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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Type 4 Incident Management Team**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

This Standard Operating Guideline (SOG) contains information pertaining to the organization, administration, management, implementation and utilization of the Type 4 Incident Management Team (IMT), as established by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The SOG covers the following specific topics:

* Incident Management Team Description
* IMT Administration and Management
* IMT Member Categories
* IMT Member Selection Criteria and Process
* IMT Member Sponsoring Agency Relationship
* IMT Organization
* IMT Activation Process
* IMT Operational Guidelines
* IMT Qualifications Review Committee
* Appendix A: Memorandum of Expectations for IMT Utilization
* Appendix B: IMT Candidate Application
* Appendix C: Memorandum of Expectations for IMT Membership

**Scope:**

This guideline is applicable to the organization, management, planning, training, certification, activation and utilization of a Regional Incident Management Team.

The Type-4 IMT is developed to meet the requirements of (insert authorizing legislation reference) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to establish a “…specialized regional counter-terrorism response team.” The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the authority having jurisdiction (AHJ) for the IMT program, with administrative responsibilities delegated to the Program Manager and IMT Leadership Team.

**INCIDENT MANAGMENT TEAM DESCRIPTION**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is designed to provide personnel who are trained and organized to support incident response operations and/or planned special events by assisting the Incident

Commander/Unified Command (IC/UC) or the Multi-Agency Coordination System (MACS) entity having jurisdiction through the use of incident management specialists and technical specialists. IMT personnel may be deployed and utilized on an individual or team basis, based upon the operational needs and requirements of the AHJ.

The IMT may be used for:

* Incidents that may overwhelm the ability of the AHJ to adequately provide incident management in the field or at a Multi-Agency Coordination Center (MACC) due to the size, scope or complexity of an event;
* Incidents involving terrorism or the criminal use of hazardous materials that may require technical specialists or subject matter experts;
* Incidents that pose unique tactical and/or incident management requirements; or
* Special events that may require the coordination of multiple agencies and organizations, or pose unique or significant response challenges.

The Type-4 IMT operates within the framework of the National Incident Management System (NIMS), and provides local, county and state government with an effective incident management resource that facilitates local and regional adoption of NIMS, as specified in Homeland Security Presidential Directive 5 (HSPD-5).

The Type-4 IMT can initially respond as a Type 4 IMT, but has the ability to function as a Type 3 IMT for extended, long-term operations up to 72 hours. Overall command of any incident will always remain with the AHJ, in compliance with the state law and as described in the written/signed Memorandum of Expectations (MOE) with the jurisdiction utilizing the services of the Type-4 IMT (Appendix A). The Type-4 IMT will provide support and consultation to IC/UC, but will not assume overall command over any incident / event.

**IMT ADMINISTRATION AND MANAGEMENT**

1. An IMT Leadership Team will be established to provide IMT oversight and direction. Due to the multi-disciplinary nature of the IMT, the IMT Leadership Team will report through the Program Manager to the Executive Committee.
2. The IMT Leadership Team will consist of the IMT Team Leaders, the Program Manager, and any other individuals as deemed necessary and appropriate by the Program Manager or the Executive Committee. The IMT Leadership Team shall not exceed eight (8) individuals.
3. The IMT Leadership Team will be responsible for the following:
* Determining IMT staffing requirements
* Review and initial approval of prospective IMT applications
* Development of IMT staffing plans
* Assessment and initial approval of IMT training needs and opportunities
* Assessment and initial approval of IMT equipment and supply needs
* Assessment of IMT member qualification, certifications and participation for maintaining IMT membership
* Conformity with the statewide IMT position qualification process as established by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (State Official)
* Conformance with the Code of Conduct
1. The Program Manager will be responsible for the following:
* Serve as a member of the IMT Leadership Team
* Day-to-day coordination and management of IMT activities
* Coordinate IMT budgetary, training and equipment/supply requests with the Executive Committee
* Review IMT member qualifications, certifications and participation for maintaining IMT membership
* Maintain IMT personnel folders and training records
1. The Qualification Review Committee (QRC) will be responsible for the following:
* Function as the evaluation and adjudication body for position qualifications earned through the NIMS IMT qualification process. This includes responsibility for conducting the Historical Recognition Process.
* Conduct an annual review process to ensure that IMT members continue to meet the criteria listed for their respective position.
* Ensure that individual IMT member records are complete and in accordance with the IMT Position Qualification Process.
* Provide personnel action recommendations to the IMT Leadership Team.
1. IMT members will be responsible for the following:
* Ensuring that all IMT personnel records are updated, as necessary
* Meeting all required training and certification requirements established by the IMT Leadership Team for continued membership
* Maintaining a Position Task Booklet (PTB) for their respective IMT position and ensuring that IMT training requirements are satisfied
* Ensuring that the IMT Memorandum of Understanding (MOU) is signed off by their sponsoring agency
* Maintaining the physical ability to operate in emergency response conditions and environments
* Maintaining any supplies and equipment provided in a good and operable condition.
* Conformance with the Code of Conduct

**IMT MEMBER CATEGORIES**

The Executive Committee is the AHJ for all IMT member professional development and credentialing issues, with administrative responsibility delegated to the Qualification Review Committee (QRC), the Program Manager and the IMT Leadership Team. The QRC will provide for the review and screening of all IMT member credentials and qualifications, and will provide their recommendations to the IMT Leadership Team for final disposition.

In order to ensure that IMT members are qualified to perform their expected tasks for regional, intrastate and interstate response operations, the following member categories have been established:

1. IMT Type-4 Candidate. Type-4 Candidates are qualified to deploy and participate for in-region events and incidents in an IMT mentored or support capacity. An individual will be classified as a Type-4 Candidate based upon the following criteria:
* Completion of the IMT Candidate Application process and initial requirements
* Completion of the IMT Memorandum of Expectation by the candidates sponsoring agency
* Recommendation by the IMT Leadership Team to appoint the individual as a Candidate Member
* Approval by the Executive Committee. This is accomplished through the annual submission of the IMT roster from the IMT Leadership Team to the Executive Committee
* Candidates will serve a probationary period of approximately one (1) year
1. IMT Type-4 Member. Type-4 Members are qualified to deploy and participate for in-region events and incidents in positions as assigned. An individual will be classified as a Type-4 Member based upon the following criteria:
* Completion of the DHS/USFA All-Hazards Incident Management Team (AHIMT) Course
* Completion of ICS-300, ICS-400, PIO Awareness and OPSEC Awareness courses
* Completion of supplemental IMT training requirements, as appropriate
* Completion of IMT probationary period
* Recommendation by the QRC
* Approval by the IMT Leadership Team
1. IMT Type-4 Technical Specialist. Type-4 Technical Specialists are qualified to provide technical support for in-region events and incidents, and will be deployed based upon the direction of the IMT Leader. An individual will be classified as a Type- 4 Technical Specialist based upon the following criteria:
* Possess unique background or expertise that can supplement IMT effectiveness (i.e., Subject Matter Expert – SME)
* Completion of ICS-300, ICS-400 and OPSEC Awareness courses
* Completion of supplemental IMT training requirements, as appropriate
* Recommendation for approval by the QRC
* Approval by the IMT Leadership Team
1. IMT Type-3 Member (Intrastate). Type-3 Members (Intrastate) are qualified to deploy and participate for both in-region and out-of-region events and incidents within the state. An individual will be classified as a Type-3 Member (Intrastate) based upon the following criteria:
* Currently categorized as a Type-4 IMT Member in “A-Status”
* Completion of AHIMT Position-Specific Course
* Have opened an IMT Position Task Booklet
* Recommendation for approval by the QRC
* Approval by the IMT Leadership Team
1. IMT Type-3 Member (Interstate). Type-3 Members (Interstate) are qualified to deploy and participate for both in-region and out-of-region interstate events and incidents. An individual will be classified as a Type-3 Member (Interstate) based upon the following criteria:
* Currently categorized as a Type-4 IMT Member in “A-Status”
* Completion of AHIMT Position-Specific Course
* Completion of IMT Position Task Booklet
* Recommendation for approval by the QRC
* Approval by the IMT Leadership Team
* Approval by the QRC

**IMT MEMBER SELECTION CRITERIA AND PROCESS**

1. IMT membership shall be maintained at approximately 75 members, as established by the Executive Committee. Although Type-4 IMT applications may be submitted at any time, members will be added based upon IMT staffing needs as determined by the IMT Leadership Team.
2. Active participation is necessary to maintain proficiency. IMT members will be classified into two categories: active or “A-Status” or inactive or “B-Status.” Classification will be based upon the completion of IMT membership, fit for duty status, training and position- specific requirements. Failure of a member to improve their participation level within 6 months will lead to termination from the IMT.
* Members may also be moved to a B-Status” as a result of non-permanent injuries, work or personnel issues that may necessitate inactivity with the IMT.
* Fitness for duty requirements are established by the sponsoring agency of the respective IMT member.
1. IMT applicants shall complete the attached application (Appendix B), including all supporting documentation (i.e., NIMS/ICS certificates, resume, etc.) and forward to the Program Manager. If necessary, an oral interview with IMT Leadership Team members may be conducted.
2. Applicants shall be evaluated and selected for membership based on the following criteria:
* Current IMT staffing needs
* Personal background and scope of emergency service experience, including:
	+ ICS Command and General Staff experience
	+ Type and scale of incidents involved
	+ Response discipline represented
* Ability to perform at large, complex events with significant inter-personal and inter-organizational issues
* Formal Education and professional certifications.
* Emergency response training and certifications All IMT candidates shall complete the following courses prior to being considered for IMT membership:
* IS-100, 200, 300 or equivalent
* IS-700 and IS-800a web-based courses
* Completion of ICS-400 is strongly recommended
* Ability to participate, based on employer requirements
* Approval by the respective County EMA Coordinator, IMT Leadership Team and the Executive Committee

All applications will be reviewed by the IMT Leadership Team and then forwarded to the respective EMA County Coordinator with recommendations.

1. Upon initial acceptance onto the IMT, all new members will serve a 12-month probationary period. During this timeframe, IMT members will be evaluated based upon participation levels, completion of IMT training requirements, demonstrated competencies, and ability to work as part of the Team. Although probationary members may respond for IMT activation and “shadow” other IMT members, they will remain in a “B- Status” until all requirements are satisfied.
2. IMT membership will be reviewed annually. Criteria for continued Type-4 IMT membership in either an “A-Status” or “B-Status” will include:
* Completion of initial (i.e., Candidate) IMT training requirements
* Participation and performance in Type-4 IMT meetings, training sessions and exercises
* Fitness for Duty
* Completion of IMT position-specific courses
* Status of the individual’s IMT Position-Specific Task Booklets

**IMT MEMBER SPONSORING AGENCY RELATIONSHIP**

1. The organization shall be responsible for:
* Maintaining a roster of designated IMT members, such that each IMT member is either registered as a duly enrolled volunteer or as a member of an emergency response organization in each of the eight participating counties.
* Provide the member with all necessary training to participate as an IMT member. The organization will provide backfill or overtime reimbursement for participation in approved training and exercises, as allowable under Department of Homeland Security (DHS) grant criteria.
* Provide the basic logistical and administrative equipment to the member. This equipment shall be determined by the IMT Leadership Team and approved by the Executive Committee.
1. The member shall be responsible for ensuring that the following are accomplished:
* Ensuring workmen’s compensation coverage and general liability protection coverage (general liability insurance) is provided either through member’s full-time employer or, if self-employed, their individual insurance plan. A member may also be covered through the policy of a local volunteer organization, if the organization agrees.
* Any personal items necessary to work at an extended operation.
* Keeping the IMT Leadership Team advised as to availability for emergency deployments.
* Maintaining levels of training and attendance requirements for membership as defined by the IMT Leadership Team and approved by the Executive Committee.
* Properly maintaining any equipment loaned to member to fulfill their Task Force responsibilities.
* A member may have his full-time employer agree to accept worker’s compensation coverage for the member while he is engaged in IMT activities. (Appendix C) This agreement, which can be attached to this memorandum, is between the member and his employer (hereinafter participating organization).
1. Financial Arrangements.
* The organization does not assume financial responsibility to reimburse a Sponsoring Organization for the salary of any member deployed to an actual incident or event. Reimbursement for costs associated with actual emergency responses is not permitted under Department of Homeland Security (DHS) grant criteria
* The IMT will be made available at no cost to the requesting AHJ for either (1) 12 hours after IMT arrival, or (2) for the first operational period, as determined by the IMT Leader. The ability of the IMT to support operations beyond this timeframe will be determined on a case-by-case basis.
* Participating Organizations can seek reimbursement from the requesting AHJ or other Responsible Party (RP) for those incidents where a RP is clearly identified (e.g., hazardous materials incidents), where a state or federal disaster is declared, or where other reimbursement mechanisms may be present.
* Nothing in this guideline shall prevent a Participating Organization from seeking reimbursement for all personnel costs, whether backfill or overtime for personnel recalled, for the purpose of supporting the incident. An organization shall be allowed to seek reimbursement for all associated costs permissible under current laws or regulations.
1. Workers Compensation and Liability Protection
* For the purpose of worker’s compensation and long term disability, IMT members who perform IMT functions in connection with the organization are considered independent contractors/volunteers in accordance with the Worker’s Compensation Act.
* As a volunteer IMT member, IMT does not provide worker’s compensation benefits such as a volunteer firefighter or EMS worker would receive from their respective organization. Primary coverage would be provided by the IMT member’s participating organization. Secondary coverage would be provided as a Duly Enrolled Emergency Management Volunteer under State Emergency Management laws if not covered by the member’s primary insurance carrier, as a volunteer for the given county of the event or the member’s home county if outside the region.
* For liability purposes, the IMT member will be registered as an emergency management volunteer in their respective County. This will afford each member civil liability protection by law.
1. A voluntary memorandum of understanding (MOU) should be signed between IMT and the individual / sponsoring agency so that both parties clearly understand the IMT/Sponsoring Agency relationship and related coverage (see Appendix C).

**IMT ORGANIZATION**

1. The Type-4 IMT is divided into three teams – Red, White and Blue, and shall rotate on a monthly basis. Each team is managed by an IMT Leader and a Deputy IMT Leader.
2. Members will be assigned will be assigned to each shift and will placed in either the IMT (A) - Advanced Element or the IMT (E) - Expanded Element. IMT-A will consist of the Command and General Staff positions, while IMT-E will consist of personnel at the Deputy or Unit Leader position level.
3. In the event that additional support or personnel deployment is required from those teams that are not on-call for the current month, it shall be provided as follows:
* Team on-call for the Next Month - will provide back-up support for the current On-Call Team. This shall include providing logistical and communications support during the IMT activation and deployment process for the on-call team.
* Team on-call for the Prior Month – will provide staffing and support for the Regional Multi-Agency Coordination Center (MACC).
1. See the chart on the following page for the staffing template.
2. The IMT-A (all Teams) will be the initial call-out for all IMT incidents to ensure that sufficient personnel will initially be available to support response needs. Based upon the determination of incident needs, the Team who is first due on the rotational matrix will have preference for their primary roster position.
3. If there are vacancies in the first-due Team, positions will be filled horizontally first, and then vertically. If an incident requires additional IMT positions additional, they will be selected from the IMT (E) list, based upon needs.
4. If multiple operational periods were necessary, the rotational matrix would be utilized as much as practical in order to maintain a level of team integrity.
5. Because of the large number of Type-4 IMT members who are also PATF-1 Federal US&R members and the potential for reduced staffing levels due to a Federal deployment, an alternate IMT staffing model reflecting a Federal US&R deployment will also be established.

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| **Type-4 IMT (Advance Element)** |
| **SENIOR IMT LEADER** |
| **IMT Leader** |  |  |  |
| **Operations SC** |  |  |  |
| **Planning SC** |  |  |  |
| **Logistics SC** |  |  |  |
| **PIO** |  |  |  |
| **Safety Officer** |  |  |  |
| **Liaison Officer** |  |  |  |
| **Type-4 IMT (Expanded Element)** |
| **Deputy OSC** |  |  |  |
| *Fire/Rescue* |  |  |  |
| *US&R* |  |  |  |
| *Haz-Mat* |  |  |  |
| *Medical* |  |  |  |
| *LE* |  |  |  |
| *LE/Tac* |  |  |  |
| **SAM** |  |  |  |
|  |  |  |  |
| **Deputy PSC** |  |  |  |
| **SUL** |  |  |  |
| **RUL** |  |  |  |
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| **Deputy LSC** |  |  |  |
| **Service BD** |  |  |  |
| **Support BD** |  |  |  |
| **CUL** |  |  |  |
| **MUL** |  |  |  |
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| **F/ASC** |  |  |  |
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| **IIU (Info/Intel)** |  |  |  |
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| **Tech. Spec** |  |  |  |
| **Tech. Spec** |  |  |  |
| **Tech. Spec** |  |  |  |

**IMT ACTIVATION PROCESS**

The activation of the incident management team is based upon policy/procedure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ regarding resource ordering. The IMT goal is to have any request evaluated and resources alerted, notified, assembled and deployed in less than 2 hours from the time of the initial request.

1. Requesting Agency contacts County Public Safety Answering Point (PSAP)/911 and requests Type-4 IMT
	1. Requesting County PSAP/911 contacts respective County EMA with formal request for regional resources.

NOTE: Local and County-based regional resources can be immediately alerted and dispatched by the County PSAP for Regional Type 4 incidents, as per historical precedent and county policies.

* 1. Requesting County EMA contacts the Chairperson and the on-call Type-4 IMT Leader to evaluate the request for IMT resources.
* The three (3) Type-4 IMT Leaders will be simultaneously alerted. Based upon the IMT schedule, IMT call-back and support process will be as follows:
	+ On-Call - IMT Leader and Shift on-call for the current month (e.g., January)
	+ Primary IMT Support - IMT Leader and Shift on-call for the next month (e.g., February)
	+ Secondary IMT Support - IMT Leader and Shift on-call from the previous month (e.g., December). Alerted if Primary IMT personnel are not available in a timely manner.
* Depending upon the scenario and requested resources, an Alert message may be communicated to the entire IMT or the respective IMT (i.e., Red, White, Blue) on the possibility of deployment and personnel availability. This action will be the responsibility of the Primary IMT Support Team.
1. The Chairperson and/or on-call Type-4 IMT Leader assess the resource request and determine whether request will be satisfied:
	1. Mission Not Accepted – Advisory issued to the Type-4 IMT Leaders on the status of the request for regional resources. This action will be the responsibility of the Primary IMT Support Team.
	2. Mission Accepted – Activation Order is issued to the respective IMT through the Aware System. This action will be the responsibility of the Primary IMT Support Team.

NOTE: The on-call Type-4 IMT will be automatically activated to provide management support for any regional resource/Specialized Response Teams that may be deployed to Regional Type 1 through 3 incidents within the Region.

1. Respective IMT members receive activation orders via the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
	1. IMT is mobilized, assembled and deployed to the requesting County and location.
	2. On-call IMT Leader with the receiving PSAP to advise of travel route, ETA and other pertinent logistical information.
	3. Advisory message issued to the Executive Committee and IMT personnel on incident status.
2. IMT will either assemble at a muster point or formally check-in at the incident location, based upon the direction of the IMT Leader. Upon the IMT’s arrival on-scene, it will then come under the command authority of the AHJ Incident Commander.
	1. IMT personnel will be deployed to maximize their impact to the AHJ. Based upon incident / event requirements, they may be deployed in a number of methods, including:
* Member of IMT command or general staff
* IMT integration within the AHJ’s command organization
* Support specific field positions or ICS requirements, including as Technical Specialist or Field Observer
* Support EOC / MACC staffing requirements
1. IMT is released and demobilized by the AHJ Incident Commander.
	1. The Type-4 IMT will provide support for the development of the demobilization plan and the demobilization process.
	2. IMT personnel are responsible for addressing all of the following:
* Completion of ICS-214 logs and other required ICS documentation.
* Resupply and replenishment of supplies and equipment
* Vehicle and equipment preventative maintenance
	1. Dependent upon the nature and location of the IMT deployment, the IMT Leader can request that all personnel check-in when they arrive at their home station to ensure safety and accountability.
	2. The Type-4 IMT Leader for the incident will be responsible for ensuring the coordination of any critique and the development of the After Action Report (AAR). The AAR will only focus upon issues and is not meant to either serve as, or supplant the need for a critique and AAR by the AHJ.

**IMT OPERATIONAL GUIDELINES**

1. County Staging Areas. To facilitate the response and staging of IMT members, the following staging areas have been pre-designated in each county.

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| **COUNTY** | **STAGING AREA(S)** |
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1. Integration within the AHJ Incident Command System.
* The IMT will operate within the Incident Command System (ICS), as established by AHJ Incident Command / Unified Command organization.
* The Type-4 IMT will NOT assume overall command and control of any incident where IMT services are requested. Overall command will always remain with the lead agency or AHJ, based upon the scope and nature of the incident, and pre-existing emergency response plans, procedures, and memos of understanding.
* The IMT Team Leader will initially serve as a Liaison or Senior Advisor to Command; all IMT personnel will report to the IMT Team Leader upon their arrival on-scene.
* IMT personnel will be assigned based upon the technical and ICS needs of the incident. Assignments will be made with input from the IMT Team Leader and approval from the Incident Commander.
1. Communication Protocols

The IMT shall operate on pre-established radio frequencies and State 800 radio system talk groups. IMT members should not rely upon communications provided by the AHJ for communicating with other IMT members.

The IMT shall communicate directly (face to face) with their respective counterparts within the ICS organization.

1. Out-of-Region Requests for Response

In accordance with provisions identified in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Governor or designee may activate the Type-4 IMT for use in another region of the state. This request should be forwarded from PEMA directly to the Chairperson or their designee, and the on- call IMT Team Leader.

1. Financial Charges and Reimbursement
* The requesting agency will incur no charges for an IMT response for the current operational period and the next operational period, not to exceed 24 hours. However, for events longer than 24 hours, the requesting agency may incur charges and requests for personnel reimbursement by the employers of IMT members.
* Under the terms of the DHS federal grant guidance, IMT does not have the authority to use ODP grant funds to cover any wage or expense costs associated with emergency response operations.

**IMT QUALIFICATIONS REVIEW COMMITTEE (QRC)**

1. The Qualification Review Committee will be responsible for the following:
* Function as the IMT evaluation and adjudication body for position qualifications earned through the NIMS IMT qualification process.
* Conduct an annual review process to ensure that IMT members continue to meet the criteria listed for their respective position.
* Ensure that individual IMT member training and certification records are complete and in accordance with the IMT Position Qualification Process.
* Provide personnel action recommendations to the IMT Leadership Team.
1. The IMT QRC shall consist of a minimum of 5 and a maximum of 7 IMT members, and have a designated Chair and Vice-Chairperson. A majority of the QRC members and the QRC Chairperson shall also be members of the IMT Leadership Team. The QRC shall meet at least quarterly and shall provide a report at each IMT quarterly meeting.
2. The IMT process for position qualifications are based upon PA OSFC Directive 2011-1: IMT Position Qualification Process. The current qualifications process will incorporate the following components:
* Completion of training courses
* Qualifying exercise or simulations
* Job Aids and Position Checklists
* Position Task Booklets (PTB)
* Historical Recognition
1. Individual Certification Records. Individual training and certification records shall be maintained for each IMT member. Certification is issued by the QRC to attest to the fact that the individual is qualified to perform in a specified IMT position and has successfully accomplished all the criteria set out in the Qualifications Chart for that position. The QRC shall maintain a complete record of all the evaluations and documentation needed to make this certification. At a minimum, this record should contain:
* Completed PTB and checklists (as appropriate)
* Information concerning the:
	+ Quality of experiences (e.g., did the person exceed expectations?)
	+ Number of assignments
	+ Variety of incidents
	+ Incident complexity the individual performed on
* Performance evaluations from incident management supervisors
* Information that demonstrates successful completion of all required criteria in all other categories.
1. Qualifying Incidents/Events. IMT members who participate in a qualifying incident/event that can be applied towards the position qualification process shall coordinate with their respective Team Leader to jointly ensure the following:
* Incident documentation package is developed, including copies of the Incident Action Plan (IAP) and any other related paperwork.
* ICS-214 – Incident Log Book is completed.
* ICS-225 – Evaluation Form is completed. Team Leaders and IMT supervisors will be responsible for completing performance evaluations of the IMT members under their authority for all PTB qualifying incidents/events. This shall be included as part of the IMT members certification records.
* As appropriate, After Action Report (AAR) is developed.
* To facilitate both the documentation and PTB process, an IMT Training Specialist position may be established at qualifying incidents/events to facilitate the documentation, evaluation and PTB sign-off processes.
1. Position Task Booklets. The QRC shall have responsibility for issuing all Position Task Booklets (PTB) and tracking the IMT position credentialing process. The following guidelines will be used for the PTB process:
* An individual must be a Type-4 IMT Member and be in A-status before a PTB can be issued.
* The selection of an individual’s PTB’s shall be made by the IMT Leadership in discussion with the IMT member.
* The applicable position-specific AHIMT course shall be completed before the PTB is completed.
* An individual should have no more than 3 PTB’s opened simultaneously. PTB’s shall be completed within a three-year timeframe unless the QRC determines there are mitigating circumstances that would permit an additional year.
1. Historical Recognition Process. IMT members can use past experience to meet the minimum NIMS position qualification requirements. Personnel who have documentation of previous training, education and experience in a NIMS position(s) or documentation of previous extensive on-the-job incident response experience may receive credit by the QRC for any category of criteria except for physical/medical fitness and currency. Personnel who acquired historical recognition for a higher-level NIMS ICS position may acquire AHJ recognition for applicable lower-level positions.

The historical recognition process will be carried out by the QRC and shall include the following:

* The IMT applicant is responsible for providing all documentation in the format specified by the QRC (to be determined). Sufficient documentation must be provided to substantiate the experience and training levels. Examples of acceptable documentation may include:
	+ Incident Action Plans showing the person filling a NIMS position
	+ ICS 214’s, Unit Logs, from incident documentation packages
	+ ICS Performance Evaluations
	+ Position Task Books
	+ Certificates of qualifications or training
	+ Written references from past employers stating experience
	+ Log books and other records of performance
	+ Assignments, reports and documentation from previous courses
	+ Past competency-based assessments
	+ Record of academic results
	+ Course attendance record
* Historical recognition shall be recognized only when the individual has most recently performed the position within the last 5 years of their appointment to the IMT.
* Individuals must meet all minimum requirements as presented for a position if the individual seeks a NIMS position other than the position he/she was historically recognized for.
* Historical recognition granted will remain valid as long as the person remains current in their position.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

South Central Task Force SOG – SCTF-Type 4 Incident Management Team SOG (Rev. 2/24/12)

**APPENDIX A**

**MEMORANDUM OF EXPECTATION**

**INCIDENT MANAGEMENT TEAM (IMT) UTILIZATION**

This Memorandum of Expectation (“MOE”) is an agreement entered into this \_\_\_\_\_\_ day of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, by and between the Type-4 Incident Management Team, and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Authority Having Jurisdiction (“AHJ”) for the following event / incident:

**GENERAL CONSIDERATIONS**

1. The IMT is a regional emergency preparedness organization established under the authority of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter, the “Act”). IMT functions under the direction of the Executive Committee, consisting of the Emergency Management Coordinators for the counties of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. The Incident Management Team (“IMT”) is a specialized response team (as defined in the Act) that can assist the AHJ in the management of large, complex or unique incidents and special events that may stress local incident management capabilities by strengthening command, control and communications.
3. The Type-4 IMT is a National Incident Management System (“NIMS”) typed resource working under the command of a designated IMT Leader. The IMT Leader will report directly to, and work under the command and authority of the AHJ Incident Commander.
4. Unless specifically authorized in writing by the AHJ, the IMT will NOT assume overall command and control of any incident / special event for which their services have been requested. IMT personnel will be deployed and integrated within the Incident Command System (“ICS”) organization based upon the scope and nature of the incident / event, and incident-specific issues.
5. The IMT will be made available at no cost to the requesting AHJ for either (a) 12 hours after IMT arrival, or (b) for the first operational period, as determined by the IMT Leader. The ability of the IMT to support operations beyond this timeframe will be determined on a case-by-case basis.
6. No financial expenditures shall be obligated by the IMT to support incident response and recovery operations. The Authorized Official shall retain all financial responsibility. Representatives of the AHJ or the County Emergency Management Agency (“EMA”) shall serve as a liaison from the IMT to the AHJ Authorized Official on financial issues.
7. The IMT Leader has the authority to withdraw the IMT and its supporting resources at any point during the incident / event after notifying the AHJ Incident Commander.

**IMT CAPABILITIES**

1. The IMT is a resource to assist the Incident Commander / AJH in managing the problems and issues created by an incident / event. It’s has an “All Hazards” focus. It can be used for a range of incidents / events that:
* Overwhelm local capabilities due to size, scope or complexity.
* Involve terrorism or criminal use of hazardous materials requiring technical assistance.
* Pose unique tactical, intelligence / information or incident management requirements.
* Requires coordination of multiple agencies, or pose unique or significant response challenges.
* Exceed a single operational period.
1. The IMT Leader may serve as the Deputy Incident Commander or as an Incident Management Facilitator to the Incident Commander. The IMT Leader will report directly to, and work under the command and authority of the AHJ Incident Commander.
2. IMT personnel will staff Command or General Staff positions, based upon incident / event needs.

**INCIDENT SPECIFIC CONSIDERATIONS**

The following items are specific to this incident / event:

The parties hereby acknowledge the foregoing as the terms and conditions of their understanding:

AUTHORITY HAVING JURISDICTION \_\_\_\_\_\_\_\_\_\_\_\_\_\_TASK FORCE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title Type-4 IMT Leader

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Date

COUNTY EMA REPRESENTATIVE

(As Necessary)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

**APPENDIX B**

**TYPE 4 INCIDENT MANAGEMENT TEAM**

**CANDIDATE APPLICATION**

PLEASE PROVIDE THREE REFERENCES THAT WE MAY CONTACT TO SUPPORT YOUR APPLICATION FOR THIS IST POSITION.

|  |  |
| --- | --- |
| **Name** |  |
| **Mailing Address** |  |
| **Physical Address** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Phone** |  | **Pager** |  |
| **Mobile Phone** |  | **Office Phone** |  |
| **24-Hour Phone** |  | **County of Residence** |  |

|  |  |
| --- | --- |
| **24-Hour Phone** |  |

|  |  |
| --- | --- |
| **Current Employer** |  |
| **Mailing Address** |  |
| **Office Phone** |  | **Supervisors Name** |  |

As a prospective IMT member, please provide a summary of your three top strengths and three weaknesses.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name*** | ***Title*** | ***Agency*** | ***Phone*** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

As a prospective IMT member, please provide a summary of your three top strengths and three weaknesses.

What positions are you most qualified or interested to serve in and are applying for?

|  |  |  |  |
| --- | --- | --- | --- |
|  | IMT Team Leader |  | Operations Section |
|  | Planning Section |  | Logistics Section |
|  | Finance / Administration Section |  |  | Info / Intelligence |
|  | Public Information Officer |  | Safety Officer |
|  | Technical Specialist |  | Other |
|  | Other |  | Other |

**PLEASE ATTACH COURSE CERTIFICATES FOR THE BASELINE ICS COURSE REQUIREMENTS (i.e., ICS-100, ICS-200, ICS-300, IS-700, IS-800), AND OTHER NIMS PERTINENT COURSES OR CERTIFICATIONS.**

**PLEASE PROVIDE ANY ADDITIONAL INFORMATION THAT MAY BE HELPFUL IN ASSESSING YOUR BACKGROUND AND QUALIFICATIONS FOR THE TYPE 4 IMT.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| IMT Leadership Team |  | Date |  |
| County EMA Coordinator |  | Date |  |
| Executive Committee |  | Date |  |

**APPENDIX C**

**MEMORANDUM OF EXPECTATIONS**

**INCIDENT MANAGEMENT TEAM (IMT) MEMBERSHIP**

An agreement entered into this \_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_, by and between the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (hereinafter referred to as member) a member of the Type-4 Incident Management Team (IMT).

I. PURPOSE

This non-binding agreement delineates the responsibilities and expectations of the IMT Type-4 Incident Management Team (IMT) members, and their respective participating organization in relationship to all sponsored IMT activities, including but not limited to meetings, training and exercises, and activations.

II. SCOPE

The provisions of this memorandum apply only to IMT activities performed at the request of the Executive Board, Program Manager or IMT Leadership Team.

III DEFINITIONS

* 1. **Duly Enrolled Volunteer** – a duly enrolled emergency management volunteer under the provisions of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
	2. **Incident Management Team** – a group of specialized trained personnel that can be deployed to assist in the event of a large scale or unusual emergency. These personnel can also be utilized to assist with the management of preplanned events requiring for large scale command and control.
	3. **Incident Management Team (IMT) Leaders** – a designated group of IMT personnel that oversee the coordination, training and management of the Type-4 Incident Management Team. These personnel are designated and approved by the Executive Committee.
	4. **Incident Management Team (IMT) Member** – specially trained personnel who can be deployed to assist at the scene of large scale, long- term, complex or specialized events, at the discretion of the IMT leadership team.
	5. **Operational Equipment** – that equipment that is required by the IMT for IMT operations. This is the basic logistical and administrative equipment required to operate as an IMT.
	6. **Participating Organization** – a public or private entity that provides personnel to the IMT, or a non-affiliated individual serving as a member of the Type-4 IMT.
	7. **Personal Equipment** – equipment brought by the IMT member for personal support. This equipment is used for the personal support of the IMT member during training and/or deployments.
	8. **Executive Board** – the board consists of the eight Emergency Management Coordinators from the eight participating counties.

IV. RESPONSIBILITIES

* 1. IMT shall be responsible for:
		1. Maintaining a roster of designated IMT members, such that each IMT member is either registered as a duly enrolled volunteer or as a member of an emergency response organization in each of the eight participating counties.
		2. Provide the member with all necessary training to participate as an IMT member. IMT will provide backfill or overtime reimbursement for participation in approved training and exercises, as allowable under Department of Homeland Security (DHS) grant criteria.
		3. Provide the basic logistical and administrative equipment to the member. This equipment shall be determined by the IMT Leadership Team and approved by the Executive Committee.
	2. The member shall be responsible for:
1. Ensuring that workman’s compensation coverage and general liability protection coverage (general liability insurance) is provided either through member’s full-time employer or, if self-employed, their individual insurance plan. A member may also be covered through the policy of a local volunteer organization, if the organization agrees.
2. Any personal items necessary to work at an extended operation.
3. Keeping the IMT Leadership Team and their respective IMT Team (i.e., Red, White, Blue) advised as to availability for emergency deployments.
4. Maintaining levels of training and attendance requirements for membership as defined by the IMT Leadership Team and approved by the Executive Committee.
5. Properly maintaining any equipment loaned to member to fulfill their Task Force responsibilities.
6. A member may have his full-time employer agree to accept worker’s compensation coverage for the member while he is engaged in IMT activities. (Attachment A) This agreement, which can be attached to this memorandum, is between the member and his employer (hereinafter participating organization)

V. FINANCIAL ARRANGEMENTS

1. The does not have financial ability or responsibility to reimburse a Sponsoring Organization for the salary of any member deployed to an actual incident or event. Reimbursement for costs associated with actual emergency responses is not permitted under Department of Homeland Security (DHS) grant criteria
2. The Type-4 IMT will be made available at no cost to the requesting Authority Having Jurisdiction (AHJ) for either (1) 12 hours after IMT arrival, or (2) for the first operational period, as determined by the state.
3. IMT Leader. The ability of the IMT to support operations beyond this timeframe will be determined on a case-by-case basis.
4. Participating Organizations can seek reimbursement from the requesting AHJ or other Responsible Party (RP) for those incidents where a RP is clearly identified (e.g., hazardous materials incidents), where a state or federal disaster is declared, or where other reimbursement mechanisms may be present.
5. Nothing in this agreement shall prevent a Participating Organization from seeking reimbursement for all personnel costs, whether backfill or overtime for personnel recalled, for the purpose of supporting the incident. An organization shall be allowed to seek reimbursement for all associated costs, if the guidelines under Section V-C are applicable.

VI. WORKERS COMPENSATION AND LIABILITY PROTECTION

1. For the purpose of worker’s compensation and long term disability, IMT members who perform IMT functions in connection with IMT are considered independent contractors / volunteers in accordance with the State Worker’s Compensation Act.
2. As a volunteer IMT member, IMT does not provide worker’s compensation benefits such as a volunteer firefighter or EMS worker would receive from their respective organization. Primary coverage would be provided by the IMT member’s participating organization. Secondary coverage would be provided as a Duly Enrolled Emergency Management Volunteer under State Emergency Management laws if not covered by the member’s primary insurance carrier, as a volunteer for the given county of the event or the member’s home county if outside the region.
3. For liability purposes, the IMT member will be registered as emergency management volunteers in their respective IMT County. This will afford each member civil liability protection by law.

VII AMENDMENTS

* 1. This Memorandum of Agreement may be modified or amended with the written agreement of the parties, and all amendments will be attached to this agreement. The agreement may be terminated by either party upon providing 30 days written notice to the other party.
	2. This Memorandum of Agreement shall be governed by the laws of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The parties hereby acknowledge the foregoing as the terms and conditions of their understanding:

**IMT Member IMT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME PROGRAM MANAGER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Date

ATTACHMENT A

As the authorized representatives of this municipality we agree to allow a member with our organization, to participate as a member of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IMT.

By authorizing our member to be an active member of the Type-4 IMT, we recognize that our member will be given special training and the opportunity to receive specialized equipment through the Homeland Security grant process.

We recognize that in the event there is a large-scale emergency requiring activation of the IMT, our members may be required to respond to jurisdictions inside the region, outside the Region but within the state, or outside the state. This member will initially respond to a designated location, where they will fall under the guidance and direction of the IMT.

Since we are recognizing the need for this joint cooperation and desire to allow our member to participate, we are authorizing our member to not only participate in the required training but also to respond in the event of an emergency. As such, we realize that by giving our approval, under state law we are accepting all liability for Workers’ Compensation and/or Heart and Lung benefits for our member. This coverage will be for both training and actual emergency no matter what the jurisdiction of the training or emergency, and no matter who is “controlling” the operation as long as the training or emergency is under the working guidance of the IMT or any of its individual member counties.

PARTICIPATING ORGANIZATION

DATE

SIGNATURE

Authorized Administrative Official

Participating Organization