



NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK
FOR THE POSITION OF

State Emergency Operations Center Resources Support Section Chief

POSITION TASK BOOK ASSIGNED TO:
TRAINEE'S NAME:
DUTY STATION:
PHONE NUMBER:
E-MAIL:
POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME:
TITLE:
AGENCY:
PHONE NUMBER:
E-MAIL:
POSITION TASK BOOK WAS INITIATED:
JURISDICTION:
DATE:

Evaluator Verification

(Do not complete this form unless you are recommending the trainee for all-hazards certification.)

FINAL EVALUATOR VERIFICATION	
I verify that _____	
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.	
FINAL EVALUATOR'S SIGNATURE:	
DATE:	
FINAL EVALUATOR'S PRINTED NAME:	
TITLE:	
AGENCY:	
PHONE NUMBER:	
E-MAIL:	

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION	
I certify that _____	
has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.	
OFFICIAL'S SIGNATURE:	
DATE:	
OFFICIAL'S NAME:	
TITLE:	
AGENCY:	
PHONE NUMBER:	
E-MAIL:	

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.

Evaluation Process

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB.
- Evaluators complete an Evaluation Record Form after each evaluation period by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that every evaluator is qualified in the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.
- The final evaluator is a leader who verifies that a trainee has completed the PTB and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.
- Once the final evaluator has completed the Final Evaluator Verification, he/she forwards it to the Quality Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- After the QRB review, the AHJ completes the Documentation of Agency Certification form as appropriate.

Transferring Qualifications

- Personnel who have documentation of previous education, training, or significant on-the-job incident experience may receive credit toward qualification for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.
- If an AHJ chooses not to accept a trainee's existing certification of qualification, the trainee may be reevaluated in the specific position and issued a new PTB.
- An individual may hold multiple certifications of qualification (that is, the Final Evaluator Verification form and the Documentation of Agency Certification form) along with the completed PTB.

Position Task Book Competencies, Behaviors, and Tasks

The PTB sets minimum criteria for certification for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors, and tasks as necessary.

The PTB covers all type levels for a given position, but a trainee may check only one "Type" box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.

Definitions

Competency: An observable, measurable pattern of knowledge, skills, abilities, and other characteristics an individual needs to perform an activity and its associated tasks. Competency specifies the skillset a person needs to possess to complete the tasks successfully.

Behavior: An observable work activity or a group of similar tasks necessary to perform the activity.

Task: A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate the completion of required tasks.

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.
- All tasks require evaluation; however, bullet statements within a task are examples.

PTB Task Codes

Each task in the PTB model has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during incidents, in classroom simulations and training sessions, in functional and full-scale exercises, and in other work situations. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances; the trainee does not need evaluation in all of the listed circumstances.

Code C: Task performed in training or classroom setting, including seminars and workshops.

Code E: Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).

Code F: Task performed during a functional exercise managed under the ICS.

Code I: Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or non-emergency (planned or unplanned) events.

Code J: Task performed as part of day-to-day job duties.

Code T: Task performed during a tabletop exercise.

Code R: Task performed very rarely and required only if applicable to the event.

Code A: Task may be endorsed at any time.

How to Complete the Evaluation Record Form

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and certification. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

Complete these items AT THE START of the evaluation period:

Evaluation Record Number: Label each evaluation record with a number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled "Evaluation Record #" for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators' qualifications before signing off on the PTB.

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

Evaluator's home unit address and phone: List evaluator's home unit address and phone number.

Name and location of incident or simulation/exercise: Identify the name (if applicable) and location where the trainee performed the tasks.

Incident kind: Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood, or tornado).

Complete these items AT THE END of the evaluation period:

Number and kind of resources: Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee's PTB.

Evaluation period: Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

Recommendation: Check the appropriate line and make comments below regarding the trainee's future development needs.

Additional recommendations/comments: Provide additional recommendations and comments about trainees, as necessary.

Date: List the current date.

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 certification relevant to the trainee position you supervised.

Evaluation Record Form

TRAINEE NAME:
TRAINEE POSITION:
Evaluation Record Number:
Evaluator's name:
Incident/office title and agency:
Evaluator's home unit address and phone:
Name and location of incident or simulation/exercise:
Incident kind:
Number and kind of resources:
Evaluation period:
Position type:
Recommendation: The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: <input type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. <input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below. <input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. <input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
Additional recommendations/comments:
Date:
Evaluator's initials:
Evaluator's relevant qualification:

Emergency Operations Center (EOC) Skillset: SEOC General Responsibilities Checklist – For All Positions

Task Categories:

State Emergency Operations Activation Phase

State Emergency Operations Center Shift Change

State Emergency Operations Center Demobilization Phase

Task Category: Activation Phase

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Check in upon arrival at SEOC and sign in on the SEOC sign-in sheet.	C, E, F, I, T, A		
2. Check in with the Liaison Officer if you are a representative from an outside agency.	C, E, F, I, T, A		
3. Report to SEOC Director, Section Chief, or other assigned supervisor to obtain current situation status and specific job responsibilities and assignments.	C, E, F, I, T, A		
4. Set up workstation and review position-specific activation and operations checklists.	C, E, F, I, T, A		
5. Maintain Activity Log (ICS 214) that chronologically describes the actions you take during your shift.	C, E, F, I, T, A		
6. Determine resource needs, such as a computer, phone, fax, stationery, plan copies, and other reference documents. Request resources to meet unfilled needs.	C, E, F, I, T, A		
7. Participate in any facility and safety orientations as required.	C, E, F, I, T, A		
8. Identify and establish communications with field operations points of contact.	C, E, F, I, T, A		

Task Category: Shift Change

1. Ensure incoming staff replacement signs into the SEOC on the SEOC Sign-in Sheet.	C, E, F, I, T, A		
2. Complete shift change briefing with incoming position staff to cover the following topics: Situation overview and outlook Incident priorities Position/Section accomplishments during the last operational period Operational objectives for the next operational period as contained in the SEOC IAP Open/ongoing tasks Relevant agencies contact information Corrective actions/adjustments to processes any identified system issues (e.g., communications failure).	C, E, F, I, T, A		

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Submit Activity Log (ICS 214) and the completed checklists to Documentation Unit.	C, E, F, I, T, A		
4. Provide incoming personnel with outgoing personnel's contact phone number(s).	C, E, F, I, T, A		
5. Sign out of computer systems that use a unique username and password. Do not sign out of generic accounts that will be used by incoming personnel.	C, E, F, I, T, A		
6. Sign out of the SEOC on the SEOC Sign-in Sheet prior to leaving the facility. Check out with the supervisor.	C, E, F, I, T, A		
7. Participate in any facility and safety orientations as required.	C, E, F, I, T, A		
8. Identify and establish communications with field operations points of contact.	C, E, F, I, T, A		

Task Category: Demobilization Phase

1. Deactivate assigned position and complete the Demobilization Check-out form when authorized by the SEOC Director or designee.	C, E, F, I, T, A		
2. Complete all required forms, reports, and other documentation. All forms and paperwork should be submitted through supervisor to the Planning Support Section prior to departure.	C, E, F, I, T, A		
3. Notify field operations points of contact of SEOC demobilization and demobilization time.	C, E, F, I, T, A		
4. Clean up the work area before leaving. Return any equipment or unused supplies.	C, E, F, I, T, A		
5. Provide supervisor with contact phone number(s).	C, E, F, I, T, A		
6. Sign out of all computer programs, log off the computer, and turn off the monitor. Do not shut down the computer.	C, E, F, I, T, A		
7. Record sign-out time on the SEOC sign-in sheet.	C, E, F, I, T, A		
8. Be prepared to provide input to the SEOC After-Action report.	C, E, F, I, T, A		
9. Upon request, participate in formal post-operational debriefs.	C, E, F, I, T, A		
10. Attend critical incident stress debriefings as needed.	C, E, F, I, T, A		

Emergency Operations Center (EOC) Skillset: Coordination and Individual Contribution

Task Categories:

Complete common coordination and accountability tasks associated with all positions within the EOC

Task Category: Complete common coordination and accountability tasks associated with all positions within the EOC

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Maintain positive, calm demeanor to promote a positive work environment.	C, E, F, I, J, A		
2. Demonstrate effective communication skills, such as the ability to translate technical jargon into plain language.	C, E, F, I, J, A		
3. Demonstrate understanding of EOC Continuity of Operations (COOP), succession, emergency procedures, and safety guidelines.	C, E, F, I, T, A		
4. Participate in the EOC planning process.	C, E, F, I, T, A		
5. Participate in appropriate EOC meetings and briefings related to your assigned function.	C, E, F, I, T, A		
6. Manage essential elements of information and critical information requests in accordance with processes and procedures: <ul style="list-style-type: none"> • Follow EOC approval authorities • Properly handle Personally Identifiable Information (PII) and sensitive information • Provide proper documentation for record-keeping and accountability • Provide information for reports and leadership decisions 	C, E, F, I, T, A		
7. Practice proper knowledge management processes and procedures: <ol style="list-style-type: none"> a. File structures b. Naming conventions c. Archiving processes d. Position logs 	C, E, F, I, T, A		
8. Follow processes for resource requests, prioritization, deployment, tracking, reassignment, and demobilization.	C, E, F, I, T, A		
9. Participate in orderly transition of resources and processes from response to recovery.	C, E, F, I, T, A		

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Transfer responsibilities upon completion of assignment: <ul style="list-style-type: none"> a. Transfer to replacement, recovery personnel, or other responsible party b. If necessary, shift responsibilities to a non-disaster/day-to-day job 	C, E, F, I, T, A		
11. Participate in EOC training and exercises.	C, E, F, I, T, A		
12. Participate in after action review and improvement planning.	C, E, F, I, T, A		

Emergency Operations Center (EOC) Skillset: Leadership

Task Categories:

Be proficient in the job, both technically and as a leader

Supervise staff to ensure understanding and accomplishment of duties and tasks

Coordinate to foster unity of effort

Task Category: Be proficient in the job, both technically and as a leader

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Exhibit principles of duty, respect, and integrity by, for example: <ul style="list-style-type: none"> • Making sound and timely decisions • Seeking and accepting responsibility for actions 	C, E, F, I, T, A		
2. Demonstrate understanding of EOC and Policy Group roles, responsibilities, and authorities: <ul style="list-style-type: none"> • Describe how this mission may change in a different organization, jurisdiction, or operating environment 	C, E, F, I, T, A		
3. Communicate vertically and horizontally to facilitate and inform decision-making: <ul style="list-style-type: none"> • Communicate options, considerations, and recommendations • Keep subordinates informed 	C, E, F, I, T, A		
4. Help develop strategies and tasks to support the goals and objectives of incident command or the EOC.	C, E, F, I, T, A		
5. Guide personnel as they identify and address gaps in critical information.	C, E, F, I, T, A		
6. Establish metrics and benchmarks for program performance and monitor progress through completion.	C, E, F, I, T, A		

Task Category: Supervise staff to ensure understanding and accomplishment of duties and tasks

7. Use leadership styles appropriate to the situation.	C, E, F, I, T, A		
8. Establish and communicate processes and procedures.	C, E, F, I, T, A		
9. Assign tasks and clearly communicate expectations.	C, E, F, I, T, A		
10. Emphasize and foster teamwork.	C, E, F, I, T, A		

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Manage conflict and coordinate problem-solving: <ul style="list-style-type: none"> • Manage conflicting viewpoints • Assess alternative courses of action • Determine and communicate a way forward • Ensure follow-through and escalate to appropriate level as necessary 	C, E, F, I, T, A		
12. Prepare and discuss feedback with subordinates: <ul style="list-style-type: none"> • Monitor performance and discuss task understanding • Evaluate performance and complete personnel performance evaluations 	C, E, F, I, T, A		
13. Support the health, safety, and welfare of assigned personnel: <ul style="list-style-type: none"> • Direct operations based on health and safety considerations and guidelines • Ensure that personnel follow safety guidelines appropriately • Spot-check operations to ensure compliance with safety guidelines • Make resources available to support staff health and safety • Monitor staff for mental and physical fatigue 	C, E, F, I, T, A		

Task Category: Coordinate to foster unity of effort

20. Establish and maintain positive interpersonal and interorganizational working relationships.	C, E, F, I, T, A		
21. Demonstrate ability to influence others outside your chain of command.	C, E, F, I, T, A		
22. Ensure staff activities align with the EOC's operational rhythm.	C, E, F, I, T, A		

Emergency Operations Center (EOC) Skillset: Policy and Direction

Task Categories:

Demonstrate an understanding of the authorities, policies, priorities, capabilities, constraints, and limitations of the organization/jurisdiction you represent

Demonstrate an understanding of coordinated response/Unified Command and the roles and responsibilities of the parties involved

Task Category: Demonstrate an understanding of the authorities, policies, priorities, capabilities, constraints, and limitations of the organization/jurisdiction you represent

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Provide guidance on strategic priorities and resource support to incident personnel and stakeholders.	C, E, F, I, T, A		
2. Demonstrate knowledge of your organization's financial and legal regulations and general authorities.	C, E, F, I, T, A		
3. Demonstrate knowledge of the whole-community concept and of the impacted community's cultural sensitivities.	C, E, F, I, T, A		
4. Demonstrate awareness of your organization's operational and resource capabilities.	C, E, F, I, T, A		
5. Request and participate in relevant meetings and briefings.	C, E, F, I, T, A		
6. Work with legal counsel and EOC leadership to ensure informed decision-making.	C, E, F, I, T, A		
7. Authorize protective measures for life and safety, such as curfew and evacuation recommendations, based on legal authorities.	C, E, F, I, T, A		
8. Provide guidance and authorization for information-sharing with external agencies and the public.	C, E, F, I, T, A		
9. Interact with external government contacts, including those at the local, state, tribal, territorial, and/or Federal levels.	C, E, F, I, T, A		
10. Review and approve plans and procedures.	C, E, F, I, T, A		
11. Support the after-action review and improvement planning process.	C, E, F, I, T, A		
12. Authorize external resource requests according to organizational authorities: <ul style="list-style-type: none"> • Memorandums of Understanding (MOU) • Memorandums of Agreement (MOA) • Mutual aid agreements • Declarations 	C, E, F, I, T, A		

Task Category: Demonstrate an understanding of coordinated response/Unified Command and the roles and responsibilities of the parties involved

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Understand the roles and relationships of the Policy Group, EOC, and other incident personnel.	C, E, F, I, T, A		
14. Demonstrate awareness of the impacted community, including, for example: <ul style="list-style-type: none"> • Rules and regulations • Culture • Demographics 	C, E, F, I, T, A		
15. Participate in organizational training and exercises.	C, E, F, I, T, A		
16. Help establish and communicate policy decisions.	C, E, F, I, T, A		
17. Monitor objectives, strategies, and tactics for the current operational period.	C, E, F, I, T, A		

Emergency Operations Center (EOC) Skillset: Information Technology

Task Categories: Operate Information Technology Systems in the SEOC

Task Category: Perform EOC functions using IT Systems

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Log on to the Emergency Management Information System (EMIS).	C, E, F, I, T, A		
2. Use all available technology to create a Common Operating Picture (COP)	C, E, F, I, T, A		
3. Use current available technology to create executive briefs for current operations	C, E, F, I, T, A		

Emergency Operations Center (EOC) Skillset: Resources Support Section Chief

Task Category:

Resources Support Section Chief Activation Phase Checklist

Resources Support Section Chief Operational Phase Checklist

Resources Support Section Chief Demobilization Phase Checklist

Task Categories: Complete Resources Support Section Chief SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete the tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		
2. Receive initial briefing from SEOC Director that includes initial priorities for the SEOC based on status and information from On-scene Incident Commander, if assigned.	C, E, F, I, T, A		
3. Ensure the Resources Support Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.	C, E, F, I, T, A		
4. Based on the situation, activate branches/units within the Resources Support Section. Operations Branch Resource Tracking Unit Logistics Branch	C, E, F, I, T, A		
5. Ensure sufficient staff is available for SEOC operational periods as required.	C, E, F, I, T, A		
6. Ensure an effective resource request and management process to prioritize and validate resource requests from the On-scene Incident Commander. This should be done prior to acting upon a request.	C, E, F, I, T, A		
7. Meet with the SEOC Director to identify immediate resource needs.	C, E, F, I, T, A		
8. Determine the level of purchasing authority for the Resources Support.	C, E, F, I, T, A		
9. Assist in developing objectives for Resources Support Section, and plan to accomplish objectives within the first operational period or in accordance with the time frame established in the SEOC IAP.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
10. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	C, E, F, I, T, A		
11. As appropriate, assist Resources Support Section staff in gaining field response points of contact to improve field/SEOC operations interface.	C, E, F, I, T, A		

Task Categories: Complete Resources Support Section Chief SEOC Operational Phase Checklist

12. Meet regularly with Resources Support Section staff and work to reach consensus on Resources Support Section objectives for forthcoming operational periods.	C, E, F, I, T, A		
13. Ensure Resources Support Section status reports are provided to the SEOC Director, Situational Awareness Section, and Planning Support Section, and Finance/Administration Branch Director on a regular basis or as the situation requires.	C, E, F, I, T, A		
14. Ensure the Resources Support Section's Activity Logs (ISM 214) and other necessary files are established and maintained.	C, E, F, I, T, A		
15. Attend and participate in Planning Meetings.	C, E, F, I, T, A		
16. Provide periodic section status reports to the SEOC Director, Situational Awareness Section Chief, and Planning Support Section Chief.	C, E, F, I, T, A		
17. Ensure displays associated with the Resources Support Section are current and information is posted in a legible and concise manner.	C, E, F, I, T, A		
18. Oversee the procurement process, development of cost estimates, time keeping, purchasing, mutual aid requests, and other ad hoc financial or resource-related topics defined during operations.	C, E, F, I, T, A		
19. Ensure all financial records are maintained throughout the incident and keep the SEOC Director apprised of the current fiscal situation and other related matters.	C, E, F, I, T, A		
20. Ensure all on-duty time sheets are collected from SEOC-assigned personnel and departments are collecting this information from field-level supervisors or On-scene Incident Commanders and staff.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
21. Ensure continuity of the payroll process for all WVEMD employees responding to the event or disaster.	C, E, F, I, T, A		
22. Ensure all travel and expense claims are processed in a reasonable time, given the nature of the situation.	C, E, F, I, T, A		
23. Ensure workers' compensation claims resulting from the response are processed in a reasonable time, given the nature of the situation.	C, E, F, I, T, A		
24. Ensure all recovery documentation and disaster financial assistance paperwork is accurately maintained during the response and submitted on the appropriate forms to FEMA and/or WVEMD.	C, E, F, I, T, A		
25. Ensure support is provided to West Virginia field operations, including law enforcement and public safety; firefighting, EMS, HazMat; search and rescue; mass care; and hospital and public health.	C, E, F, I, T, A		
26. Ensure the Resources Support Section's branches coordinate relevant activities with appropriate SEOC sections.	C, E, F, I, T, A		
27. Ensure all resource requests for the SEOC and all off-incident ordering are received, processed, and fulfilled (if request is valid and fillable).	C, E, F, I, T, A		
28. Ensure resources are tracked and accounted for, including resources ordered through mutual aid and state resources deployed to other jurisdictions via mutual aid.	C, E, F, I, T, A		
29. As appropriate, assist Resources Support Section staff in gaining field response points of contact to improve field/SEOC operations interface.	C, E, F, I, T, A		
30. Provide Resources Support Section staff with information updates via section briefings, as required.	C, E, F, I, T, A		
31. Complete the tasks outlined in the Shift Change section of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		
32. With the Demobilization Unit, identify high-cost resources that could be demobilized early and advise other Section Chiefs.	C, E, F, I, T, A		

Task Categories: Complete Resources Support Section Chief SEOC Operational Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
33. Determine demobilization status of the Resources Support Section and advise the SEOC Director and Demobilization Unit.	C, E, F, I, T, A		
34. Ensure development of the final cost summary report for the emergency or incident.	C, E, F, I, T, A		
35. Complete all Activity Logs (ISM 214) and documentation and forward to the Planning Support Section.	C, E, F, I, T, A		
36. Ensure any open actions are assigned to appropriate Resources Support Section staff or other SEOC sections to follow up on.	C, E, F, I, T, A		
37. Ensure all expenditures and financial claims have been coordinated through the Finance/Administration Branch.	C, E, F, I, T, A		
38. Provide input towards the SEOC After-Action Report.	C, E, F, I, T, A		
39. Complete the tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Emergency Operations Center (EOC) Skillset: Operations Branch Director

Task Category:

Operations Branch Director Activation Phase Checklist

Operations Branch Director Operational Phase Checklist

Operations Branch Director Demobilization Phase Checklist

Task Categories: Complete Operations Branch Director SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		
2. Coordinate with the Liaison Officer regarding the need for outside representatives in the Operations Branch as required.	C, E, F, I, T, A		
3. Obtain a current communications status briefing from the Center Support Section Chief. Ensure there is adequate equipment and talk groups available for the Operations Branch.	C, E, F, I, T, A		
4. Identify key issues currently affecting the branch. Meet with branch personnel and determine appropriate actions.	C, E, F, I, T, A		
5. Review responsibilities of the branch and Resource Tracking Unit. Develop a plan/process detailing a strategy for carrying out objectives.	C, E, F, I, T, A		
6. As appropriate, assist Operations Branch staff in gaining field response points of contact to improve field/SEOC operations interface.	C, E, F, I, T, A		

Task Categories: Complete Operations Branch Director SEOC Operational Phase Checklist

7. Maintain an Activity Log (ISM 214) and ensure that everyone in the Operations Branch maintains an Activity Log (ISM 214) and other necessary documents and files.	C, E, F, I, T, A		
8. Establish and maintain a communications link between the On-scene Incident Commander and the SEOC for the purpose of coordinating the overall response, off-incident resource requests, and event status information.	C, E, F, I, T, A		
9. Coordinate with the Logistics Branch and On-scene Incident Command to establish priorities for resource allocation within the operational area.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
10. In coordination with the Situational Awareness Section, determine the status of transportation routes in and around the affected area and communicate information to the on-scene Incident Command and Resources Support Section Chief.	C, E, F, I, T, A		
11. Develop the Transportation Plan to (1) identify routes of ingress and egress for the movement of response personnel, the affected population, and resources, and (2) support SEOC operations.	C, E, F, I, T, A		
12. Support the Resource Tracking Unit to ensure all resources are tracked and accounted for, including resources ordered through mutual aid and State resources deployed to other jurisdictions via mutual aid.	C, E, F, I, T, A		
13. Attend and participate in SEOC IAP Planning Meetings.	C, E, F, I, T, A		
14. Support the needs of West Virginia law enforcement and public safety field operations.	C, E, F, I, T, A		
15. Support the needs of State firefighting, emergency medical service (EMS), and hazardous materials (HazMat) field operations.	C, E, F, I, T, A		
16. Support the needs of State search and rescue field operations.	C, E, F, I, T, A		
17. Support the needs of State mass care operations.	C, E, F, I, T, A		
18. Support the needs of State hospital and public health operations.	C, E, F, I, T, A		
19. Support survey and repair of local infrastructure systems including streets and roads within the jurisdictional area.	C, E, F, I, T, A		
20. Support survey of public and private facilities, assessing the damage to such facilities and coordinating the repair of damage to public facilities.	C, E, F, I, T, A		
21. Address Operations Branch objectives, as stated in SEOC IAPs, to ensure completion within the operational period or within the estimated time frame.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
22. Provide the Resources Support Section Chief with a branch status report and communicate any significant issues.	C, E, F, I, T, A		
23. Complete the tasks outlined in the Shift Change section of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Operations Branch Director SEOC Demobilization Phase Checklist

24. As directed by the Resources Support Section Chief, deactivate the Resource Tracking Unit and any organizational elements when no longer required. Ensure all paperwork is complete and logs are closed and sent to the Planning Support Section.	C, E, F, I, T, A		
25. Ensure that any open actions area assigned to appropriate agency and/or SEOC Staff.	C, E, F, I, T, A		
26. Complete the tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Emergency Operations Center (EOC) Skillset: Resource Tracking Unit

Task Category:

Resource Tracking Unit Activation Phase Checklist

Resource Tracking Unit Operational Phase Checklist

Resource Tracking Unit Demobilization Phase Checklist

Task Categories: Complete Resource Tracking Unit SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Resource Tracking Unit SEOC Operational Phase Checklist

2. Establish and maintain an Activity Log (ISM 214) and other necessary files	C, E, F, I, T, A		
3. Ensure an accurate inventory of all incident resources is maintained, including locations, statuses, and projected demobilization date/time, if known.	C, E, F, I, T, A		
4. Assist the Logistics Branch's effort to maintain accurate inventory of all support vehicles, including locations, statuses, and projected demobilization date/time, if known.	C, E, F, I, T, A		
5. Manage and inventory non tactical equipment.	C, E, F, I, T, A		
6. Establish communication channels to ensure resource tracking and effective status communication with resource requester and On-scene Incident Command.	C, E, F, I, T, A		
7. Monitor and track resources from the time of deployment through return to station (for non-consumables). Track consumables until deployed to the requesting party. All changes in status should be documented using a Resource Status Change form (ISM 210). Note: If resources are deployed to a staging area, they become the responsibility of the Staging Area Manager and On-scene Incident Command until demobilized from the field operation.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
8. If a resource is dispatched and tracked via computer-aided dispatch programs, track resource status via specified computer consoles or online portals.	C, E, F, I, T, A		
9. Using established communication channels, document when non-consumable resources are resupplied and refit for service.	C, E, F, I, T, A		
10. Contribute to Planning Meetings and prepare information and briefing materials as requested by the Planning Support Section Chief.	C, E, F, I, T, A		
11. Keep the Planning Support Section Chief informed of significant issues affecting the Resource Tracking Unit.	C, E, F, I, T, A		
12. Complete the Shift Change tasks outlined in the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Resource Tracking Unit SEOC Demobilization Phase Checklist

13. Relay the status of open orders (supplied by the Finance/Administration Branch) and resources still deployed to the Planning Support Section Chief and applicable agencies and organizations.	C, E, F, I, T, A		
14. Complete tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Emergency Operations Center (EOC) Skillset: Logistics Branch Director

Task Category:

Logistics Branch Director Activation Phase Checklist

Logistics Branch Director Operational Phase Checklist

Logistics Branch Director Demobilization Phase Checklist

Task Categories: Complete Logistics Branch Director SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		
2. Meet with the Resources Support Section Chief and Finance/Administration Branch Director to determine the level of purchasing authority for the Logistics Branch.	C, E, F, I, T, A		

Task Categories: Complete Logistics Branch Director SEOC Operational Phase Checklist

3. Establish and maintain an Activity Log (ISM-214) and other necessary files.	C, E, F, I, T, A		
4. Coordinate with Operations Branch and On-scene Incident Command to establish priorities for resource allocation within the operational area.	C, E, F, I, T, A		
5. Obtain a list of pre-designated emergency purchase orders from the Finance/Administration Branch as required.	C, E, F, I, T, A		
6. Ensure all resource requests for the SEOC and all off-incident ordering are received, processed, and fulfilled (if request is valid and fillable). If the resource cannot be filled locally, elevate resource requests based on resource management policies and procedures (e.g., submit for mutual aid, State fulfillment, or state fulfillment).	C, E, F, I, T, A		
7. Communicate with the requesting party to identify actual need, to clarify the types and amount of equipment and supplies, and to verify the request has not been previously filled through another source.	C, E, F, I, T, A		
8. Communicate progress with the requesting party throughout the fulfillment process.	C, E, F, I, T, A		
9. Determine if requested types and quantities of equipment and supplies are available in inventory. Fill requests locally if possible.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
10. Determine if the procurement item can be provided without cost from another jurisdiction or via mutual aid.	C, E, F, I, T, A		
11. If resource is unavailable in local inventory or without cost from another jurisdiction, oversee the procurement and allocation of equipment and supplies not normally provided through mutual aid channels.	C, E, F, I, T, A		
12. Coordinate procurement with the Finance/Administration Branch and determine if suppliers and vendors will accept purchase orders as payment.	C, E, F, I, T, A		
13. Ensure orders exceeding the purchase order limit are approved by the Finance/Administration Branch and SEOC Director before the order is completed.	C, E, F, I, T, A		
14. If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Branch for development of necessary agreements.	C, E, F, I, T, A		
15. Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery.	C, E, F, I, T, A		
16. Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.	C, E, F, I, T, A		
17. Ensure requesting parties are notified in a timely manner of the arrival of resources, equipment, and other materials.	C, E, F, I, T, A		
18. Ensure contact is established with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.	C, E, F, I, T, A		
19. Ensure the need for fuel delivery and vehicle support is determined and addressed.	C, E, F, I, T, A		
20. If facilities are acquired away from the SEOC, ensure a Facility Manager is designated for each facility.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
21. Develop and maintain a method to document and display the following for each facility: location; general description of furnishings, supplies, and equipment; hours of operation; and Facility Manager's name and phone number.	C, E, F, I, T, A		
22. Establish or augment sanitization processes for each facility based on level of use and type of facility. If based on contracted services, coordinate modifications to existing contracts or secure new contracts with the Finance/Administration Branch.	C, E, F, I, T, A		
23. Coordinate the maintenance of incident equipment resources.	C, E, F, I, T, A		
24. Ensure all non-SEOC facilities are safe for occupancy and comply with Americans with Disabilities Act requirements. Note: The SEOC is the responsibility of the Center Support Section.	C, E, F, I, T, A		
25. Ensure storage areas are established for hazardous materials, fuel, and general supplies and equipment.	C, E, F, I, T, A		
26. As facilities are vacated, coordinate with the Facility Manager to return the location to its original state, which may include removing and returning furnishings, equipment, and supplies; arranging for janitorial services; and securing the facility.	C, E, F, I, T, A		
27. Identify, recruit, and register volunteers as required.	C, E, F, I, T, A		
28. Provide resource-related information to the Resource Tracking Unit, including resources ordered through mutual aid.	C, E, F, I, T, A		
29. Address Logistics Branch objectives, as stated in SEOC IAPs, to ensure completion within the operational period or within the estimated time frame.	C, E, F, I, T, A		
30. Provide the Resources Support Section Chief with a branch status report and communicate any significant issues.	C, E, F, I, T, A		
31. Complete the tasks outlined in the Shift Change section of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Logistics Branch Director SEOC Demobilization Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
32. For all facilities still in use, coordinate with appropriate agencies/organizations regarding future closure and any associated contractual obligations, including the return the location to its original state, which may include removing and returning furnishings, equipment, and supplies; arranging for janitorial services; and securing the facility.	C, E, F, I, T, A		
33. Coordinate with the Resource Tracking Unit regarding the demobilization of resources from facilities closed during demobilization and any facilities and associated resources remaining in use beyond SEOC deactivation and demobilization.	C, E, F, I, T, A		
34. Complete the tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Emergency Operations Center (EOC) Skillset: Communications Unit

Task Category:

- Communications Unit Activation Phase Checklist
- Communications Unit Operational Phase Checklist
- Communications Unit Demobilization Phase Checklist

Task Categories: Complete Communications Unit SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete the tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Communications Unit SEOC Operational Phase Checklist

2. Establish and maintain an Activity Log (ICS 214) and other necessary files.	C, E, F, I, T, A		
3. Keep all SEOC sections informed of communications systems statuses, with a focus on systems being restored.	C, E, F, I, T, A		
4. Determine SEOC needs for radio, telephone, and computer resources and services and ensure resources are provided to SEOC staff based on need.	C, E, F, I, T, A		
5. Coordinate with all SEOC sections, branches, and units regarding the use of all communication systems.	C, E, F, I, T, A		
6. Ensure the SEOC can adequately receive and direct all emergency-related communications to appropriate destinations within the SEOC.	C, E, F, I, T, A		
7. Develop and distribute the Incident Radio Communications Plan (ICS 205). The plan should identify all communications systems in use and list specific information to facilitate effective use of these systems (e.g., radio frequencies allotted for specific response elements).	C, E, F, I, T, A		
8. Implement RIMS to automatically record internal messages and emails.	C, E, F, I, T, A		
9. Continually monitor the operational effectiveness of SEOC communications systems. Provide additional equipment as required.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
10. Ensure technical personnel are available for communications equipment maintenance and repair.	C, E, F, I, T, A		
11. Ensure all communications and SEOC computer resource requests and issues are addressed.	C, E, F, I, T, A		
12. Mobilize and coordinate amateur radio resources to augment primary communications systems as required.	C, E, F, I, T, A		
13. Prepare objectives for the Communications Unit and provide them to the Service Branch Director prior to the next planning meeting.	C, E, F, I, T, A		
14. Keep the Service Branch Director informed of the status of communications systems.	C, E, F, I, T, A		
15. Keep the Service Branch Director and Logistics Coordination Section Chief informed of significant issues affecting the Communications Unit.	C, E, F, I, T, A		
16. Complete the Shift Change tasks outlined in the EOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Communications Unit SEOC Demobilization Phase Checklist

17. Assist EOC staff with the deactivation and clean-up of all communication systems and computer resources set up or distributed throughout the incident.	C, E, F, I, T, A		
18. Ensure all provided communication system and computer resources are returned, inventoried, and evaluated to ensure readiness for future use. All damaged or unreturned equipment should be brought to the attention of department/agency that provided the equipment.	C, E, F, I, T, A		
19. Inform the Resource Tracking Unit when communication system and/or computer resources are returned and final disposition (e.g., operational, damaged, etc.).	C, E, F, I, T, A		
20. Complete tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Emergency Operations Center (EOC) Skillset: Transportation Unit

Task Category:

Transportation Unit Activation Phase Checklist

Transportation Unit Operational Phase Checklist

Transportation Unit Demobilization Phase Checklist

Task Categories: Complete Transportation Unit SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete the tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Transportation Unit SEOC Operational Phase Checklist

2. Establish and maintain an Activity Log (ICS 214) and other necessary files.	C, E, F, I, T, A		
3. Routinely coordinate with the Situation Unit to determine the status of transportation routes in and around the affected area.	C, E, F, I, T, A		
4. Address all transportation resource requests and issues.	C, E, F, I, T, A		
5. Determine the need for fuel delivery and vehicle support and address areas of need.	C, E, F, I, T, A		
6. Develop the Transportation Plan to (1) identify routes of ingress and egress for the movement of response personnel, the affected population, and resources, and (2) support SEOC operations.	C, E, F, I, T, A		
7. Coordinate with other units, including the Situation Unit, for the development of the Transportation Plan.	C, E, F, I, T, A		
8. Contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.	C, E, F, I, T, A		
9. Work with the Resource Tracking Unit to maintain accurate inventory of all transportation vehicles using the Support Vehicle/Equipment Inventory (ICS 218) list.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
10. Arrange for the acquisition or use of required transportation resources.	C, E, F, I, T, A		
11. Keep the Support Branch Director and Logistics Coordination Section Chief informed of significant issues affecting the Transportation Unit.	C, E, F, I, T, A		
12. Complete the Shift Change tasks outlined in the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Transportation Unit SEOC Demobilization Phase Checklist

13. Complete tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		
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Emergency Operations Center (EOC) Skillset: Supply Unit

Task Category:

Supply Unit Activation Phase Checklist

Supply Unit Operational Phase Checklist

Supply Unit Demobilization Phase Checklist

Task Categories: Complete Supply Unit SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete the tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Supply Unit SEOC Operational Phase Checklist

2. Establish and maintain an Activity Log (ICS 214) and other necessary files (e.g., resource request forms).	C, E, F, I, T, A		
3. Determine procurement spending limits with the Purchasing Unit in Finance/Admin Coordination Section. Obtain a list of pre-designated emergency purchase orders as required.	C, E, F, I, T, A		
4. Process resource requests (for all off-incident ordering) to ensure all forms are accurately completed and to validate the resource request. Communicate resource request validation outcomes with requesting party.	C, E, F, I, T, A		
5. Communicate with the requesting party to identify actual need, to clarify the types and amount of equipment and supplies, and to verify the request has not been previously filled through another source.	C, E, F, I, T, A		
6. Communicate progress with the requesting party throughout the fulfillment process.	C, E, F, I, T, A		
7. Determine if requested types and quantities of supplies and materiel are available in inventory. Fill request locally if possible.	C, E, F, I, T, A		
8. Determine if the procurement item can be provided without cost from another jurisdiction or via mutual aid.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
9. If resources are unavailable in local inventory or without cost from another jurisdiction, oversee the procurement and allocation of equipment and supplies not normally provided through mutual aid channels.	C, E, F, I, T, A		
10. Prior to completing the order, determine unit costs of equipment and supplies from suppliers and vendors and if they will accept purchase orders as payment.	C, E, F, I, T, A		
11. Coordinate procurement with the Purchasing Unit in the Finance/Admin Coordination Section.	C, E, F, I, T, A		
12. Ensure that orders exceeding the purchase order limit are approved by the Finance/Admin Coordination Section before the order is completed.	C, E, F, I, T, A		
13. If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Admin Coordination Section for development of necessary agreements.	C, E, F, I, T, A		
14. Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Transportation Unit.	C, E, F, I, T, A		
15. In coordination with the Personnel Unit, provide food and lodging for SEOC staff and volunteers as required.	C, E, F, I, T, A		
16. Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.	C, E, F, I, T, A		
17. Ensure requesting parties are notified in a timely manner of the arrival of resources, equipment, and other materials.	C, E, F, I, T, A		
18. In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.	C, E, F, I, T, A		
19. Keep the Support Branch Director and Logistics Coordination Section Chief informed of significant issues affecting the Supply Unit.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
20. Complete the Shift Change tasks outlined in the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Supply Unit SEOC Operational Phase Checklist

21. Ensure all open resource requests are closed out with final disposition and inform requesting party.	C, E, F, I, T, A		
22. Document and relay the status of open orders (i.e., purchased but not received resources) to appropriate agency/ organization representatives and the Resource Tracking Unit.	C, E, F, I, T, A		
23. Complete tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

