A Publication of the
**National Wildfire
Coordinating Group**

NWCG Task Book for the Positions of:

SAFETY OFFICER TYPE 2 (SOF2)

SAFETY OFFICER TYPE 1 (SOF1)

(POSITION PERFORMANCE REQUIRED ON A WILDFIRE OR PRESCRIBED FIRE ASSIGNMENT)

PMS 311-04 **JUNE 2009**

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 positions for which it was developed. Each position task book builds on tasks from previous prerequisite position task books. 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:

_____
(position title)

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: _____

Additional copies of this publication are available through:
NWCG, Publications Management System at http://www.nwcg.gov/publications/position-taskbooks

NATIONAL WILDFIRE COORDINATING GROUP (NWCG)
POSITION TASK BOOK

NWCG 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 *Wildland Fire Qualification System Guide*, PMS 310-1. This document can be found at http://www.nwcg.gov/publications/310-1.

RESPONSIBILITIES

The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator and Certifying Official are identified in the *Wildland Fire Qualification System Guide*, PMS 310-1. 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) <u>or</u> 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.

SOF2 and SOF1

Competency: Assume position responsibilities.

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

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
1. Order additional safety assistants as needed. • *Place orders through appropriate channels.*	I		
Behavior: Gather, update, and apply situational information relevant to the assignment.			
2. Gather information necessary to assess incident assignment and determine immediate needs and actions. • *Incident Commander's/supervisor's name, location* • *Current resource commitments* • *Current and anticipated situation (e.g., hazardous materials, Wildland/Urban Interface)* • *Expected duration of assignment*	I		
Behavior: Establish effective relationships with relevant personnel.			
3. Establish and maintain positive interpersonal and interagency working relationships.	I		

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

SOF2 and SOF1

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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Model leadership values and principles.			
4. Exhibit principles of duty. • *Be proficient in your job, both technically and as a leader.* • *Make sound and timely decisions.* • *Ensure tasks are understood, supervised and accomplished.* • *Develop your subordinates for the future.*	I		
5. Exhibit principles of respect. • *Know your subordinates and look out for their well-being.* • *Keep your subordinates informed.* • *Build the team.* • *Employ your subordinates in accordance with their capabilities.*	I		
6. Exhibit principles of integrity. • *Know yourself and seek improvement.* • *Seek responsibility and accept responsibility for your actions.* • *Set the example.*	I		
Behavior: Ensure the safety, welfare, and accountability of assigned personnel.			
7. Provide for the safety and welfare of assigned resources. • *Recognize, mitigate and communicate potentially hazardous situations.* • *Monitor condition of assigned resources.* • *Account for assigned resources.*	I		

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

SOF2 and SOF1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
8. Use technical specialists to identify and mitigate hazards. • *Health department* • *Electrician* • *Hazardous materials specialist*	O		
9. Develop schedule/assignments based on Incident Action Plan (IAP) or relevant plan. • *Assign safety assistants to monitor high-hazard areas or operations.* • *Assign assistants as needed (e.g., camps, helispots).*	I		
10. Ensure subordinates understand assignment for operational period. • *Provide clear, concise instructions and allow for feedback.*	I		
11. Continually evaluate performance. • *Communicate deficiencies immediately and take corrective action.* • *Provide training opportunities where available.* • *Complete personnel performance evaluations according to agency guidelines.*	I		
Behavior: Emphasize teamwork.			
12. Establish cohesiveness among assigned resources. • *Provide for open communication.* • *Seek commitment.* • *Set expectations for accountability.* • *Focus on the team result.*	I		

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

SOF2 and SOF1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Coordinate interdependent activities.			
13. Contact and utilize non-fire agencies to provide safety related services. • *Health Department* • *State Emergency Medical Coordinator* • *Environmental Protection Agency* • *Department of Transportation*	I		
14. Interact and coordinate with command and general staff. • *Receive and transmit current and accurate information.*	I		

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

SOF2 and SOF1

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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure relevant information is exchanged during briefings and debriefings.			
15. Present ICS 215A, Incident Safety Analysis at operational planning meetings.	I		
16. Prepare and present safety briefings. • *Each operational period* • *Information to alert incident personnel of potential risk/hazard considered to be most critical*	I		
17. Solicit relevant safety concerns from incident personnel.	W/RX		
18. Brief with the Air Operations Branch Director on general aviation activities. • *Identify hazardous air operations activities.*	I		
19. Participate in briefings and After Action Reviews (AAR).	I		
20. Brief/debrief Agency Administrator or representative as appropriate.	I		
21. Participate in agency closeout.	I		
Behavior: Ensure documentation is complete and disposition is appropriate.			
22. Complete and submit ICS 214, Unit Log. • *Document significant/major events.*	O		

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

SOF2 and SOF1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
23. Document identified deficiencies. • *Food and potable water supplies* • *Vehicle/mechanical equipment* • *Driver/operator qualifications* • *Air operations hazards/unsafe conditions*	I		
24. Maintain file for safety documentation. • *Provide copies of ICS 215A, Incident Safety Analysis to Planning Section.*	I		
25. Complete and submit safety documentation package.	I		
Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
26. Post safety information on incident bulletin board. • *Coordinate with Logistics Section Chief and Public Information Officer.*	I		
27. Prepare narrative or special reports as needed. • *Number of injuries and accidents* • *General safety situation and problems encountered* • *Description of significant incidents or unsafe situations* • *Recommendations for corrective action* • *Report unsafe situations using SAFENET*	I		
28. Ensure completion of accident investigation reports and initiate follow-up action. • *Recommend need for corrective action based on findings to the appropriate personnel.* • *Initiate immediate corrective action, if necessary.*	R		
29. Communicate information concerning accidents/serious injuries to Incident Commander, Public Information Officer, and Liaison Officer.	I		

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

SOF2 and SOF1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
30. Develop a safety action plan and revise as necessary. • *Ensure hazards and risks are identified and adequately monitored/mitigated.* • *Coordinate with the Incident Commander and command and general staff.* • *Ensure cooperating and assisting agencies are included.* • *Identify hazards/risks to the public and coordinate with incident staff to ensure appropriate actions are taken.*	I		
31. Review and approve ICS 206, Medical Plan as appropriate. • *Monitor to ensure it addresses current status of incident.*	I		
32. Review incident demobilization plan to ensure appropriate safety guidelines are followed.	I		

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

SOF2 and SOF1

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	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
33. Conduct periodic inspections of base and camp facilities. • *Potable water sources, hauling and storage containers* • *Ground support* • *Helibase*	I		
34. Identify and document unsafe conditions and provide this information to appropriate command and general staff.	W/RX		
35. Monitor vehicle inspections, driver/operator qualifications and equipment records.	I		
36. Monitor incident roads to provide for safe use by vehicles. • *Monitor adequate width, grade, and maintenance condition.* • *Assess dust/visibility.* • *Ensure ingress/egress.* • *Coordinate and recommend road closure/restriction access as necessary.*	I		
37. Review aircraft operations, if appropriate.	I		

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

SOF2 and SOF1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
38. Monitor general welfare of incident personnel. • *Food and water* • *Fatigue* • *Work/rest guidelines* • *Safe work practices* • *Use of personal protective equipment* • *Illness and injuries*	I		
39. Review and approve relevant plans. • *Medical* • *Traffic* • *Evacuation*	I		
40. Monitor and review information on current and predicted weather conditions obtained from meteorologist.	I		
41. Obtain information from Fire Behavior Analyst daily about unusual fire behavior conditions predicted for the next operational period. • *Review fire behavior forecasts.*	W/RX		
42. Monitor food and sanitation services periodically, with the Food Unit Leader and Base/Camp Manager, for compliance with health and sanitation standards.	I		
43. Review Medical Unit log, with the Medical Unit Leader, for injuries and illnesses. • *Determine trends and make recommendations to incident organization for corrective or preventative action.*	I		
44. Review incident reports (SAFECOM, SAFENET). • *Monitor to ensure recommended corrective action is implemented.*	R		

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

SOF2 and SOF1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
45. Monitor incident personal protective equipment (PPE) use. • *Ensure adequate supply to meet projected needs.* • *Ensure compatibility with assignment hazard/risk.* • *Spot check crew members preparing for duty.*	I		
46. Review the injuries/illnesses claims requiring hospitalization or further medical treatment with the Compensation-for-Injury Specialist. • *Review for possible cause and corrective actions.*	R		
Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.			
47. Prepare ICS 215A, Incident Safety Analysis for each operational period. • *Identify those risks or hazards with the potential for serious accident or injury.* • *Coordinate with Operations Section Chief.* • *Review with Planning Section Chief.* • *Use technical specialist expertise to identify and mitigate hazards.* • *Ensure identified mitigations are included on the ICS 204, Division Assignment.*	I		
Behavior: Utilize information to produce outputs.			
48. Prepare a safety message for each IAP. • *Use information from incident personnel.* • *Prepare within time frames designated by the Planning Section Chief.* • *List observed or projected risk/hazards by priority.*	I		
49. Utilize special instructions in ICS 204, Division Assignment and ICS 206, Medical Plan to address specific safety needs. • *Medevac procedures*	I		

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

SOF2 and SOF1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Take appropriate action based on assessed risks.			
50. Ensure the Risk Management Process is applied and maintained.	I		
51. Exercise emergency authority to stop and correct unsafe acts. • *Use direct intervention to correct any extremely dangerous act which is being performed outside of agency regulations, policies, standards, and guidelines. Follow up with immediate supervisor.* • *Contact the responsible supervisor for corrective action on other unsafe situations.* • *Discuss significant events with Incident Commander.*	R		
52. Investigate accidents and prepare investigation reports. • *Notify Incident Commander.* • *Assess and determine level of accident investigation.* • *Initiate immediate corrective action, if necessary.* • *Ensure copies are complete and follow-up actions are documented.* • *Ensure reports are complete and include required information.* • *Ensure investigation does not interfere with the primary duties of the Safety Officer.*	R		
Behavior: Anticipate, recognize and mitigate unsafe situations.			
53. Ensure any significant change in weather is communicated to incident personnel. • *Red Flag Watches/Warnings* • *Frontal passages* • *Fire Weather Watches*	W/RX		
54. Reinforce and monitor mitigations identified in the ICS 215A, Incident Safety Analysis.	I		

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

SOF2 and SOF1

TASK	CODE	EVAL. RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
55. Monitor operations for Occupational Safety and Health Administration (OSHA) compliance. • *Solicit assistance from host unit safety personnel.*	I		
Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.			
56. Monitor air operations activities to ensure compliance with safety requirements. • *Review compliance with agency flight duty policy/duty limitations.* • *Coordinate corrective action through the Air Operations Branch Director.*	I		
Behavior: Ensure functionality of equipment.			
57. Ensure tools and equipment are inspected and operations are conducted in a safe manner.	I		
Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
58. Coordinate an efficient transfer of position duties when mobilizing/demobilizing. • *Inform subordinate staff and IC.* • *Document follow-up action needed and submit to supervisor.*	I		

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

Evaluation Record # _____

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 http://www.nwcg.gov/publications/position-taskbooks

Evaluation Record # _____

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):

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_____ **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.

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