department to obtain a qualification from your agency.

3. Evaluator(s):

- Being qualified and proficient in the evaluated position.
- Meeting with the trainee and determining past experience, current qualifications and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which tasks may be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task to indicate satisfactory performance. Unsatisfactory performance should also be documented.
- Completing the Evaluation Form found at the end of each PTB.
- Completing an Incident Personnel Performance Rating (ICS 225) form.

4. The Final Evaluator:

- Being qualified and proficient in the position being evaluated.
- Reviewing the trainee's record to ensure completeness.
- Signing the verification statement on page 2 of the PTB when all tasks have been initialed.
- Ensuring all tasks have been completed within the three years prior to submission for final approval. Any task with an approval older than three years must be reevaluated and brought up to date.

5. Training Officer:

- Providing the correct version of the PTB to the individual in order to document performance.
- Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incidents or situations where the trainee may have evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, when the evaluation opportunity is within the AHJ's jurisdiction.
- Receiving and filing documentation from the assignment.

6. AHJ Designee

- Issuing the PTB to document task performance.

- Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator who can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.

Competencies, Behaviors and Tasks:

Each Position Task Book lists the performance requirements (tasks) for specific positions set by the ICS competencies and behaviors (September 2007) recognized by FEMA's National Integration Center and posted to the NIMS Resource Center Web site, <http://www.fema.gov/emergency/nims/>.

There are numerous bullet statements listed under each task. The bullet statements are listed as guidelines/examples for the evaluator to follow to insure the intent of the task has been completed. Not all bullet statements for a task are required to be completed if the overall intent of the task has been satisfied.

Each task has a code associated with the type of training assignment where the task may be completed. These include: O = other, I = incident/event and R = rare event. Definitions for these codes may be found below*. While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. Tasks coded "I" must be evaluated on an incident/event, and so on. Performance of any task other than the designated assignment is not valid for qualification.

***Code:**

- O = Task can be completed in a variety of situations, such as in a classroom (performance based training), exercise or simulation (tabletop, functional or full-scale), incident or event, or daily job.
- I = Task must be performed on an incident or event which is managed under the Incident Command System (ICS).
- R = Rare events seldom occur and opportunities to evaluate trainee performance in real settings are limited. Examples of rare events include accidents, injuries, vehicle and aircraft crashes. Through interviews, the evaluator may be able to determine if the trainee could perform the task in a real situation.

Competency: Assume position responsibilities

Description: Successfully assume role of Animal Shelter Manager (Unit Leader) and initiate position activities at the appropriate time according to the following behaviors.

Behavior: Ensure readiness for assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
<p>1. Obtain and assemble information and materials needed for kit. Kit assembled and prepared prior to receiving an assignment. Kit contains critical items needed for functioning during the assignment. Kit is easily transportable. The basic information and materials needed <u>may include</u>, but is not limited to, any of the following:</p> <p>Reference Material</p> <ul style="list-style-type: none"> • Position manual. • Receiving agency/organization specific policies and procedures. • Emergency Response Field Operations Guide (ERFOG). • Job Aid - listing Standard Operating Procedures (SOPs), forms and supplies specific to animal sheltering. This information may vary depending upon the kind of animal shelter (stand alone - animals only, co-located, co-habitation, etc.). <p>Forms</p> <ul style="list-style-type: none"> • ICS 213, General Message • ICS 214, Activity Log <p>Supplies</p> <ul style="list-style-type: none"> • Supplies appropriate to the function. 	O		
<p>2. Identify unique characteristics, limitations and constraints of your area of responsibility that may influence your ability to perform in this position (e.g. geography, weather, technology, demographics, culture, etc).</p>	O		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR
<p>3. Coordinate with immediate supervisor to obtain resources to organize work space and maintain operations.</p> <ul style="list-style-type: none"> Request materials and supplies using established procedures. Maintain adequate quantities of forms, supplies and materials to prevent shortage of basic needed items. Obtain equipment to complete assignment (e.g., radio, telephones, faxes and computers with appropriate software). Ensure appropriate personnel to perform unit functions (e.g., night operational period, increase/reduce staffing). Ensure adequate signage for work locations for both shelter staff and clients, animal owners, Animal Control Officers, etc. (e.g. animal registration/release, staff check-in, etc). 	I		
<p>4. Organize work area to maximize work effectiveness.</p> <ul style="list-style-type: none"> Establish filing system. Establish area to receive documents. Establish message center (e.g. bulletin board). Ensure sufficient space, desks, chairs and tables. Coordinate Base Camp for responders. Ensure adequate space for animal areas (e.g. registration, animal husbandry, veterinary treatment, etc.). 	O		
<p>5. Determine support needs to meet the Incident Action Plan (IAP) or other relevant plans.</p>	O		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR
<p>6. Obtain initial briefing from immediate supervisor or Animal Shelter Manager (Unit Leader) you are relieving.</p> <ul style="list-style-type: none"> Names, contact number and positions/functions of host unit administrative personnel and 	O		

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<p><u>cooperating/assisting agencies.</u></p> <ul style="list-style-type: none"> • Local administrative guidelines. • Policies and operating procedures (e.g., requesting resources and supplies, work schedule, timelines and priorities). • Resources assigned and ordered for the incident and the unit. • Logistical information (e.g., work space, shift schedule, eating, sleeping, shelter hours, mental health support, etc.). • Current resource commitments. • Current situation. • Expected duration of assignment. • Expectations and section operating procedures, if applicable. • Copy of ICS 201 (Incident Briefing), Incident Action Plan (IAP), ICS 209 (Incident Status Summary) and/or other relevant plans. • Unit specific information. • Health and Safety Concerns/Hazards. 			
<p>7. Establish situation awareness pertinent to assessing the incident assignment.</p> <ul style="list-style-type: none"> • Organizational contacts (e.g., counterparts, host unit personnel). • Supporting documentation (e.g., maps, digital information, Resource Request Mobilization). • Incident activities. • Unit briefings. • Planning meetings. • Demobilization. 	O		

Behavior: Establish effective relationships with relevant personnel.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
<p>8. Establish and maintain positive interpersonal and interagency working relationships. Understand the human-animal bond and the need to humanely treat and care for the animals in the shelter; and the need to reunite the animals with their owners.</p>	I		
<p>9. Establish and maintain communication with relevant personnel (e.g. Operation Section Chief, Animal Shelter Manager, general population “human” shelter manager, Animal Control, Mental Health Supervisor, etc.)</p>	I		

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Behavior: Establish organization structure, reporting procedures and chain of command of assigned resources.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
10. Organize assigned personnel to meet the needs of the incident. <ul style="list-style-type: none"> • Organization chart for the unit • Pass unit organization chart up/forward to Planning Section Chief for inclusion in overarching organizational chart. 	O		

Behavior: Understand and comply with ICS concepts and principles.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
11. Demonstrate ability to expand and contract resources to meet needs of organization (e.g. span of control). <ul style="list-style-type: none"> • Explain concept of span-of-control. 	O		
12. Demonstrate or describe two situations that require an Animal Shelter Manager to coordinate with another unit leader or the manager of a general populations “human” shelter to perform their function.	O		
13. Demonstrate understanding of common ICS terminology. <ul style="list-style-type: none"> • Describe the difference between: groups and divisions, task force and strike team, deputies and assistants, other key positions, etc. 	O		

Competency: Lead assigned personnel

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

Behavior: Model leadership values and principles.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
14. Exhibit principles of duty. <ul style="list-style-type: none"> • Be proficient in your job, both technically and as a leader. • Make sound and timely decisions. • Ensure tasks are understood, supervised and accomplished. • Train and mentor assigned personnel. 	O		

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<p>15. Exhibit principles of respect.</p> <ul style="list-style-type: none"> • Know your assigned personnel and look out for their well-being. • Keep your assigned personnel and supervisor informed. • Build the team. • Assign your personnel in accordance with their capabilities. 	O		
<p>16. Exhibit principles of integrity.</p> <ul style="list-style-type: none"> • Know yourself and seek improvement. • Seek responsibility and accept responsibility for your actions. • Set the example. 	O		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR
<p>17. Provide for the health, safety, welfare and accountability of assigned personnel during the entire period of supervision.</p> <ul style="list-style-type: none"> • Monitor condition of assigned personnel (e.g. adequately fed, rested and protected from occupational hazards). • Assess and monitor the safety of the work environment, Ensure that conditions are compliant with safety codes (ADA, OSHA, etc). Consult the safety officer if unsure. • Provide for care of assigned personnel and notify immediate supervisor in event of illness, injury or accident. Follow medical plan (ICS 206 as applicable) and safety message/plan (ICS 208) for assigned incident. • Use ICS-214 (Activity Log) daily to document and account for assigned personnel. 	O		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR
<p>18. Evaluate incident and project staffing requirements and ensure adequate personnel to meet needs.</p>	O		
<p>19. Develop work schedule for assigned personnel based on Incident Briefing (ICS-201), IAP, operational period, external demands and/or</p>	O		

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relevant plans. Work with Team Leaders to assess staffing needs. <ul style="list-style-type: none"> • Work with supervisors to assess their staffing needs. 			
20. Brief assigned personnel on assignment(s) for operational period.	O		
21. Continuously evaluate performance. <ul style="list-style-type: none"> • Communicate performance standards. • Communicate if deficiencies found immediately and take corrective action. • Provide training opportunities where available. • Complete personnel performance ratings (ICS-225) per agency/organization guidelines. 	O		

Behavior: Emphasize teamwork.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
22. Establish cohesiveness among assigned personnel. <ul style="list-style-type: none"> • Establish trust through open communication. • Require commitment. • Set expectations for accountability. • Focus on the team result. • Convey appropriate expectations for human relations, EEO, civil rights, sexual harassment, ethics and other IMT operating procedures. 	O		

Behavior: Coordinate interdependent activities.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
23. Coordinate with other units and sections for completion of work assignments. <ul style="list-style-type: none"> • Assist other sections to meet priorities and time frames. • Receive and transmit needed information. 	O		
24. Coordinate with section personnel to identify needed/excess resources (personnel, equipment and facilities).	O		
25. Demonstrate or describe a situation in which an Animal Shelter Manager might perform a function outside of normal assigned responsibilities.	O		

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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.

Behavior: Ensure relevant information is exchanged during briefings and debriefings.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
26. Brief and keep assigned personnel and Section Chief / immediate supervisor informed and updated. <ul style="list-style-type: none"> • Demonstrate initial brief to incoming personnel. • Ensure unit leader expectations are communicated and understood. 	O		
27. Communicate command expectations (priorities, objectives, limitations and constraints, operating policies, etc.).	O		
28. Identify information associated with operational period meetings and briefings. <ul style="list-style-type: none"> • Information for shelter staff who will attend. • Information shelter staff should obtain from meeting. • Meeting schedule ICS-230 	O		
29. Participate in briefings and debriefings for After Action Reporting (AAR). <ul style="list-style-type: none"> • Hotwash. • Lessons learned. 	O		

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
30. Maintain appropriate files based on agency/organization and incident requirements: <ul style="list-style-type: none"> • Animal intake logs and spreadsheets. • Vehicle maintenance records, procurement records, unit documentation files, etc. 	O		
31. Review and submit ICS 214 (Activity Log). <ul style="list-style-type: none"> • Accountability of assigned personnel. • Significant events recorded. • Key decisions documented. 	O		
32. Submit (as applicable) completed documents at appropriate time (e.g. each operational period,	O		

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final package.). <ul style="list-style-type: none"> • ICS 213 (General Message Form) • ICS 221 (Demobilization Checkout) • ICS 211 (Incident Check-in List) 			
33. Demonstrate or describe the use of the following ICS forms and who uses them: ICS-213 (General Message Form), and ICS-214 (Activity Log) – as applicable.			

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
34. Review IAP <ul style="list-style-type: none"> • Collaborate with Team Leaders to identify information required for inclusion in IAP • Identify information for extraction from IAP (e.g. number of personnel requiring lunches). 	O		
35. Prepare transition brief. <ul style="list-style-type: none"> • Current activities • Personnel staffing issues • Health and safety • Schedule 	O		
36. Identify appropriate / inappropriate information for internal and external use. <ul style="list-style-type: none"> • Sensitive information. • Next of kin notifications. • Discussion of incident with non-incident personnel. • Media inquiries. 	O		

Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
37. Establish time frames and protocols for information exchange to complete work assignments. <ul style="list-style-type: none"> • IAP inputs ICS 205 (Incident Radio Communications Plan), ICS 206 (Medical Plan), other applicable plans. • Provide timely feedback in response to requests. • Tentative release of resources for reuse or demobilization. • Work assignments ICS-204 (Assignment 	O		

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List).			
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Behavior: Develop and implement plans to gain concurrence of affected agencies and/or the public.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
38. Develop alternate plans for contingencies as applicable. <ul style="list-style-type: none"> • Equipment breakdown • Unexpected staffing shortages • Power outages • Disease outbreak • Security issues • Carcass disposal • Decontamination 	O		

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 timeframe.

Behavior: Administer and/or apply agency policy, contracts and agreements.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
39. Apply agency/organization policy, legal and fiscal constraints, and political considerations. <ul style="list-style-type: none"> • Strategic plans. • IAP or other relevant plan. • Cost containment. • Record keeping and reimbursement criteria under FEMA DAP9523.19 			
40. Ensure work/rest guidelines and length of assignments are monitored and followed.			
41. Ensure release priorities address contractual requirements. <ul style="list-style-type: none"> • Coordinate with Finance/Administration Section. 			

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Behavior: Gather, analyze and validate information pertinent to the incident or event and make recommendations for setting priorities.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
42. Evaluate available information and make recommendations to support incident. <ul style="list-style-type: none"> • Workload priorities. • Staff assignments. • Information requests. • Cost-effective use of resources. • Daily pet shelter numbers 	O		

Behavior: Scope of Animal Shelter Management experience

TASK	CODE	EVALUATION RECORD #	EVALUATOR
43. Indicate areas of animal shelter management experience: <ul style="list-style-type: none"> • Phase of animal shelter operations (opening, maintaining, closing) • Number of staff supervised (include org chart) • Number of animals • Number of different species • Kind of shelter (stand alone - animals only, co-populated, co-habitation, etc.). • Unique problems or issues • Data management systems, animal tracking and animal reunification systems used • Interaction with PIO and recognizing potential press issues, etc. • Interaction with associated human shelter(s), animal owners and the general public 	O		

Behavior: Take appropriate action based on assessed risks.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
44. Apply the Risk Management Process. <ul style="list-style-type: none"> • Step 1: Situation Awareness • Step 2: Hazard Assessment • Step 3: Hazard Control • Step 4: Decision Point • Step 5: Evaluate 	I		

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Behavior: Make appropriate decisions based on analysis of gathered information.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
45. Determine and monitor current status of unit activities. <ul style="list-style-type: none"> • Changing needs. • Staffing levels. • Feedback from other IMT members. • Identify key indicators of success. 	O		
46. Demonstrate or describe how information from above task could be used to make appropriate decisions.	O		

Behavior: Follow established procedures and/or health and safety procedures relevant to given assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
47. Demonstrate compliance with the following guidelines: <ul style="list-style-type: none"> • Work/rest • Agency/organization health and safety standards and procedures. • Follow ICS 206(Medical Plan) and ICS 208 (Safety Message/Plan) for assigned incident. • Personnel protective equipment. • Communication (e.g. radio, cell phone). 	O		
48. Demonstrate proper reporting of inappropriate actions involving incident personnel. <ul style="list-style-type: none"> • Contracting personnel. • Agency/organization liaison. • Safety Officer. 	O		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR
49. Coordinate relief process. <ul style="list-style-type: none"> • Inform/brief incoming Animal Shelter Manager (Unit Leader). Awareness of incident escalation/de-escalation and impact on Unit. • Document follow-up action needed and submit to immediate supervisor. • With replacement, determine time of transfer. 	O		

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Behavior: Plan for demobilization and ensure demobilization procedures are followed.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
<p>50. Anticipate demobilization of personnel and equipment.</p> <ul style="list-style-type: none"> • Identify excess personnel and equipment. • Prepare plan and schedule for demobilization. • Inform immediate supervisor and Section Chief of demobilization plan for approval. 	O		
<p>51. Demonstrate demobilization of personnel and equipment.</p> <ul style="list-style-type: none"> • Brief Team Leaders on demobilization procedures and responsibilities and use of ICS 221 (Demobilization Plan). • Ensure incident and agency/organization demobilization procedures are followed. 	O		

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INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulations in classroom or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Evaluator's name, incident/office title, and agency: List the name of the evaluator, his/her incident position or office title and agency.

Evaluator's home unit address and phone: Self-explanatory

#: The number next to the evaluator's name in the upper left corner of the evaluation record identifies a particular incident or group of incidents. This number should be placed in the column labeled "Evaluation Record #" on the PTB for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the qualifications of the different evaluators prior to making the appropriate sign-off on the PTB.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

Incident Kind: Enter kind of incident; e.g., hazmat, wildland fire, structural fire, search and rescue, flood, tornado, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Type of Resources: Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis; e.g., several initial response wildfires in similar fuel types.

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.

Evaluator's relevant certification: List your certification relevant to the trainee position you supervised.

Evaluation Record

TRAINEE NAME

TRAINEE POSITION

#1	Evaluator's name: Incident/office title & agency:			
Evaluator's home unit address & phone:				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	
The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.				
Recommendations: _____ _____				
Date: _____ Evaluator's initials: _____				
Evaluator's relevant agency certification or rating: _____				

#2	Evaluator's name: Incident/office title & agency:			
Evaluator's home unit address & phone:				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	
			to	
The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.				
Recommendations: _____ _____				
Date: _____ Evaluator's initials: _____				
Evaluator's relevant agency certification or rating: _____				

Evaluation Record
(Continuation Sheet)

TRAINEE NAME

TRAINEE POSITION

#3	Evaluator's name: Incident/office title & agency:			
Evaluator's home unit address & phone:				
Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	
<p>The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				

#4	Evaluator's name: Incident/office title & agency:			
Evaluator's home unit address & phone:				
Name and Location of Incident or situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	
<p>The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				