

PORTLAND NEIGHBORHOOD EMERGENCY TEAMS (NET) TASK BOOK

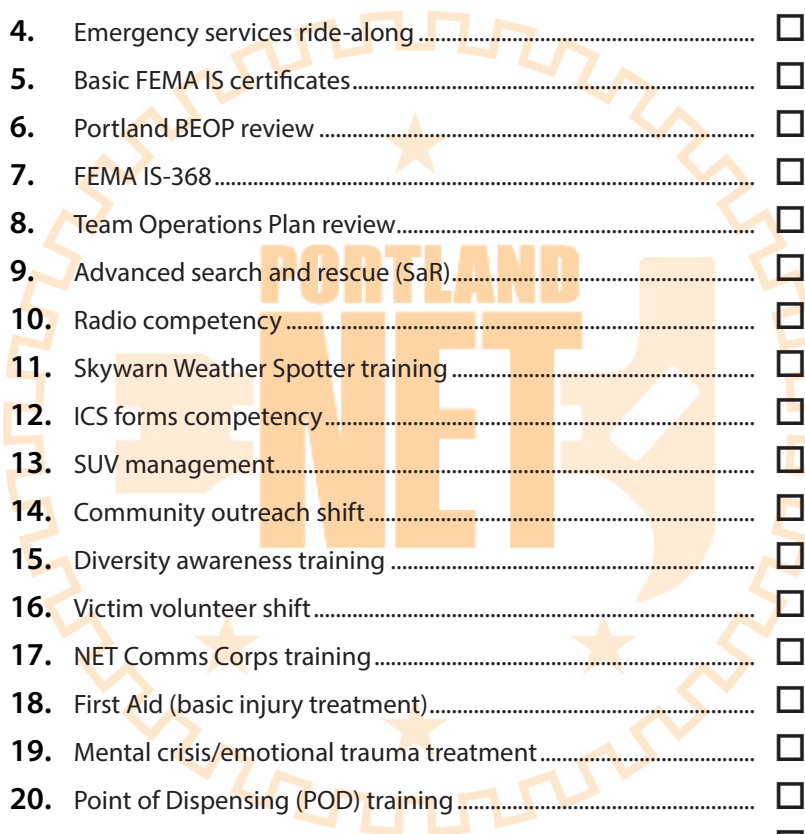


FIRST EDITION

NET Task Book Number: ED1.2 -

NET Task Book Recipient: _____

Recipient Team Leader: _____

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1. Basic NET/CERT certification..... ☐
2. Food and water prep ☐
3. Response kit inspection (done last) ☐
4. Emergency services ride-along ☐
5. Basic FEMA IS certificates..... ☐
6. Portland BEOP review ☐
7. FEMA IS-368..... ☐
8. Team Operations Plan review..... ☐
9. Advanced search and rescue (SaR)..... ☐
10. Radio competency ☐
11. Skywarn Weather Spotter training ☐
12. ICS forms competency..... ☐
13. SUV management..... ☐
14. Community outreach shift ☐
15. Diversity awareness training ☐
16. Victim volunteer shift ☐
17. NET Comms Corps training ☐
18. First Aid (basic injury treatment)..... ☐
19. Mental crisis/emotional trauma treatment ☐
20. Point of Dispensing (POD) training ☐
21. Knots test ☐
22. Shelter training ☐
23. Structural assessment training ☐
24. Flood Fight training ☐
25. Hazardous materials (HAZMAT) awareness ☐
26. Animals in disasters training..... ☐
27. Downed power line training..... ☐

Cover photo by Ernie Jones

Task Checklist

Completing the NET Task Book is OPTIONAL

A volunteer's status in the NET program does not depend on completion of the NET Task Book in any way. It is intended as an *optional* program of advanced training.



Welcome to the NET Task Book! A task book is essentially a checklist. The checklist items in the book represent the recommended skills and certifications a volunteer should obtain as a program of advanced training in Portland's Neighborhood Emergency Team program (NET).

How does it work?

The pages after this introduction are organized into particular skill categories (e.g. "Medical Response" or "Team Operations"). Each category has various tasks a volunteer must complete in order to have that task "signed off". They can be completed in any order (except task #3, which is completed last).

"Signed off"...?

For each task, the volunteer must demonstrate proficiency to a person qualified to evaluate the volunteer (almost always, this will be your Team Leader). Each task has a space for the Team Leader to initial, and those initials confirm that the volunteer has completed the task.

If a certification is needed to clear a task, the certificate is presented to the evaluator and s/he signs that task off. In the unusual case that someone other than a Team Leader signs off on a task, who that person is will be indicated on the initial box.

Does it cost anything to complete a Task Book?

It should not. Each of the tasks has a “cost free” option, and income is not a barrier to completing the Task Book.

How long will it take to complete a Task Book?

Completion of a Task Book should be thought of as a long term project, and there is no deadline. For the average volunteer starting cold with none of the certifications obtained already, it will probably take **between one and two years**.

I already have a required certification/completed a task. Does it count?

Absolutely. Just show the certificate to the designated evaluator so she or he can sign off on it.

I have a certification that might be relevant, but does not appear in the Task Book. Can it count?

Sorry, but **no**. Part of the point of this Task Book is to set NET volunteers forward on a path of advanced training specifically recommended by PBEM and the NET Leadership Committee.

I am a NET Applicant. Can I begin the Task Book before I am NET certified?

Yes. However, many of the trainings and classes associated with completing a Task Book are open only to certified NET volunteers.

What if I completed a task book class that did not award a certificate?

We only need to confirm that you completed the class.

This can be done with your signature on the attendance list for the class.

Some tasks require a quiz. Where do I take that?

When you are given a Task Book, you are also registered at <https://my.examprofessor.com/pbem> for all Task Book quizzes. To take one, log in at Exam Professor with your email address as your login and your password as *nettaskbook*. After you pass a quiz, you receive an electronic certificate.

I completed the Task Book. Now what?

When everything in the Task Book is signed off, inform the NET Coordinator. After the NET Coordinator confirms with your Team Leader that the Task Book is complete, you will receive an individually numbered NET Challenge Coin. You will also be recognized at the next annual NET Recognition Event for your accomplishment!

TASK BOOK ENTRY EXAMPLE

Almost all Task Book entries appear like the example below.

IS-368: Including Persons With Disabilities

Title and summary of task

Receive certification in [IS-368](#) on integrating persons with disabilities in disaster operations

Task explanation: why it is relevant for NET)

Explanation: Adequately developed disaster response plans include and integrate the needs and perspectives of persons with disabilities.

Task instructions: how to complete the task

Instructions: Complete the online course for certification.

Initialed by
Team Leader

J.V.K

Date

2015/12/22

Title of evaluator
(usually, but not
always, a Team Leader)

Initials of evaluator

Date of task sign-off

Team Leader Instructions



The purpose of this section is to clarify how NET Team Leaders (TLs) should manage the Task Books of their Team Members (TMs). **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. TMs 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 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.** PBEM has 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.** 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.

Team Leader Questions and Answers

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 invested 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.

Will PBEM 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 it via email 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.

SECTION A: BASICS



1. Completion of Basic NET or CERT training

Completion of Basic NET or CERT curriculum, with a minimum of 24 classroom hours and a field exercise

Initialed by
NET Coordinator

Date

2. Food and water preparation

Volunteer has an adequate supply of food and water for two weeks for each household member (including pets)

Initialed by
Team Leader

Date

3. Response kit inspection

Completed as the last item in the Task Book. Confirmation that candidate has all the equipment needed for a basic response kit, as listed in [Section 600.15 of the NET Guidelines](#) (second ed.)

Initialed by
Team Leader

Date

4. Emergency services ride-along

Complete no less than four hours in a police or fire department ride-along. Can be completed with a police or fire agency in any jurisdiction

Explanation: A ride-along gives the candidate a "front seat" view to the methods used by professional emergency responders. A ride-along also serves to increase the visibility of citizen involvement.

Instructions: For a ride-along with the Portland Police Bureau, print and fill out the paperwork at: <https://www.portlandoregon.gov/police/article/41803>. The candidate should then bring the form to the [police precinct office](#) of his/her choice.

Ride-alongs with Portland Fire & Rescue are generally less available. Candidate should check with the NET Coordinator for availability and scheduling.

Initialed by
Officer or
Firefighter

Date

5. FEMA Independent Study (IS) certifications

Confirmation that candidate has completed the following IS certifications through the online class for each:

Initialed by
Team Leader
(for all)

[IS-100.B](#) OR [IS-315](#)

Intro to ICS.....

☐

[IS-200.B](#)

ICS for Single Resources

☐

[IS-700.A](#)

Intro to NIMS.....

☐

[IS-800.B](#)

National Response Framework.....

☐

Date

6. Portland Basic Emergency Operations Plan (BEOP) review

Read the BEOP and demonstrate an understanding of it by completing an online open book exam

Explanation: The BEOP is a key document in PBEM's efforts to plan for a major disaster. It provides a framework for how Portland prepares for, reduces the risk of, responds to and recovers from emergencies. It is key for expanding a NET volunteer's situational awareness.

Instructions: Read the full 2015 edition of the BEOP found at:

<https://www.portlandoregon.gov/pbem/article/135813>

Then, complete the online exam (see page 4 for instructions). Your TL signs off on the completed exam.

Initialed by
Team Leader

Date

7. IS-368: Including Persons With Disabilities

Receive certification in [IS-368](#) on integrating persons with disabilities in disaster operations

Explanation: Adequately developed disaster response plans include and integrate the needs and perspectives of persons with disabilities.

Instructions: Complete the online course for certification.

Initialed by
Team Leader

Date

SECTION B: TEAM OPERATIONS



8. Team operations plan review

Demonstrates understanding of NET's Operations Plan

Explanation: To be effective as a responder, the volunteer must know his/her team's staging area, role, resources and neighborhood vulnerabilities.

Instructions: This task must be completed to the satisfaction of the Team Leader. To the TL's discretion, this task may be cleared by an exam, an interview, by rehearsing the plan, or by any other appropriate means.

*Initialed by
Team Leader*

Date

9. Advanced search and rescue (SaR)

Participates as a responder in an advanced (SaR) scenario

Explanation: SaR exercises give volunteers an opportunity to test response equipment and operations expectations.

Instructions: Sign up for and participate in a Scenario Village exercise or other comprehensive SaR exercise.

*Initialed by
NET Coordinator*

Date

10. Radio competency

Completes training on FRS/GMRS radios OR is licensed as an amateur radio technician

Explanation: Communications are an important logistical issue for NETs to resolve during a response. The use of radio makes communications effective and efficient.

Instructions: Complete Unit 9 of Basic NET training on radio communications for NET. This unit was added to Basic NET in late 2014. Volunteers who completed Basic before then must sit in on the class unit; OR pass the ARRL exam to become a licensed amateur radio technician.

*Initialed by
Team Leader*

Date

11. Skywarn Weather Spotter training

Completes Basic Weather Spotter Training

Explanation: Inclement weather patterns can significantly influence whether a NET deployment request is imminent; and, weather conditions shape tactics during operations.

Instructions: Finish a National Weather Service (NWS) Weather Spotter course. Information about this class is at: <http://skywarn.org/about/>.

*Initialed by
Team Leader*

Date

12. ICS forms competency

Has completed and passed the online open-book exam on ICS Forms

Explanation: ICS forms guide volunteers through documenting activities and critical decisions in a way that protects NETs from liability, tracks resources, preserves accountability, and prevents duplicating work.

Instructions: Read the ICS Forms Guide found at: <https://www.portlandoregon.gov/pbem/article/626973>
Then, complete the exam associated with this task at <https://www.surveymonkey.com/r/ICSforms>.

Initialed by
Team Leader

Date

13. SUV management

Has completed and passed the online open-book exam on SUV Management

Explanation: Following a major disaster, spontaneous unaffiliated volunteers (SUVs) are expected to emerge. How well NETs manage SUVs can be a crucial factor in the overall success of their operations.

Instructions: Read NET guidelines concerning managing SUVs: [Section 800.65 of the NET Guidelines](#) and also the [crowd management curriculum for CERT](#). Then, complete the exam associated with this task (see page 4).

Initialed by
Team Leader

Date

SECTION C: PROGRAM DEVELOPMENT



14. Community outreach shift

Volunteer four hours at a community outreach event

Explanation: PBEM sets up tables at many outreach events (such as FixIt Fair, Sunday Parkways, and the Greek Festival) to promote household disaster preparedness.

Instructions: Participate in no less than four hours at an outreach event or outreach events. These events are announced frequently in NET Bulletins.

*Initialed by
PBEM Outreach*

Date

15. Diversity awareness training

Volunteer completes training that promotes an understanding of the value of diversity

Explanation: The most effective NETs actively recruit in their teams for diversity.

Instructions: Complete [*FEMA IS-20: Diversity Awareness*](#); OR, any qualified diversity training or class (such as offered through an employer).

*Initialed by
Team Leader*

Date

16. Victim volunteer shift

One shift as a Victim Volunteer at NET training

Explanation: Victim Volunteers are an important part of NET/CERT training exercises. Serving as a "victim" is not only important for the program, but a great training opportunity as well.

Instructions: Sign up for one shift as a Victim Volunteer or other exercise actor (such as an SUV) at a NET training. Opportunities are announced frequently through NET bulletins and include Final Field Exercises and Scenario Village trainings.

*Initialed by
NET Coordinator*

Date

17. NET Comms Corps training

PBEM's Basic NET Comms Corps Training

Explanation: Comms Corps Training instructs NET volunteers on how to help their neighbors and neighborhoods get prepared for a major disaster.

Instructions: Complete the training. Invitations are made through the NET bulletins.

*Initialed by
PBEM Outreach*

Date

SECTION D: MEDICAL RESPONSE



18. First Aid (basic injury treatment)

Certification and skills to treat light injuries

Explanation: In all deployments, NETs must focus on medical triage. However, considering that a subduction zone earthquake could cut off the immediate response capabilities of emergency medical responders, PBEM recommends that NETs have some basic background in medical treatment as well.

Instructions: PBEM gives no preference to an organization a volunteer receives First Aid certification from (e.g. Red Cross, Portland Fire & Rescue). However, the certification must come from a live class; no online certifications allowed. Certification must be current at time of sign-off in Task Book.

The following certifications/licenses will be considered equivalents for this task: Wilderness First Aid, Emergency Medical Technician (EMT), professional medical license relevant to physical injury treatment following a disaster.

Initialed by
Team Leader

Date

19. Mental crisis/emotional trauma treatment

Certification to treat mental/emotional trauma

Explanation: NETs should be prepared to treat the psychological impact of a disaster.

Instructions: Volunteer completes certification/licensure demonstrating competency to treat mental/emotional trauma beyond CERT/NET Basic Training.

That may include, but is not limited to: [Portland TIP training](#) (including the short class TIP puts on for NET), Psychological First Aid (including [cost-free online courses](#)), mental health professional licensure, or other certification/license approved by the Team Leader.

Initialed by
Team Leader

Date

20. Point of Dispensing (POD) training

Experience or training with PODs

Explanation: NET deployments to PODs are a likely scenario. A POD site is a mass medication dispensing location capable of providing pills, tablets, capsules, or vaccinations (prophylaxis) to protect the general population from biological threats or epidemics.

Instructions: Complete classroom POD training, or certification in [FEMA IS-26: Guide to Points of Distribution](#).

Initialed by
Team Leader

Date

SECTION E: SPECIALIZATIONS



21. Knots test

Take and pass the NET knots test

Explanation: Familiarity with basic knots has wide application in the field (e.g. setting up a shelter, tying materials down, or rigging a hauling system).

Instructions: Study the knots found in the [NET Knots Guide](#) and complete the test (tie all knots in the Guide except the munter and prusik in three minutes and thirty seconds). The knots test can be administered by a firefighter or a Team Leader familiar with the knots.

*Initialed by
Test Proctor*

Date

22. Shelter training

Complete mass sheltering operations training

Explanation: If mass sheltering is needed following a disaster, NETs may deploy to assist operations.

Instructions: Complete Red Cross Shelter Operations Training; OR equivalent (approved by NET Coordinator).

*Initialed by
Team Leader*

Date

23. Structural assessment training

Certification in any pre- or post earthquake structural assessment training

Explanation: NET volunteers should understand how a building may be compromised from earthquake damage. Structural assessment training will promote better and safer decisions in the field.

Instructions: Complete a classroom course to become certified in [ATC-20: Postearthquake Safety Evaluation of Buildings](#), OR in [FEMA 154: Rapid Visual Screenings of Buildings for Potential Seismic Hazards](#).

*Initialed by
Team Leader*

Date

24. Flood Fight training

Complete flood response training

Explanation: Flood emergencies are one of the most familiar emergencies in our region. Volunteers should be prepared to respond to flood conditions and mitigate flood damage.

Instructions: Take a class in flood fighting from the Army Corps of Engineers or other qualified authority; OR read the [CERT Flood Response Module](#) and pass the quiz at <https://www.surveymonkey.com/r/NETflood>.

*Initialed by
Team Leader*

Date

25. Hazardous materials (HAZMAT) awareness

HAZMAT awareness beyond Basic NET training

Explanation: Through HAZMAT awareness training, NETs can better prepare themselves and their communities for a HAZMAT incident. NETs will also be empowered to relay information to responders if necessary and maintain a safe perimeter until responders arrive.

VERY IMPORTANT: this Task Book recommends "awareness" level HAZMAT training: knowledge to gather information and notify the proper authorities without entering the danger zone or putting themselves at risk. Unless higher levels of HAZMAT training are required for a job, ***NETs are actively discouraged from taking higher levels of HAZMAT training.***

Instructions: Obtain certification in [FEMA IS-5: An Introduction to Hazardous Materials](#); OR, complete and receive certification in the cost-free [Hazardous Materials Response - Awareness Level training](#) at SafeResponse.com.

Initialed by
Team Leader

Date

26. Animals in disaster training

Skillsets that allow volunteers to respond to animals in disaster scenarios

Explanation: With Portland consistently among top rankings for pet friendly cities (including a Seattle Times designation that [Portland has more cat ladies than any other city](#)), NETs should expect to encounter confused and/or injured pets following a disaster.

Instructions: Complete certification in [FEMA IS-10: Animals in Disasters: Awareness and Preparedness](#) AND in [FEMA IS-11: Animals in Disasters: Community Planning](#); OR, complete an animals in disaster course approved by the NET Coordinator; OR, complete a credible Pet First Aid course.

Initialed by
Team Leader

Date

27. Downed power line training

Instruction on safely responding to deployment requests to maintain the perimeter around a down power line.

Explanation: Responding to down power lines is one of the most common requests made of NET volunteers. Without proper training, it can also be dangerous.

Instructions: Take a classroom session in perimeter control around downed power lines.

Initialed by
Instructor

Date

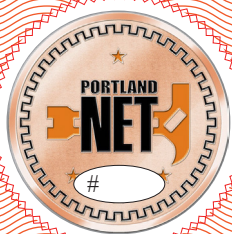
CERTIFICATE OF COMPLETION

NET Volunteer

*Has completed the track of advanced
Neighborhood Emergency Team training
prescribed in this Task Book*

NET Coordinator

Date



*When Task Book is
complete, NET seal
affixed here by
NET Coordinator*



*Portland Bureau of
Emergency Management
9911 SE Bush Street
Portland, OR 97266*



NET TASK BOOK: first edition

RECIPIENT ADDRESS LABEL
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