



POSITION TASK BOOK FOR THE POSITION OF

Type 3
ALL-HAZARDS
PUBLIC INFORMATION OFFICER
(PIO3-AH)

Version: January 2015

POSITION TASK BOOK ASSIGNED TO
INDIVIDUAL'S NAME
DUTY STATION
PHONE NUMBER
E-MAIL
POSITION TASK BOOK INITIATED BY
OFFICIAL'S NAME
TITLE
DUTY STATION
PHONE NUMBER
E-MAIL
POSITION TASK BOOK WAS INITIATED
LOCATION
DATE

EVALUATOR

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

VERIFICATION/CERTIFICATION OF COMPLETED POSITION TASK BOOK FOR THE POSITION OF

ALL HAZARDS PUBLIC INFORMATION OFFICER TYPE 3

FINAL EVALUATOR'S VERIFICATION

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:

DATE:

EVALUATOR'S PRINTED NAME:

TITLE:

DUTY STATION:

PHONE NUMBER:

E-MAIL:

CERTIFYING OFFICIAL FOR CERTIFICATION

I certify _____
has met all requirements for qualification in this position is certified for the position.

OFFICIAL'S SIGNATURE:

DATE:

OFFICIAL'S NAME:

TITLE:

DUTY STATION:

PHONE NUMBER:

EMAIL:

**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 and HSEEP compliant functional or full scale exercises and in other work situations as long as there is a qualified evaluator.

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

The Interstate Incident Management Team Qualifications System [IIMTQS] 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 who 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 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 that 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. **Definitions for these codes are 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 on other than the designated assignment is not valid for qualification.

If more than one code is listed, the task may be completed on any of the listed situations (e.g. If code I, O1 and O2 are listed, the task may be completed on any of the three listed). The evaluator should circle the evaluation code the task was evaluated at.

- O1** = Task can be performed on a Planned Event, HSEEP compliant or Full Scale Exercise with equipment deployment which is managed under the Incident Command System (ICS). Examples of exercises that may employ ICS include oil spill, search and rescue, hazardous material response, and fire.
- O2** = Task can be performed on an Exercise which is managed under the Incident Command System (ICS). Examples of exercises that may employ ICS include oil spill, search and rescue, hazardous material response, and fire.
- O3** = Training or Daily Job environment that tests knowledge/skills associated with the task.
- O4** = Task can be performed during an ICS course classroom environment that tests knowledge/skills associated with the task.
- I** = Task must be performed on an incident, which is managed under the Incident Command System (ICS).-Examples of incidents that may employ ICS include oil spill, search and rescue, hazardous material response, fire, or law enforcement incidents that may be emergency or non-emergency in nature.
- 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 Public Information Officer 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 Responder Field Operations Guide (ERFOG). <p>Forms</p> <ul style="list-style-type: none"> • ICS 201, Incident Briefing • ICS 202, Incident Objectives • ICS 203, Organization Assignment List • ICS 209, Incident Status Summary • ICS 213, General Message • ICS 214, Activity Log <p>Supplies</p> <ul style="list-style-type: none"> • Telephone and contact documentation log sheets. • Local media directory. • Camera/film. • Appropriate office supplies. 	<p>I O1 O2 O3 O4</p>		
<p>2. Arrive properly equipped at incident assigned location within acceptable time limits. Check in according to agency/organization guidelines.</p>	<p>I O1</p>		
<p>3. Demonstrate familiarity with communications equipment, procedures and basic functions/ capabilities of:</p> <ul style="list-style-type: none"> • Hand-held, portable, multi-channel radios. • Portable scanner. • Cellular telephone. • Facsimile machine (FAX). 	<p>I O1 O2</p>		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR
4. Determine immediate staffing and resource needs. <ul style="list-style-type: none"> • Assess incident complexity and media interest. • Gather additional supplies to support effort, if needed. 	I O1 O2		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR
5. Obtain complete information from dispatch upon initial activation. <ul style="list-style-type: none"> • Incident name. • Incident order number. • Request number. • Incident number. • Reporting location. • Phone contacts. • Radio frequencies. • Transportation arrangements/travel routes. • Reporting times. 	I O1		
6. Gather all available information necessary to accurately assess incident, make appropriate decisions about immediate needs and actions including: <ul style="list-style-type: none"> • Incident Commander’s name/location and agency/organization contact information. • Type of incident. • Current resource commitments. • Current situation status. • Expected duration of incident. • Topography. • Weather (current and expected). • Agency Administrator’s briefing. 	I O1		
7. Establish contact with Incident Commander or Lead Information Officer to obtain briefing. Review Incident Commander’s ICS 201 (Incident Briefing) and ICS 202 (Incident Objectives), if available, ICS 203 (Organization Assignment List) and ICS 209 (Incident Status Summary). <ul style="list-style-type: none"> • Contact responsible agencies’ public affairs staff for briefing on local issues. • Obtain local information. • Obtain media contact list. • Obtain agency representative list from liaison officer representative. 	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

<p>8. Review available documentation.</p> <ul style="list-style-type: none"> • Incident Action Plan. • Analysis and projections as appropriate. 	<p>I O1 O2</p>		
<p>9. Determine expectations of Incident Commander/Agency Administrator regarding gathering and disseminating of information</p> <ul style="list-style-type: none"> • Participation in interviews. • Media access (ground and air). • Release of sensitive information. • Investigation and cause. • Need or location of information center. 	<p>I O1 O2</p>		

Behavior: Establish effective relationships with relevant personnel.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
<p>10. Maintain positive working relationships with all co-workers, incident personnel, local publics and agencies.</p>	<p>I O1 O2</p>		
<p>11. Employ good listening/responding skills with co-workers, incident personnel, media and public.</p>	<p>I O1</p>		
<p>12. Obviously support cooperating and participating agencies in contacts with the media and public. Written materials (news releases, fact sheets) should reflect support of other agencies.</p>	<p>I O1</p>		
<p>13. Demonstrate respect for, and sensitivity toward, all cultures in contacts with incident personnel, public and media, and in all written materials.</p>	<p>I O1</p>		
<p>14. Ensure information personnel maintain a neat and professional appearance at all times.</p>	<p>I O1 O2 O3</p>		
<p>15. Practice “service concept” with public/media/incident personnel.</p>	<p>I O1 O2 O3</p>		
<p>16. Serve as contact point for media calling the incident.</p>	<p>I O1</p>		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR
17. Establish system/schedule for obtaining incident information. <ul style="list-style-type: none"> • ICS 209(Incident Status Summary). • Communication with agency/organization dispatch. • Follow-up briefings from Incident Commander. • Obtain IAPs and incident map products. 	I O1		

Behavior: Understand and comply with ICS concepts and principles.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
18. Maintain appropriate span of control through the assignment of Assistant Public Information Officers from appropriate agencies and/or organizations.	I O1		
19. Demonstrate knowledge of ICS structure, principles, positions and ICS forms.	I O1 O2		
20. Act as agent of the Incident Commander.	I O1		

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
21. 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 subordinates. 	I O1 O2		
22. Exhibit principles of respect. <ul style="list-style-type: none"> • Know your subordinates and look out for their well-being. • Keep your subordinates informed. • Build the team. • Assign your subordinates in accordance with their capabilities. 	I O1 O2		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

23. Exhibit principles of integrity. <ul style="list-style-type: none"> • Know yourself and seek improvement. • Seek responsibility and accept responsibility for your actions. • Set the example. 	I O1		
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Behavior: Ensure the safety, welfare, and accountability of assigned personnel.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
24. Recognize potentially hazardous situations in your working area.	I O1		
25. Inform subordinates of hazards.	I O1 O2		
26. Ensure special precautions are taken when extraordinary hazards exist.	I O1 O2		
27. Ensure adequate rest is provided to all unit personnel.	I O1		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR
28. Brief and keep subordinates informed and updated.	I O1		
29. Ensure necessary support staff is aware of planning meeting assignments.	I O1		
30. Provide ongoing feedback to subordinates during incident and demobilization.	I O1		
31. Prepare and discuss performance ratings with subordinates	I O1		

Behavior: Emphasize teamwork

TASK	CODE	EVALUATION RECORD #	EVALUATOR
32. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> • Establish trust through open communication. • Require commitment. • Set expectations of accountability. • Bring focus to the team result. 	I O1 O2		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Behavior: Coordinate interdependent activities.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
33. Coordinate with other information functions. <ul style="list-style-type: none"> • MAC group. • Area command. • Dispatch. • Joint Field Operations. • Joint Information Center. • Cooperating agencies. • Other incidents. 	I O1		

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
34. Participate in briefings/meetings. <ul style="list-style-type: none"> • Develop information updates based on information received. • Apprise Incident Commander of sensitive information and community needs. 	I O1 O2		
35. Assist with post-incident information strategy and procedure. <ul style="list-style-type: none"> • Assist in organizing briefing material and documentation materials for jurisdictional agency/organization information staff. • Assist jurisdictional agency/organization with the preparation of a post incident information strategy. 	I O1		

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
36. Update and post-incident fact sheet or newsletter at various locations in community.	I O1 O2		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR
37. Obtain updated maps and other visuals to aid PIOs and other incident personnel in briefing the media on incident status.	I O1		
38. Take photographs and video of the incident and related activities.	I		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

	O1 O2		
39. Obtain community street maps, emergency numbers for local contacts.	I O1		
40. Prepare and disseminate information internally to personnel on incident. <ul style="list-style-type: none"> • Establish bulletin boards(s) at ICP and other incident locations. • Assist with development of newsletter as appropriate. • Develop news clipping sheet for posting at bulletin board locations. 	I O1		
41. Prepare briefing materials for VIP visits and assist with planning, coordination and logistics for visits.	I O1		

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: Take appropriate action based on assessed risks.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
42. Initiate contact and respond to inquiries from media. <ul style="list-style-type: none"> • Call wire services with initial information and updates. • Provide phone numbers for media to call for further information. 	I O1		
43. Serve as incident spokesperson.	I O1		
44. Be alert to rumors and take appropriate action.	I O1		

Behavior: Modify approach based on evaluation of incident situation.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
45. Obtain information on special hazards or threats. <ul style="list-style-type: none"> • Prepare briefing paper/news release for approval of Lead Information Officer, Incident Commander or Agency Administrator. 	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR
46. Follow health and safety procedures and be aware of incident-specific hazards. <ul style="list-style-type: none"> • Have available and use appropriate personal protective equipment. • Follow established health and safety procedures. • Brief media and public on health and safety concerns of the incident. 	I O1 O2		
47. Provide personal protective equipment to assisting and cooperating agencies.	I O1		
48. Obtain clearance for access to incident from operations personnel.	I O1		

Behavior: Provide logistical support as necessary.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
49. Arrange and schedule media access to the incident and obtain information on media personnel and media aircraft.	I O1 O2		
50. Provide ground transportation and escorts for media.	I O1		

Behavior: Develop appropriate information releases and conduct media interviews according to established protocol.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
51. Develop information updates based on information received.	I O1		
52. Gather information and prepare/update fact sheet/news release.	I O1 O2		
53. Clear information release with the Lead Information Officer OR Incident Commander.	I O1 O2		
54. Inform media outlets of information center, phone numbers, location and operating hours.	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

55. Conduct interview and provide updates to media calling the information center.	I O1 O2		
56. Maintain log of media names, organization and types of requests for information.	I O1		
57. Follow up on media requests for callbacks and additional information.	I O1		
58. Gather and prepare press releases and other messages about the incident.	I O1 O2		
59. Arrange and schedule phone and in-person interviews for the media with incident personnel.	I O1		
60. Determine when Incident Commander and other personnel will be available for media interviews.	I O1 O2		
61. Arrange interviews/briefings for the media with Incident Commander and other incident personnel.	I O1		
62. Handle community relations responsibilities, as needed. <ul style="list-style-type: none"> • Make initial contacts and updates for community leaders and other local cooperating public service. • Moderate, host or prepare for information briefings. • Inform affected public about evacuation centers. 	I O1		
63. Obtain information on special hazards or threats. <ul style="list-style-type: none"> • Prepare briefing paper/news release for approval of Incident Commander or Agency Administrator. 	I O1		
64. Prepare a fact sheet and/or news release that describes the nature of the incident and addresses who, what, where, when and why. <ul style="list-style-type: none"> • Size. • Location (proximity to well-known locations or communities). • Time and date of origin. • Cause (if cleared). • What is threatened. • Priorities and values to be protected (life, property, etc.) • Costs to date. • Damages (property and resources). • Current and expected weather conditions. • Predicted changes in the incident. • Agencies/jurisdiction. • Cooperating agencies. • Equipment and resources committed and responding. 	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR
65. Receive demobilization instructions from supervisor.	I O1		
66. Ensure incident and agency/organization demobilization procedures are followed.	I O1		

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
67. Determine with replacement time of transfer.	I O1		
68. Communicate transition of duties to operations and command staff.	I O1		
69. If necessary, coordinate with agencies about transfer of command back to local jurisdiction.	I O1		

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

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.

Complexity: Identify complexity of incident or sub-incident that the evaluation is for by Type.

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 attack 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 qualification: List your relevant qualification to the trainee position you supervised.

Evaluation Record

TRAINEE NAME		TRAINEE POSITION		
#1	Evaluator's name: _____		Email: _____	
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)	Complexity Type 1, 2, 3
<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>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</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 qualification: _____</p>				

#2	Evaluator's name: _____		Email: _____	
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)	Complexity Type 1, 2, 3
<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>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</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 qualification: _____</p>				

Evaluation Record

(Continuation Sheet)

TRAINEE NAME		TRAINEE POSITION		
#3	Evaluator's name:	Email:		
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)	Complexity Type 1, 2, 3
<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>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</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 qualification: _____</p>				

#4	Evaluator's name:	Email:		
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)	Complexity Type 1, 2, 3
<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>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</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 qualification: _____</p>				

