Incident Management Task Book

All-Hazards Incident Commander

March 15, 2007

FEMA

Incident Management Task Book

All-Hazards Incident Commander

Version: March 15, 2007

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 THAT 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

_____

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that_____
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 that_____
has met all requirements for qualification in this position and I recommend that they be certified for the position.

_____

OFFICIAL'S SIGNATURE AND DATE

_____

OFFICIAL'S NAME TITLE, DUTY STATION, AND PHONE NUMBER

INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTBs) were developed for designated positions as described under the National Interagency Incident Management System (NIIMS) and have been incorporated into the National Incident Management System (NIMS). The position task book is used by the authority having jurisdiction to certify that the person to whom the task book belongs meets the standards recommended by the National (NIMS) Integration Center (NIC).

Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation that the trainee be certified in that position. Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Agency Management** is responsible for:
   - Selecting trainees based on the needs of their organization or area Incident Management Teams.
   - Providing opportunities for evaluation and/or making the trainee available for evaluation.

2. The **Individual** is responsible for:
   - Reviewing and understanding instructions in the PTB.
   - Identifying desired objectives/goals.
   - Providing background information to an evaluator.
   - Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
   - Assuring the evaluation record is complete.
   - Notifying the local agency head when the PTB is completed, and obtaining their signature recommending certification.
   - Keeping the original PTB in personal records.

3. The **Evaluator** is responsible for:
   - Being qualified and proficient in the position being evaluated.
   - 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 objectives may be attained.
   - Identifying tasks to be performed during the evaluation period.

- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing the Evaluation Record found at the end of each PTB.

4. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

5. The **Agency Head** or designee is responsible for:
   - 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 that 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.

Competency 1: Assume position responsibilities

Description: Successfully assume role of Incident Commander and initiate position activities at the appropriate time according to the following behaviors.

Behavior 1: Ensure readiness for assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Obtain and assemble information and materials needed for kit. Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation. The basic information and materials needed **may include**, but is not limited to, any of the following: **Reference Materials** • Appropriate references for the incident type and agencies involved. • Applicable Incident Business Management Handbook w/supplements. • Functional Guidelines relative to incident type (e.g. ICS Incident Management Handbook, or other functional guidelines). • Field Operations Guide ICS 420-1. • Incident specific reference materials; e.g., radio frequencies, pertinent phone numbers, maps, photos, etc. • IMT contact information. **Forms** • ICS Form 201, Incident Briefing. • ICS Form 202, Incident Objectives. • ICS Form 204, Division Assignment. • ICS Form 213, General Message. • ICS Form 214, Unit Log. • Medical forms. • Agency specific forms appropriate to the function. *continued on next page*	O		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR
Supplies • Communication device; e.g., radio, phone, etc. • Batteries. • Flagging. • Belt weather kit and spot weather forecast worksheets. • First aid kit. • Calculator. • Equipment Shift Ticket book. • Individual checklists/reminders. • Pens/pencils/note paper/etc. • Office supplies appropriate to the function.			

Behavior 2: Ensure availability, qualifications, and capabilities of resources to complete assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Identify kind, type, and number of resources required to achieve incident objectives. • Consider: type of incident, terrain, incident behavior, exposures, and level of urgency. • Consider kinds and types of resources, resource availability, adequate reserves and safety factors. • Calculate an appropriate range of control forces using agency standard guidelines and other available methods.	I		
2. Manage assigned aviation resources. • Helicopter usage. • Fixed wing usage. • Aviation safety and management.	R		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Receive briefing from supervisor, designated officer or dispatch. • Incident name. • Incident order number. • Request number. • Reporting location. • Reporting time. • Transportation arrangements/travel routes. • Contact procedures during travel (telephone/radio).	O		
2. Gather information necessary to assess incident assignment and determine immediate needs and actions. • Type of incident. • Values to be protected. • Recognize potentially hazardous situations. • Inform subordinates of hazards. • Current resource commitments and status. • Current situation. • Expected duration of assignment. • Terrain. • Weather. • Agency Administrator's briefing/other briefing requirements (as appropriate). • Incident objectives. • Ordering procedures.	O		
3. Receive briefing from Initial Response Incident Commander (IC). • Review ICS Form 201 (prepare 201 if not done by previous IC). • Situation. • Incident objectives. • Strategy. • Hazards to incident personnel and public. • Current plan. • Method for reconnaissance. • Effectiveness of tactics. • Agencies involved. • ICS organization. • Resource summary. • Check in process. • Radio effectiveness. • Logistical needs.	O		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR
4. Identify and negotiate key transition documents and appropriate incident documentation • Delegation of authority. • Transition Plan. • Complexity Analysis. • Incident Action Plan (IAP).	O		

Behavior 4: Establish effective relationships with relevant personnel.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Establish and maintain positive interpersonal and interagency working relationships. • Create a work environment that provides mutual respect and equal opportunity for all personnel assigned to incident. • Recognize functional capabilities of cooperating entities.	I		
2. Manage multi-agency, multi-jurisdictional stakeholder relationships.	O		
3. Coordinate with key team members inside and outside the ICS Organization (Command and General Staff, Agency Administrator, EOC/MAC personnel, etc.) to ensure all aspects of the incident objectives are addressed.	I		
4. Establish team roles and relationships.	O		

Behavior 5: Establish organization structure, reporting procedures, and chain of command of assigned resources.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Establish command presence early.	I		
2. Establish team roles and responsibilities.	O		
3. Establish and modify an effective ICS organization based upon changing incident and resource conditions.	I		

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Behavior 6: Understand and comply with ICS concepts and principles.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Establish credibility early.	O		
2. Establish and modify an effective ICS organization based upon changing incident and resource conditions.	I		
3. Recognize jurisdictional boundaries. • Establish unified command when appropriate. • Co-located command post. • Unified and prioritized incident objectives. • Coordinated strategy. • Single coordinated IAP. • One Operations Section Chief (if activated). • Communications plan. • Resource ordering plan.	I		
4. Demonstrate knowledge of ICS structure, principles, positions, ICS forms, kinds and types of resources, resource ordering/process, and resource management.	O		
5. Assure execution of appropriate administrative requirements (to include documentation, ICS forms, etc.).	I		
6. Maintain situational awareness of the total incident without focusing on or performing tactical duties.	I		

Competency 2: Lead assigned personnel

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

Behavior 1: Model leadership principles of Duty, Respect and Integrity.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Exhibit principles of duty. • Be proficient in your job, both technically and as a leader. • Make sound and timely decisions. • Ensure that tasks are understood, supervised and accomplished. • Develop your subordinates for the future.	I		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR
2. Exhibit principles of respect. • Know your subordinates and look out for their well-being. • Keep your subordinates informed. • Build the team. • Employ your subordinates in accordance with their capabilities.	I		
3. Exhibit principles of integrity. • Know yourself and seek improvement. • Seek responsibility and accept responsibility for your actions. • Set the example.	I		

Behavior 2: Ensure the safety, welfare, and accountability of assigned personnel.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Implement procedures to recognize potentially hazardous situations.	I		
2. Ensure subordinates are informed of hazards.	I		
3. Comply with agency safety requirements. • Ensure tactical plans are based on safety consideration/guidelines. • Spot check tactical operations to ensure compliance with safety considerations.	I		

Behavior 3: Establish work assignments and performance expectations, monitor performance, and provide feedback.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Direct and coordinate incident personnel. • Assign responsibility for areas or functions. • Use interim ICS positions if complexity or span of control indicates need. • Ensure effective use of assigned multi-agency resources.	I		
2. Assign resources according to incident priorities.	I		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR
3. Direct changes in personnel and resources based on the progression of an incident.	I		
4. Prepare and discuss performance evaluations with subordinates.	O		

Behavior 4: Emphasize teamwork.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Recognize group performance that supports the team meeting incident objectives.	I		

Behavior 5: Coordinate interdependent activities.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Manage for logistical support needs of incident. • Food. • Water. • Fuel. • Relief personnel. • Medical. • Transportation (Ground Support). • Shelter (Facilities).	O		
2. Incorporate assigned aviation resources into overall incident activities. • Helicopter usage. • Fixed wing usage. • Aviation safety and management.	I		

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Competency 3: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high risk environment.

Behavior 1: Ensure all relevant information is exchanged during check-in, briefings and debriefings.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Receive briefing from supervisor, designated officer or dispatch. • Location. • Ownership/jurisdiction. • Access. • Size • Incident-specific characteristics (e.g., spill size; plume characteristics, smoke column color, direction; fire behavior; fuels; debris field; etc.) • Terrain. • Weather • Values to be protected. • Special hazards; e.g., power lines, LPG tanks, etc. • Resources available, committed, and ordered. • Demobilization and transition parameters. • Incident objectives. • Ordering procedures.	O		
2. Receive briefing from Initial Attack Incident Commander (IC). • Review ICS Form 201 (prepare 201 if not done by previous IC). • Situation. • Incident objectives. • Strategy. • Hazards to incident personnel and public. • Current plan. • Method for reconnaissance. • Effectiveness of tactics. • Agencies involved. • ICS organization. • Resource summary. • Check in process. • Radio effectiveness. • Logistical needs.	O		

Code:
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TASK	CODE	EVALUATION RECORD #	EVALUATOR
3. Brief and keep subordinates informed. Concise briefing includes: • Incident objectives and strategy. • Tactics. • Hazards. • Values to be protected. • Safety considerations. • Factors affecting incident operations. • Organization. • Resources in reserve. • Radio frequencies.	O		
4. Report to the supervisor, designated officer or dispatch. • Existing situation. • Strategy and tactics. • Need for additional resources. • Values to be protected. • Incident reporting location.	O		
5. Brief and provide complete and accurate records to relief when appropriate.	O		
6. Brief and submit a complete incident documentation package to supervisor, designated officer or dispatch at end of incident action.	I		
7. Lead an after-action review to share findings and recommendations with appropriate personnel using an objective delivery format.	I		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Initiate and maintain ICS Form 201 until IAP is developed and briefed. • Incident objectives and strategy. • Changes in incident situation. • Tactical decisions. • Resource summary. • Organization. • Sketch map. • Safety issues and hazards.	O		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR
2. Record and maintain essential information. • Incident objectives and strategy. • Changes in situation. • Changes in strategy and tactics. • Property loss or damaged. • Resource summary. • Organization. • Sketch map.	I		
3. Maintain adequate records as to events, use of personnel, equipment and supplies, and other data for incident management needs. • ICS Form 201. • IAP when written. • Property loss/damage report. • Rental agreements. • Time sheets. • Accident forms. • Equipment time reports. • Agency-required incident reports.	I		

Behavior 3: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Ensure command and general staff receive information necessary to perform their jobs and ensure they understand what to do with the information.	O		

Behavior 4: Communicate and assure understanding of work expectations within the chain of command and across functional areas.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Advise subordinates of changes in incident strategy and tactics based on changing conditions.	O		

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Behavior 5: Develop and implement plans and gain concurrence of affected agencies and the public.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Develop a written Incident Action Plan for next operational period including: • Analyze alternate strategies (explain decision). • Validate or revise incident objectives. • Strategy and alternate strategy. • Tactical direction to contain incident and to protect values. • Safety information covering LCES principles, known hazards, and importance of all safety principles. • Coordinated sequence of events. • ICS organization. • Resource assignments. • Reserve resources. • Immediate support needs. • All appropriate attachments.	O		
2. Develop other plans such as, but not limited to: • Contingency plans. • Media and public information plans. • Long term plans (exit strategy or incident completion strategy). • Incident Emergency Plans (incident within an incident). • Mitigation/treatment plan. • Demobilization plan.	O		

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Competency 4: 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 1: Administer and/or apply agency policy, contracts, and agreements.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Ensure all applicable agencies' policies, contracts, and agreements are followed. • Federal/tribal/state/territorial/regional/local relationships (as appropriate). • Roles and responsibilities of potential responder agencies. • Scope, jurisdiction, and authority of potential responder agencies.	I		

Behavior 2: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Identify kind, type, and number of resources required to achieve incident objectives. • Consider: type of incident, terrain, incident behavior, exposures, and level of urgency. • Consider kinds and types of resources, resource availability, adequate reserves and safety factors. • Calculate an appropriate range of control forces using agency standard guidelines and other available methods.	I		
2. Review, validate, and modify Incident Action Plan (IAP). • Analyze alternate strategies (explain decision). • Validate or revise incident objectives. • Strategy and alternate strategy. • Tactical direction to contain incident and to protect values. • Safety information covering LCES principles, known hazards, and importance of all safety principles. • Coordinated sequence of events. *continued on next page*	I		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR
• ICS organization. • Resource assignments. • Reserve resources. • Immediate support needs.	I		
3. Analyze situation to determine necessary changes. • Predicted rate of spread (e.g., of spill, contamination, fire, etc.). • Hazards. • Reconnaissance. • Objectives. • Access/egress. • Values to be protected. • Evacuation/sheltering potential. • Check-in process. • Communications. • ICS organization. • Tactical coordination. • Fuels, weather, and topography. • Resource fatigue. • Logistical considerations. • Jurisdictional responsibilities. • Span of control.	I		
4. Monitor the weather and other environmental factors to anticipate changes that may affect the incident. • Request spot forecasts as needed. • Communicate weather to subordinates.	I		
5. Evaluate progress. • Evaluate incident complexity. • Monitor tactical operations. • Compare actual progress to planned tactics. • Decide if plan will accomplish incident objectives.	I		

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Behavior 3: Prepare clear and concise assessments regarding hazards, fire behavior, weather, and other relevant events.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Ensure that assessments of key incident parameters provide actionable information to staff.	I		

Behavior 4: Make appropriate decisions based on analysis of gathered information.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Decide if plan will accomplish incident objectives.	I		
2. Recognize when the incident expands beyond extended attack capabilities. Determine if incident complexity exceeds IC's skill level. • Maintain safety, communications, and control of extended attack resources and incoming resources. • Notify supervisor, designated officer or dispatch. • Determine suppression priorities with designated officer or supervisor for interim period until relieved by incoming IC.	O		
3. Determine when incident objectives are met.	I		

Behavior 5: Take appropriate action based on assessed risks.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Evaluate or establish ICP location.	O		
2. Establish unified command when appropriate.	I		
3. Take necessary precautions to ensure the values to be protected and control measures are secured.	I		
4. Multi-task effectively.	O		
5. Demonstrate ongoing awareness of environment, recognize changing incident complexity, and take appropriate action. • Complete a complexity analysis, revise as necessary, act on results when appropriate, and provide results to appropriate individuals.	I		

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Behavior 6: Modify approach based on evaluation of incident situation.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Review, validate, and modify Incident Action Plan (IAP). • Analyze alternate strategies (explain decision). • Validate or revise incident objectives. • Strategy and alternate strategy. • Tactical direction to contain the incident and to protect values. • Safety information covering LCES principles, known hazards, and importance of all safety principles. • Coordinated sequence of events. • ICS organization. • Resource assignments. • Reserve resources. • Immediate support needs.	I		
2. Adjust incident strategy and tactics to meet changing conditions. • Assign resources according to incident priorities. • Change tactics where needed. • Advise subordinates of changes.	I		
3. Adapt to expanding boundaries when incident escalates and maintain incident control. • If the incident expands, notify supervisor, designated officer or dispatch and coordinate request per local ordering protocol.	I		
4. Validate and revise incident objectives, advise subordinates of changes.	I		
5. Demonstrate ongoing awareness of environment, recognize changing incident complexity, and take appropriate action. • Complete a complexity analysis, revise as necessary, act on results when appropriate, and provide results to appropriate individuals.	I		

Behavior 7: Anticipate, recognize and mitigate unsafe situations.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Ensure that everyone incorporates safety into their job responsibilities and activities.	O		

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Behavior 8: Ensure operations consider socio-economic, political, and cultural aspects.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Recognize and protect resources of natural and cultural significance. • Utilize resource advisors as appropriate.	O		

Behavior 9: Plan for demobilization and ensure demobilization procedures are followed.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Consider demobilization and/or transition early enough during the incident so that an adequate Demobilization/ Transition Plan is in place prior to the actual need to release resources or escalate the incident.	I		
2. Demobilize incident resources by predetermined priorities or as work progress dictates.	O		

Behavior 10: 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
1. Consider demobilization and/or transition early enough during the incident so that an adequate Demobilization/ Transition Plan is in place prior to the actual need to release resources or escalate the incident.	I		
2. Ensure development, approval and implementation of transfer of command when incident escalates/deescalates.	I		
3. Monitor and document progress towards incident objectives and prepare for transition.	I		
4. Determine with replacement time of transfer.	I		
5. Communicate transfer of command to operations and command staff.	I		
6. If necessary, coordinate with agencies about transfer of command back to local jurisdiction.	I		
7. During transition, participate in IMT in-brief or provide field briefing to IMT Command and General staff personnel.	I		

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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 will enable 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 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 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)*	
			to	

The tasks initialed & 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 & 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 & 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 & 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)*	
			to	

The tasks initialed & 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.

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_____ 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.

Recommendations: _____

_____

Date:_____Evaluator's initials: _____
Evaluator's relevant agency certification or rating:_____

#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)*	
			to	

The tasks initialed & 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.

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_____ 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.

Recommendations: _____

_____

Date:_____Evaluator's initials: _____
Evaluator's relevant agency certification or rating:_____