

The NET Task Book: A quick guide for NET Team Leaders



Greetings! The purpose of this brief is to clarify how NET Team Leaders (TLs) should manage the Task Books of their Team Members. **TLs have a very large part to play in realizing the purposes of the Task Book program.**

What are those purposes?
Primarily, there are two.

First, **the NET Task Book serves as a track of advanced training for NET.** As any TL can appreciate, Basic NET training clocks in at about 30 hours but is still not enough time to cover all the skills and certifications we would like NET volunteers to accomplish. On the other hand, once graduating from Basic NET, dedicated volunteers look for direction on how they can increase their competency as volunteer responders. The NET Task Book maps a focused path of classes and certifications that volunteers can pursue with little needed direct assistance from PBEM.

Second, **the Task Book is a team development tool for Team Leaders.** We encourage TLs to use the Task Book to deepen the collective ability of the NET, and to use the tasks as team building opportunities. Furthermore, volunteers invested in their Task Books are less likely to drop from the program.

As a Team Leader, what are my responsibilities to manage the Task Books that my members are working on?

- **Be a cheerleader.** Encourage Team Members (TMs) to pursue completion of the Task Book, and use team meetings to celebrate successes.
- **Organize your team around completion of tasks.** Many of the tasks require an exercise or certification that TMs can take together/study together for.
- **Keep track of the progress of each volunteer on your NET pursuing a Challenge Coin.** This brief includes checklists you can print out and use to track progress. Doing so helps you reach your goals with Task Books, and it also creates a duplicate record of a TM's book in case his or hers is lost.
- **Sign off on tasks.** As you will see in the Task Book, the evaluator for most tasks is a volunteer's Team Leader. This will be pretty easy: most of the time, it is up to the volunteer to earn a certification. Once that certification is presented to you, initial and date that task.

Task #8 will be more involved for TLs. As the TL, you must decide a means and method for TMs to demonstrate their familiarity with your Ops Plan. This can be an exam, interview, rehearsal, or any approach you decide is appropriate.



PORTLAND BUREAU OF EMERGENCY MANAGEMENT

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Questions and Answers



■ Is it required that NETs participate in the Task Book program?

No; this is 100% optional.

■ How do my TMs get a copy of the Task Book?

Any of your TMs interested in participating should request one from you. Once you have that number tallied up, relay the names of the volunteers to the NET Coordinator and s/he will mail you the latest edition books to distribute, and include tracking sheets.

■ Latest edition? What does the edition of the Task Book matter?

We expect that the tasks in the NET Task Book will change over time. When they do, new editions will be released.

However, it would be unfair to require volunteers to complete the tasks of a new book after they've already invested themselves in an older version. Therefore, to receive a challenge coin, folks are required to complete the edition of the Task Book they were originally issued and NOT newer versions as they come out.

■ How are you gonna track who has which Task Book edition, smart guy?

If you look at the inside cover of each Task Book above the checklist, you'll see that each book is named and

numbered. This is done when the NET Coordinator issues the book, and this information is recorded in a spreadsheet at PBEM.

■ Many of the tasks are signed off by the Team Leader. Who signs off on Task Book items for me? (i.e. as a TL, I can't sign off on my own tasks)

There are two possibilities. Either the NET Coordinator can sign off on those tasks; or, preferably, another Team Leader signs off on your tasks.

■ Does a TL need to actually see a certificate before I can sign off on it?

Yes, 100% of the time. It is not acceptable to sign off on a task unless documentation of it is presented (this is less a matter of trust so much as a matter of fairness and consistency for all volunteers). An electronic version of a certificate via email is acceptable.

■ When will PBEM offer/schedule trainings required by the Task Book?

If a class is required (as opposed to an online training), PBEM will offer it periodically through the year and announce in the NET bulletin. Our goal is to put together a semi-annual training calendar for NETs so that volunteers know exactly when and where trainings will take place. However, we are not at that point quite yet.

Task Book Tracking Sheet

This tracking sheet is not turned in to the NET Coordinator; it is for Team Leaders to use as a tool. Keep one tracking sheet per volunteer participating in the Task Book program.



NET Task Book Number: _____

NET Task Book Recipient: _____

Recipient Team Leader: _____

- | | | |
|--|--------------------------|---------------------------------|
| 1. Basic NET/CERT certification | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 2. Food and water prep | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 3. Response kit inspection (done last) | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 4. Emergency services ride-along..... | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 5. Basic FEMA IS certificates | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 6. Portland BEOP review..... | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 7. FEMA IS-368 | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 8. Team Operations Plan review | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 9. Advanced search and rescue (SaR) | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 10. Radio competency..... | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 11. Skywarn Weather Spotter training | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 12. ICS forms competency | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 13. SUV management..... | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 14. Community outreach shift..... | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 15. Diversity awareness training..... | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 16. Victim volunteer shift | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 17. NET Comms Corps training | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 18. First Aid (basic injury treatment) | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 19. Mental crisis/emotional trauma treatment ... | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 20. Point of Dispensing (POD) training | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 21. Knots test | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 22. Shelter training | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 23. Structural assessment training..... | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 24. Flood Fight training..... | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
| 25. Hazardous Materials (HAZMAT) awareness... | <input type="checkbox"/> | Sign off date (year/mo/da)_____ |
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