



CRITICAL INCIDENT STRESS LEAD (CISL)

NOVEMBER 2022

Task Book Assigned To:

Trainee's Name: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Task Book Initiated By:

Official's Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Home Unit Address: _____

Date Initiated: _____

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

**Verification/Certification of Completed Task Book
for the Position of:**

**CRITICAL INCIDENT STRESS LEAD
(CISL)**

Final Evaluator's Verification

*To be completed **ONLY** when you are recommending the trainee for certification.*

I verify that (trainee name) _____ has successfully performed as a trainee by demonstrating all tasks for the position listed above and should be considered for certification in this position. All tasks are documented with appropriate initials.

Final Evaluator's Signature: _____

Final Evaluator's Printed Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

Agency Certification

I certify that (trainee name) _____ has met all requirements for qualification in the above position and that such qualification has been issued.

Certifying Official's Signature: _____

Certifying Official's Printed Name: _____

Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

CALIFORNIA INCIDENT COMMAND CERTIFICATION SYSTEM (CICCS) POSITION TASK BOOK

CICCS Position Task Books (PTBs) have been developed for designated National Interagency Incident Management System (NIIMS) positions. Each PTB lists the competencies, behaviors and tasks required for successful performance in specific positions. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this PTB.

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 agency that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

INCIDENT/EVENT CODING

Each task has a code associated with the type of training assignment where the task may be completed.

The codes are: O = other, I = incident, W = wildfire, RX = prescribed fire, W/RX = wildfire OR prescribed fire and R = rare event.

The codes are defined as:

- O** = Task can be completed in any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).
- I** = Task must be performed on an incident managed under the Incident Command System (ICS). Examples include wildland fire, structural fire, oil spill, search and rescue, hazardous material, and an emergency or non-emergency (planned or unplanned) event.
- W** = Task must be performed on a wildfire incident.
- RX** = Task must be performed on a prescribed fire incident.
- W/RX** = Task must be performed on a wildfire OR prescribed fire incident.
- R** = Rare events such as accidents, injuries, vehicle or aircraft crashes occur infrequently and opportunities to evaluate performance in a real setting are limited. The evaluator should determine, through interview, if the trainee would be able to perform the task in a real situation.

While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded W must be evaluated on a wildfire; tasks coded RX must be evaluated on prescribed fire and so on. Performance of any task on other than the designated assignment is not valid for qualification.

Tasks within the PTB are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.

The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee; the bullets are not all-inclusive. Evaluate and initial ONLY the numbered tasks. DO NOT evaluate and initial each individual bullet.

A more detailed description of this process and definitions of terms are included in the *CICCS - Qualification Guide*. This document can be found at <http://www.firescope.org/specialist-groups/ciccs/ciccs.htm>

RESPONSIBILITIES

The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator and Certifying Official are identified in the *CICCS - Qualification Guide*. It is incumbent upon each of these individuals to ensure their responsibilities are met.

INSTRUCTIONS FOR THE POSITION TASK BOOK EVALUATION RECORD

Evaluation Record #

Each evaluator will need to complete an evaluation record. Each evaluation record should be numbered sequentially. Place this number at the top of the evaluation record page and also use it in the column labeled "Evaluation Record #" for each numbered task the trainee has satisfactorily performed.

Trainee Information

Print the trainee's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Evaluator Information

Print the Evaluator's name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Incident/Event Information

Incident/Event Name: Print the incident/event name.

Reference: Enter the incident code and/or fire code.

Duration: Enter inclusive dates during which the trainee was evaluated.

Incident Kind: Enter the kind of incident (wildfire, prescribed fire, search and rescue, flood, hurricane, etc.).

Location: Enter the geographic area, agency, and state.

Management Type or Prescribed Fire Complexity Level: Circle the ICS organization level (Type 5, Type 4, Type 3, Type 2, Type 1, Area Command) or the prescribed fire complexity level (Low, Moderate, High).

Fire Behavior Prediction System (FBPS) Fuel Model Group: Circle the Fuel Model Group letter that corresponds to the predominant fuel type in which the incident/event occurred.

G = Grass Group (includes FBPS Fuel Models 1 – 3):

1 = short grass (1 foot); 2 = timber with grass understory; 3 = tall grass (1½ - 2 feet)

B = Brush Group (includes FBPS Fuel Models 4 – 6):

4 = Chaparral (6 feet); 5 = Brush (2 feet); 6 = dormant brush/hardwood slash;

7 = Southern rough

T = Timber Group (includes FBPS Fuel Models 8 – 10)

8 = closed timber litter; 9 = hardwood litter; 10 = timber (with litter understory)

S = Slash Group (includes FBPS Fuel Models 11 – 13)

11 = light logging slash; 12 = medium logging slash; 13 = heavy logging slash

Evaluator’s Recommendation

For 1 – 4, initial only one line as appropriate; this will allow for comparison with your initials in the Qualifications Record.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator’s Signature

Sign here to authenticate your recommendations.

Date

Document the date the Evaluation Record is being completed.

Evaluator’s Relevant Qualification (or agency certification)

List your qualification or certification relevant to the trainee position you supervised.

Note: Evaluators must be either qualified in the position being evaluated or supervise the trainee; Final Evaluators must be qualified in the trainee position they are evaluating.

Critical Incident Stress Lead (CISL)

Competency: Assume position responsibilities.

Description: Successfully assume role of Critical Incident Stress – Peer Support Lead and initiate position activities at the appropriate time according to the following behaviors.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish Pre-Incident Preparations			
1. Understand Confidentiality as Applied to Peer Support. <ul style="list-style-type: none"> • <i>How is Confidentiality Applied</i> • <i>Confidentiality Coverage Levels</i> • <i>Government Code 8669.05 (California Only)</i> Bill Text - AB-1116 Peer Support and Crisis Referral Services Pilot Program. (ca.gov) • <i>Confidentiality Exceptions</i> • <i>Mandatory Reporting Requirements (State/Federal)</i> • <i>Privileged Communication VS Confidentiality</i> • <i>Note Taking as it Applies to Peer Support</i> • <i>Destruction/Disposal of Confidential Information</i> 	O		
2. Understand Various Courses/Training Available Prior to Deployments. <ul style="list-style-type: none"> • <i>Group and Individual Crisis Support</i> • <i>Suicide Response</i> • <i>Strategic Planning / CISM Planning</i> 	O		
3. Obtain Various Peer Support and Crisis Response Resources and/or Resource Listings. <ul style="list-style-type: none"> • <i>Mental Health Professionals</i> • <i>Agency Peer Support Coordinators</i> • <i>Field Operations Guide (Chapter 23)</i> • <i>Substance Abuse Assistance</i> • Incident Resources • CAL FIRE Incident Action Guidebook - example 	O/I		

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

Critical Incident Stress Lead (CISL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
4. Build a Comprehensive Peer Support Crisis Kit. <ul style="list-style-type: none"> • <i>Office Supplies</i> • <i>Accountability Resources</i> • <i>Identification</i> • <i>Forms</i> • <i>Importance of Kit Re-Establishment After Deployment</i> • Incident Guidebook - ICS 214, Documentation • ICS Forms NWCG • Incident Guidebook - Peer Kit Checklist 	O		
5. Understand the Functions of an Agency Liaison and Agency Representative, Related to Peer Support and Incident Activations. <ul style="list-style-type: none"> • <i>Functions at An Incident</i> • <i>Role of An Agency Administrator, Unit Chief, and/or Department Chief.</i> • <i>OES Operational Role</i> • <i>Law Enforcement Liaisons</i> • <i>IMT Command Advisor</i> • <i>Types of Incident Management Teams</i> • Agency Representative NWCG • https://caloes.ca.gov/cal-oes-divisions/fire-rescue 	O		
6. Understand Types of Incident Management / Command Teams. <ul style="list-style-type: none"> • <i>IMT Command Advisor</i> • <i>Engaging with Teams</i> • <i>Types of Incident Management Teams (State, Federal, Local)</i> • <i>Roles of an IMT</i> • Incident Management Teams National Interagency Fire Center (nifc.gov) • CAL FIRE • California Wildland Fire Coordinating Group (nifc.gov) 	O		

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Critical Incident Stress Lead (CISL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather Initial Order / Request Information for Activation			
7. Obtain Initial Order Information and Response Guidelines. <ul style="list-style-type: none"> • <i>Incident location</i> • <i>Incident number</i> • <i>Incident type (state, federal, local)</i> • <i>Report date/time</i> • <i>ICP liaison contact number</i> • <i>Gather equipment needed</i> • <i>Peer support resources assigned, en route, on order, and local resource status (including initial attack as it relates to the peer support section).</i> • Incident Guidebook - Peer Lead Checklist • Incident Guidebook - Deployment Considerations 	O/I		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
8. Obtain Initial Briefing from Incident Commander or designee (One-On-One or in Incident Management Team (IMT) Meeting). <ul style="list-style-type: none"> • <i>Incident Commander's or Designee priorities, goals, and objectives for peer support and the incident. (Leader's Intent)</i> • <i>Expected timeframes for briefings, planning meetings, and team meetings.</i> • <i>Incident Briefing - Current Situation</i> • <i>Special considerations on the incident.</i> • <i>Facilities established and operating.</i> • <i>Anticipated incident duration, size, and type.</i> • <i>Level of response needed</i> • <i>Peer Support Team Objectives & Priorities.</i> • Incident Guidebook - IC / Leader's Intent Questions Example 	I		

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

Critical Incident Stress Lead (CISL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
<p>9. Collect Information from Outgoing CISL or Other Personnel Responsible for Peer Support Prior to Your Arrival. (If Applicable)</p> <ul style="list-style-type: none"> • <i>Status of incident and ordered/assigned resources. (local peers, mental health professionals etc.)</i> • <i>Status of scheduled or planned defusing/debriefings etc.</i> • <i>Information and status on location of injured individuals (if applicable)</i> • <i>Determine if present plan of action will meet incident objectives or requires amendments to reflect changes in the current incident situation</i> • <i>Information on location situations (e.g., ICP/base/camp locations, medical facilities, road closures).</i> • <i>Determine what agencies and disciplines are assigned (i.e., Local, State, Federal or Fire, Military, Law Enforcement etc.</i> 	I		
Behavior: Establish effective relationships with relevant personnel.			
<p>10. Establish and Maintain Positive Interpersonal and Interagency Working Relationships.</p> <ul style="list-style-type: none"> • <i>Local agencies</i> • <i>Hosting unit</i> • <i>Public</i> • <i>Division/Group Supervisors</i> • <i>Command and General Staff</i> • <i>Multi-Agency Peer Support Teams (Determination and Considerations)</i> 	I		

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Critical Incident Stress Lead (CISL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
11. Plan and Activate (Organize and Manage) <ul style="list-style-type: none"> • <i>Order resources required for section operation.</i> • <i>Establish protocol for providing daily incident accomplishments.</i> • <i>Establish daily briefing/debriefing schedule with Peer Support Team Members.</i> • <i>Establish and follow process for resource requests/releases for operational planning purposes. (Transitional Plan)</i> • <i>Establish appropriate section organization and assign staff responsibilities, while maintain span of control</i> • <i>Ensure availability of appropriate resources</i> • <i>Conduct supporting activities within operational period</i> • <i>Follow protocol for communicating daily accomplishments to appropriate personnel</i> • <i>Support tactical assignments, ensure resource support and coordination needs, and identify other considerations for the next operational period.</i> • <u>Incident Activation Guidebook - Example Objectives / Expectations</u> 	I		

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Critical Incident Stress Lead (CISL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
12. Establish and Understand Peer Support Roles and Responsibilities <ul style="list-style-type: none"> • <i>Identify peer support boundaries.</i> • <i>Establish proper team accountability guidelines and procedures (in camp and field)</i> • <i>Establish and provide peer support team expectations, operating guidelines, roles, and responsibilities to assigned peer team members.</i> 	O/I		
13. Identify Kind, Type and Number of Resources Required to Achieve Objectives. <ul style="list-style-type: none"> • <i>Consider terrain, weather, kinds and types of resource availability and safety factors</i> • <i>Order necessary personnel and equipment</i> • <i>Large team vs small team deployments (ICS Structure)</i> 	O/I		
14. Order Resources to Staff the Peer Support Section <ul style="list-style-type: none"> • <i>Qualifications</i> • <i>Ordering Process (Local, State, Federal)</i> • <i>Check in procedures</i> • <i>Incident Guidebook - Ordering and Demob</i> 	I		
Behavior: Determine and Establish Peer Support Logistical Needs			
15. Determine Location and Number of Needed Trailer and/or Tents to Support the Section. <ul style="list-style-type: none"> • <i>Trailer and Tent Types</i> • <i>Ordering process</i> • <i>Facility Unit Leader Communication</i> • <i>Discussion on pros and cons for set up location</i> • <i>Incident Guidebook - Logistics</i> 	I		
16. Determine Logistical Support Needs and Acquisition Processes. <ul style="list-style-type: none"> • <i>Wi-Fi connectivity</i> • <i>Printers or Printing Capabilities</i> • <i>Obtaining Office Supply Needs</i> • <i>Team Subsistence & Lodging</i> 	I		

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Critical Incident Stress Lead (CISL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Additional Support Methods.			
17. Chaplain Usage <ul style="list-style-type: none"> • <i>Roles and Responsibilities of clergy and chaplains</i> • <i>Special considerations and guidelines</i> 	O		
18. Clinical Support – Mental Health Professional <ul style="list-style-type: none"> • <i>Roles of clinical support</i> • <i>Responsibilities</i> • <i>Chain of Command</i> • <i>Determining individual leave</i> • <i>Scope of duties & Rules of Engagement</i> • <i>Understanding Clinical modalities</i> • <i>Culturally competent</i> • <i>Successful use during deployments</i> 	O		
19. Employee Assistance Program (EAP) <ul style="list-style-type: none"> • <i>Department Specific</i> • <i>Coverage and Benefits</i> 	O		
20. Animal Usage <ul style="list-style-type: none"> • <i>Types (Service vs Support)</i> • <i>Types (Comfort, Therapy, Crisis)</i> • <i>Rules of Engagement</i> • <i>Ordering</i> • <i>Licensing and Liability</i> • <i>Conflict Resolution between handlers</i> • <i>AKC Therapy Dog – American Kennel Club</i> • <i>Incident Guidebook - Animal Usage</i> 	O		

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Critical Incident Stress Lead (CISL)

Competency: Lead assigned personnel.

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

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Model leadership values and principles.			
21. Exhibit Principles of Duty. <ul style="list-style-type: none"> • <i>Be proficient in your job, both technically and as a leader.</i> • <i>Make sound and timely decisions.</i> • <i>Ensure tasks are understood, supervised, and accomplished.</i> • <i>Develop your subordinates for the future.</i> • <i>Seek mentorship opportunities</i> 	I		
22. Exhibit Principles of Respect. <ul style="list-style-type: none"> • <i>Know your subordinates and look out for their well-being.</i> • <i>Keep your subordinates informed.</i> • <i>Build the team.</i> • <i>Employ your subordinates in accordance with their capabilities.</i> 	I		
23. Exhibit Principles of Integrity. <ul style="list-style-type: none"> • <i>Know yourself and seek improvement.</i> • <i>Seek responsibility and accept responsibility for your actions.</i> • <i>Set the example.</i> 	I		
Behavior: Ensure the safety and welfare of assigned personnel.			
24. Ensure Assigned Resources are Following Safety Guidelines Appropriately. <ul style="list-style-type: none"> • <i>Commitment times</i> • <i>Evaluate need for extended operational periods.</i> • <i>Communication with division/groups when performing activities in the field.</i> • <i>Adhering to reporting requirements (accountability)</i> • <i>Utilizing appropriate safety equipment for assigned work locations.</i> 	I		

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Critical Incident Stress Lead (CISL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
25. Comply with Agency Requirements <ul style="list-style-type: none"> • <i>Develop plans based on safety considerations / guidelines and applicable policy and procedures</i> • <i>Spot check operations to ensure compliance with safety considerations and applicable policy and procedures</i> 	I		
26. Ensure Safety and Wellbeing of All Team Members <ul style="list-style-type: none"> • <i>Self-care measures</i> • <i>Monitor burn-out and vicarious trauma impacts / fatigue</i> • <i>Team resiliency techniques</i> • <i>Team debriefings</i> • <i>Personal care plans</i> • <i>Understand vicarious trauma</i> • <i>Ensure adequate work/rest ratio. (R&R)</i> • <i>Wellness, nutrition, physical fitness while assigned.</i> 	I		
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
27. Periodically Evaluate Resource Status and Operational Needs to Determine If Resource Assignments are Appropriate. <ul style="list-style-type: none"> • <i>Determine kind and number of resources required to complete requests / assignments.</i> • <i>Confer with the IC or designee frequently</i> • <i>Provide for functional supervision as needed.</i> 	I		

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Critical Incident Stress Lead (CISL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
28. Continually Evaluate Performance. <ul style="list-style-type: none"> • <i>Communicate deficiencies immediately and take corrective action.</i> • <i>Provide training opportunities where available.</i> • <i>Complete personnel performance evaluations according to agency guidelines.</i> • https://www.nwcg.gov/publications/ics-forms 	I		
Behavior: Emphasize teamwork.			
29. Establish Cohesiveness Among Assigned Resources. <ul style="list-style-type: none"> • <i>Assignments</i> • <i>Daily pre meetings</i> • <i>Nightly debriefings / team building</i> • <i>Multi Agency (importance of inclusion)</i> • <i>Role Changes (mix up groups/teams)</i> 	I		

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Critical Incident Stress Lead (CISL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
30. Interact and Coordinate with Command, General Staff, and Appropriate Unit Leaders. <ul style="list-style-type: none"> • <i>Receive and transmit current and accurate information.</i> • <i>Inform appropriate team members of significant changes in operations.</i> • <i>Brief and debrief between operational periods.</i> • <i>Remain available for immediate contact or designate a secondary contact when unavailable.</i> 	I		
31. Coordinate with Subordinates and Provide a List of Excess Personnel and Other Resources. <ul style="list-style-type: none"> • <i>Kind/type</i> • <i>Quantity</i> • <i>Time/date of available release</i> • <i>Daily review of list for accuracy</i> 	I		
32. Coordinate with Local Fire Departments, Other Agencies, Local Resources, and Law Enforcement <ul style="list-style-type: none"> • <i>Local CISM Teams</i> • <i>Union Support Events</i> • <i>Incident Emergency Response Centers (EOC)</i> • <i>Livestock and pets (Know shelter locations)</i> • <u>Supplying Aid to Victims of Emergency (SAVE) - California Fire Foundation (cafirefoundation.org)</u> • <u>Disaster Relief - IAFF</u> • <u>Cal Fire Benevolent Foundation – CDF Benevolent Foundation</u> 	I		

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Critical Incident Stress Lead (CISL)

Competency: Critical Incident Stress Management

Description: Understand how to utilize tools established by the Critical Incident Stress Management model of crisis support

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Critical Incident Stress Management			
33. Understand CISM Basics and Usage <ul style="list-style-type: none"> • <i>When to initiate</i> • <i>Strategic Planning</i> • <i>Safety Considerations</i> • <i>General Dos and Do nots</i> • <i>Audience Consideration</i> • <i>Purpose</i> • <i>Target, Timing, and Theme</i> • <i>Mental Health Professional participation</i> • Incident Guidebook - CISM 	O		
34. Understand and Implement Various Levels of CISM and Applications <ul style="list-style-type: none"> • <i>One-on-one</i> • <i>Crisis Management Briefing (CMB)</i> • <i>Defusing</i> • <i>Debriefing</i> 	O/I		
35. Plan, Staff and Organize a CISM Application <ul style="list-style-type: none"> • <i>CMB</i> • <i>Debriefing</i> • <i>Defusing</i> 	I		
36. Apply Stress First Aid – Peer Support Triage <ul style="list-style-type: none"> • <i>USFS / IAFF training model</i> • <i>How to triage a person in crisis</i> • <i>Refer to a higher level of care</i> • <i>Boundaries</i> • <i>Understand addiction, substance abuse and recovery</i> • Stress First Aid US Forest Service (usda.gov) 	O/I		

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

Critical Incident Stress Lead (CISL)

Competency: 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.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
37. Share Pertinent Operations Information That May Affect the Team's Management of The Incident.	I		
38. Participate in Daily Peer Team Briefing. <ul style="list-style-type: none"> • <i>Changes from the IAP.</i> • <i>Present current conditions, peer support priorities, and special considerations.</i> • <i>Section-specific information.</i> • <i>Goals and Objectives</i> • <i>Team wellness check-in</i> 	I		
39. Attend Daily Operational Incident Briefings to Personnel. <ul style="list-style-type: none"> • <i>Obtain current IAP</i> 	I		
40. Participate in Agency Administrator Closeout/After Action Review (AAR). <ul style="list-style-type: none"> • <i>Unit Transition of Information</i> 	O		
Behavior: Ensure documentation is complete and disposition is appropriate.			
41. Ensure Assigned Operations Personnel and Equipment Time Records are Complete and Have Been Submitted to the appropriate Time Unit position at the End of Each Operational Period.	I		
42. Ensure Incident Documentation is Completed as Required. <ul style="list-style-type: none"> • <i>Completed ICS 214 have been submitted by peer team members. To assist with after action report</i> • <i>Complete and submit performance evaluations for Peer Support resources at conclusion of incident.</i> 	I		

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Critical Incident Stress Lead (CISL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Gather, produce, and distribute information as required by established guidelines and ensure understanding by recipient.

43. Understand Public Information PIO Unit <ul style="list-style-type: none"> • <i>Obtain contact information for the peer support contact related to public information requests</i> • <i>Media and Publication Requests and associated process of notification when assigned to an incident.</i> • <i>Roles and Responsibilities of the PIO Unit</i> • <i>Application to behavioral health</i> 	O		
44. Report Special Events (e.g., Incidents Within an Incident (IWI), Accidents, Political Contacts, Property Loss or Damage). <ul style="list-style-type: none"> • <i>Obtain information about special events (e.g., subordinates, personal observation, other incident personnel, off-incident personnel).</i> • <i>Include standard information (e.g., nature of event, location, magnitude, personnel involved (do not release names of victims or agency over radio), initial action taken).</i> 	I		
45. Inform Incident Commander or Designee as Soon as Possible of Problems.	I		

Behavior: Communicate and ensure understanding of communication boundaries and basics.

46. Understand Communication Basics <ul style="list-style-type: none"> • <i>How we communicate</i> • <i>Level of Care</i> • <i>Understanding Conflict Resolution</i> • <i>Talking to a grieving individual</i> • <i>Talking to a person in crisis</i> • <i>Suicide Communication / support</i> • <i>Stress Signs and Symptoms</i> • <i>Verbal Cues</i> • <i>Nutrition Importance</i> 	O		
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Critical Incident Stress Lead (CISL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
47. Understand Communication Boundaries <ul style="list-style-type: none"> • <i>Opposite sex boundaries</i> • <i>One-on-one precautions</i> • <i>Emotional decision making</i> • <i>Legal and ethical considerations</i> • <i>Agency policy and liabilities</i> • <i>Cultural diversity</i> • <i>Personal bias</i> • <i>Professional and personal limitations</i> 	O		

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

Critical Incident Stress Lead (CISL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.

48. Ensure Priorities and Tactics are Communicated and Understood Throughout. <ul style="list-style-type: none"> • <i>Discuss importance of radio communication</i> • <i>Discuss importance of safety gear</i> 	I		
49. Ensure any Changes in Priorities or Tactics are Communicated and Understood.	I		

Behavior: Develop, Establish, and Evaluate associated IAP materials

50. Create an IAP Message for the Operational Briefing Packet. <ul style="list-style-type: none"> • <i>What is an Incident Action Plan (IAP)</i> • <i>Determine your appropriate Plans Contact</i> • <i>IAP submission process</i> • <i>Develop an appropriate Message</i> • <i>Determine the Duration for the message</i> • <i>Peer Support Role</i> • Incident Guidebook - IAP 	I		
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Behavior: Develop and apply appropriate peer team identification

51. Properly Identify Associated Peer Personnel and Equipment. <ul style="list-style-type: none"> • <i>Vehicle / Trailer / Tent identification</i> • <i>Individual identification and importance</i> • <i>Standardization of identification</i> 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Critical Incident Stress Lead (CISL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Assist in developing and implementing plans and gain concurrence of affected agencies and/or the public.			
52. Participate in the Preparation of Other Necessary Relevant Plans. <ul style="list-style-type: none"> • <i>Crisis Management Briefing (CMB)</i> • <i>Funeral (for Line of Duty Deaths)</i> • <i>Agency Peer Support Teams</i> • <i>Honor Guard Assistance (if applicable)</i> • <i>Repopulation and civilian assistance</i> • <i>Family Support of Involved employees</i> • <i>Serious Accident Review Teams (SART)</i> 	O/I		

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

Critical Incident Stress Lead (CISL)

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.

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
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Behavior: Administer and/or apply agency policy, contracts and agreements.

53. Ensure Assigned Contracted Resources Meet Contract Specifications. <ul style="list-style-type: none"> Take necessary action for those not meeting specifications. 	I		
54. Identify and Request Agreements as Necessary. <ul style="list-style-type: none"> Coordinate with Procurement Unit and/or Finance/Administration Section (contractors, Mental Health Professionals) 	I		
55. Process Financial Documents According to Type of Agreement. <ul style="list-style-type: none"> Coordinate with Procurement Unit (Agency Agreement) Coordinate with Finance/Administration Section (contractors, Mental Health Professionals) Coordinate with Time Unit (State Employees) Coordinate with Fed Time Unit (Fed Employees) Identify overtime reporting requirements Incident Guidebook - Finance and Time 	I		

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

56. Evaluate and Monitor Current Situation. <ul style="list-style-type: none"> Determine if present plan of action will meet incident objectives. Identify problems and concerns 	I		
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Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Critical Incident Stress Lead (CISL)

TASK	C O D E	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and considering the increasing or decreasing incident complexity.			
57. Coordinate an Efficient Transfer of Position Duties When Mobilizing/Demobilizing. <ul style="list-style-type: none"> • <i>Consider transition early in the incident.</i> • <i>Inform subordinate staff Incident Commander and/or designee.</i> • <i>Document follow-up action needed</i> 	I		
58. Update and Maintain Documentation According to Activities Associated with Section. <ul style="list-style-type: none"> • <i>Peer Support & clinical stats</i> • <i>ICS 214 daily log usage</i> • <i>Peer Team After Action Report (optional)</i> 	O/I		
59. Determine Transition from Short Term Support to Long Term Care Plan <ul style="list-style-type: none"> • <i>Work with local agency or local peer team to determine how to transition from incident supported peer team to local resources.</i> • <u>Incident Guidebook - Incident Close Out</u> 	O		

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

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name:

Reference (Incident Number/Fire Code):

Duration:

Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify):

Location (include Geographic Area, Agency, and State):

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High

FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

Evaluator's Recommendation
(Initial only one line as appropriate)

- _____ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
- _____ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- _____ 3) The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- _____ 4) The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Evaluator's Signature: _____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____

Additional Evaluation Record Sheets can be downloaded at www.nwcg.gov/pms/taskbook/taskbook.htm

Trainee Information

Printed Name:

Trainee Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:

Evaluator Position on Incident/Event:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event Information

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Evaluator's Signature: _____ Date: _____

Evaluator's Relevant Qualification (or agency certification): _____

Additional Evaluation Record Sheets can be downloaded at www.nwcg.gov/pms/taskbook/taskbook.htm