

Job Action Sheet {Position Title}Leader

*****Read This Entire Position Checklist Before Taking Action*****

Reports to:	
Who Reports to you:	
Responsibilities	
Minimum Required Qualifications	

Activation Phase: Steps taken to get your operations up and running

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Incident Phase: Response actions that are part of this position's responsibilities during an incident (Operational Phase)

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Post-Incident Phase: Responsibilities of this position after the occurrence of an incident (Demobilization phase)

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	



Job Action Sheet Template Instructions

Authors must submit one completed job action sheet for each job role that will be needed in a response to accomplish the tasks of the annex. If you have more than four job roles to list on JAS, contact Janice Maine for help in adding more blank job action sheets. Any blank/unused JAS will be deleted by Janice.

Staffing Position Title: Erase the words, “Position Title.” Enter the name of the job role for this position. Use ICS terminology. Contact All-Hazards Planner for help with this. Ext 5715.

Reports to: Provide the Staff Position Title that this position reports to.

Who Reports to you: Provide all Staff Position Titles that report to this position.

Responsibilities: Provide a very brief description of responsibilities. Begin each statement with an action verb.

Minimum Required Qualifications: Provide a bulleted list of the minimum qualifications to adequately perform this position. Please include specific experience, education, training, and licensures that are required only to complete the specific tasks that are included below.

Activation Phase: Steps taken to get your operations up and running: Please use action statements. Begin each statement with an action verb. You may add more rows, if necessary, by clicking outside the end of a row and then hitting enter. Copy and paste a shaded box for the new row.

Incident Phase: Response actions that are part of this position’s responsibilities during an incident (Operational Phase): List the response actions that are part of this staff position’s responsibilities during an incident. Please use action statements to detail specific tasks. Begin each statement with an action verb.

Post-Incident Phase: Responsibilities of this position after the occurrence of an incident (Demobilization phase): List the actions that are part of this staff position’s responsibilities after an incident. Include actions to help return the community impacted by an incident to normal. Begin each statement with an action verb.