

APPENDIX M – JOB ACTION SHEET – TEMPLATE

This job action sheet template with example activities can be used by Unit Administrators to develop Unit specific job action sheets that meet local needs.

[INSERT POSITION TITLE]

MISSION:

QUALIFICATIONS:

- License:
- Training:
- Other:

DEPLOYMENT:

Site: _____

Job Shift: _____

Report to: _____

EQUIPMENT:

- ID badge
- Vest
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INITIAL ACTION:

- Sign-in at designated area
- Put on ID badge and vest/uniform
- Check in with Unit Lead
- Read Job Action Sheet
- Obtain orientation/incident briefing and familiarize with site layout
- Review site organizational chart
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PRIMARY DUTIES:

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DEACTIVATION PHASE:

- Assist with tear down and clean up of area
- Check out with Unit Lead
- Identify issues for debriefing report
- Participate in debriefing session at shift change/close of site
- Sign-out at designated area