

COMMUNIVERSITY
TYPE 4
INCIDENT MANAGEMENT TEAM
PLAN

2007

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OBJECTIVES

An Incident Management Team is dispatched when an agency can no longer manage an incident with the resources they have available internally. The team can be utilized for pre-planned events in the community. Each team is supervised by an Incident Commander and assisted by specialists needed to control the emergency or event as effectively and efficiently as possible. The Agency Administrators provide broad general policies, goals, and objectives for the Community Team.

The teams, when activated, must be able to take over complete management of the incident on or before the beginning of the next operational period following call-up, or as agreed upon during in-briefing.

The incident will be managed in an economical manner, considering safety of public and incident personnel, resource values, and Agency Administrator direction. All activities will be conducted in a manner that ensures the safety of all personnel and the general public. Incident management will be conducted in a professional manner that exhibits a “situation of control” to the agency and the public.

INCIDENT MANAGEMENT TEAM RESPONSIBILITIES

Core team members are made up of an Incident Commander, Deputy Incident Commander (optional), Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance Section Chief, Safety Officer, Liaison Officer, and Public Information Officer. In addition, teams can take up to six trainees. If a team travels with 33 positions, six of these positions must be trainees (reference national Interagency Fire Center letter dated February 14, 2005).

Additional support positions will be negotiated with the receiving agency at time of dispatch.

Command and general staff members of these teams normally serve a 3-year term. However, terms of these members may vary. Primary team members can be released from their positions and an alternate will be called for such reasons as sickness, Agency Administrator commitments, or other emergencies. If for any reason a person must be removed from the team, all agencies will be notified. The call-up schedule, which is enclosed, will be used for dispatching the teams. Vacancies that occur within the teams during the incident will be filled by qualified individuals from the alternate list enclosed in this plan.

Individual team meetings will be held in the fall and spring.

Incident Management Team selection Timeline:

March 1 – Team needs identified prior to this date.

March 1 – Nomination forms distributed.

April 1 – Nomination forms due back to Team Coordinators.

May 1 – Prior to this date, Incident Commanders, Team coordinators, and agency Administrators will meet and finalize team rosters. At this meeting, an attempt will be made to “fill holes” and address training needs.

Candidates for these teams must meet all the prerequisites of training, experience, and physical requirements, including agency specific supplemental requirements when appropriate.

TEAM MEMBER RESPONSIBILITIES

- Each team member shall ensure through their supervisor and Agency Administrator they are available for assignments during assigned call-up periods. Any periods of unavailability or substitutions will be approved by the Incident Commander.
- Teams are responsible to the Agency Administrator having incident protection responsibility for the land where the incident is located.
- Be available for dispatch when on 2-hour call.
- Will not be excused from serving in their position except for the following reasons: sickness, line officer’s commitments, or legitimate emergencies. It will be the team member’s responsibility to call their Incident Commander and advise of their unavailability. If the Incident Commander is not available, contact the Team Coordinator.
- Notify their immediate supervisor each time they are dispatched.
- Provide agenda items for seasonal and post-seasonal meetings to the Coordinator by December 1, annually.
- All IMT members and trainees will travel with PPE on each assignment.

AGENCY ADMINISTRATORS AND COORDINATORS RESPONSIBILITIES

- Assist in selection of team members (at least command and General Staff).
- Resolve disciplinary actions that cannot be resolved by the Incident Commander or between the team and any other entity.
- Review the mobilization plan and make any necessary changes in the Guide, including Trainee and alternate lists. Have it to the Coordinator for publication in the following year’s plan by February 1st each year. Provide team vacancy nominees to Team Coordinators by November 15.
- Forward and disseminate team related information to team members concerning meetings of interest, safety items, etc.

HOW TO REQUEST A TEAM

Team requests will be made through NIU and City PSAP with notification to Team coordinator, who will in turn notify the Incident Commander and the respective agency dispatch officers. Within the geographic area, team members will bring their own transportation unless otherwise agreed upon. Transportation for team members will be coordinated between team members, home agency office and team coordinator.

Any additional team requests that cannot be obtained from local unit will be ordered through the normal hosting dispatch channels.

The Agency Administrator ordering the team should furnish the following information:

- Name of incident
- Location of incident
- Designated assembly point
- Estimated time of briefing
- Any other pertinent information
- Incident Commander may be requested to call the ordering agency
- Local available resources.

RESPONSIBILITIES – AGENCY ADMINISTRATOR/REQUESTING UNIT

The agency having responsibility for management of the area in which the emergency exists designates the Agency Administrator. Unless other officials are appropriately designated, the Agency Administrator is responsible for the emergency assignment concerned. During multi-agency assignments, all Agency Administrators will maintain close contact with the assigned team. The following are the responsibilities of the Agency Administrator:

- Retains ultimate responsibility for the control of the incident, including mobilization and demobilization of the forces, equipment, supplies, etc. Provides briefing for team on arrival and debriefing on their departure. Provides local support to Incident Management Teams for Expanded Dispatch, procurement, contracting, etc.
- Is responsible for restoring and maintaining emergency resources.
- Delegates authority to manage the incident to the Incident Commander and appoints a Resource Advisor to work with the Team.
- Establishes and coordinates resource management objectives with the Incident Commander and assures the objectives are included in the management of the incident.
- Provides procedures for release of information to the news media and concerned public.
- Responsible for and participates in the assessment of the team performance and effectiveness. Annually respective Team coordinator shall evaluate their respective Type 4 Team, dispatch program as it pertains to the dispatch, mobilization, and demobilization of these teams as well as team performance. The respective Team Coordinator is responsible for setting the time, date, and agenda.
- The ordering agency should request the Incident Commander to call them prior to arriving at the briefing if there are an special treatment areas or requests.

TEAM ROTATION AND ASSIGNMENT

Team members will be placed on a rotation schedule and available for dispatching on two-hour notice when their team is in that slot. When a team is called up in the rotation, the Coordinator will advise the remaining team(s) of the rotation change. Teams will be on a rotation basis. These are set up on a 2-hour, 8-hour, and off call basis. The respective dispatch Center will contact the Incident Commander and advise them of any status change. The Incident Commander in-turn will notify their individual team members of their new “standby” status.

After all team members have been advised, the Incident Commander will confirm status with the respective Coordinator. Team members who become unavailable during their “call up period” must notify the Incident Commander and the coordinator of their unavailability. The Incident Commander will notify the appropriate coordinator for the placement of an alternate on the team.

When the Incident Commander is not available for timely dispatch, the team will be dispatched with the qualified Deputy or alternate Incident Commander. Teams may have up to three alternates filling command and general Staff positions on a Community Type 4 Team.

The Community Type 4 Incident Management Team will be listed on a Team rotation listing and could be dispatched to out-of-area incidents. Teams must meet National Standards as stated in program guidance.

Team members will be acceptable only upon authorization and approval of the respective Incident Commander, after confirmation with coordinator.

Break-up of the Teams will be coordinated with Coordinators, Incident Commanders, and Agency Administrators.

The team on call will be dispatched through their respective Coordinator.

When the dispatched team returns to its home unit, it will be put in an “off-call” basis for 24 hours or as long as the Incident Commander requests the rest period. At the end of the rest period, this team will assume their position at the bottom of the rotation until the completion of the current rotation cycle (Monday) at which time they will return to the established rotation.

A copy of the Incident Team Evaluation received from an incident dispatch will be forwarded by the Incident Commander to the Team Coordinator after returning from each dispatch. The team coordinator will forward a copy of the evaluation to the Agency Administrator.

A copy of “Lessons Learned” will be provided to the Team Coordinator by departing team. Team coordinator will forward to Agency Administrator.

DEVELOPMENTAL/TRAINEE POSITIONS

The number of additional developmental positions to be filled will be determined by the Incident Commander on the incident with the concurrence of the Agency Administrator of the unit on which the incident occurs. A list of available resources will be provided by each agency.

The intent of the developmental position is to provide “in-job” training and assurance that future qualified personnel will be available to participate on Incident Management Teams for all positions.

Developmental/Trainee/assistant – One who has completed all formal training required for a position, but lacks on-the-job experience of performing the duties of that position.

Coached Positions – Criteria for a person needing coaching will be when a person has lost their currency due to time lapse and they need a dispatch or on-the-job training to bring them up-to-date.

Alternate – To qualify as an alternate in a position, a person will be fully qualified in the position held and preferably have held that position on a Type 4 Team.

Causal Hires – Individuals not currently employed by Agency Administrator can be used, but **only if there are no current agency employees available.**

ROTATION SCHEDULE 2007

To be completed at a later date

TEAM ROSTER

To be completed at a later date

SUPPORT ORDER

1 EA	82069	250 Person Mobile Cache Support Van
1 KT	4390	ICS Starter Kit
1 EA	1835	500 Person Medical Kit
1 EA	4410	Public Address Kit
42 PG	0030	AA Batteries
1 EA	EERA	Shower Unit (w/o potable or Larsen water vehicle)
10 EA	EERA	Portable Toilets
1 EA	Contract	Food Caterer or comparable Food Service
200 Gal	EERA	Drinking Water
1 EA	EERA	Fax Machine
1 EA	EERA	Copier
1 EA	EERA	Telephone Lines for Team

OTHER ITEMS FOR LOCAL AGENCY TO CONSIDER

- Advise on-site Incident Commander of situation and team arrival
- Briefing for takeover and release
- Identify incident base location
- Assign Liaison Officer
- Have maps of incident area available for team
- Discuss emergency management plan
- Discuss rehabilitation plan
- Discuss evacuation authority
- Identify local trainee needs
- Identify need for Expanded Dispatch
- Identify need for Buying Team
- Logistics local support group
- Identify vehicles for team use
- Fuel source
- Garbage pickup
- Potable water
- Staging Center

COMMUNIVERSITY TYPE 4 TEAM EVALUATION

Team IC: _____ Type: _____

Incident: _____ Fire # _____

1. Did the Team accomplish the objectives described by Agency Administrator, the Delegation of Authority, and the Agency Administrator Briefing (if available)? Yes _____ No _____

2. Was the Team cost effective in their management of the incident? Yes _____ No _____

3. Was the Team sensitive to resource limits and environmental concerns? Yes _____ No _____

4. Was the Team sensitive to political and social concerns? Yes _____ No _____

5. Was the Team professional in the manner that they assumed management of the incident, managed the total incident, and returned it to the hosting agency? Yes _____ No _____

6. Did the team anticipate and respond to changing conditions in a timely and effective manner? Yes _____ No _____

7. Did the Team place the proper emphasis on safety? Yes _____ No _____

8. Did the team activate and manage the demobilization in a timely, cost-effective manner? Yes _____ No _____

9. Did the team attempt to use local resources and trainees, and closest available forces to the extent practical? Yes _____ No _____

10. Was the IC an effective manager of the Team and its activities? Yes _____ No _____

11. Was the IC obviously in charge of the Team and incident? Was the IC performing a leadership role? Yes _____ No _____

12. Was the IC aggressive in assuming responsibility for the incident and initiating action? Yes _____ No _____

13. Did the IC express a sincere concern and empathy for the hosting unit and local conditions?

Yes _____ No _____

14. Other comments:

Agency Administrator or Agency Representative

Date

Incident Commander

Date

RELEASE OF AN INCIDENT MANAGEMENT TEAM

Date and time must be approved by Agency Administrator or his/her representative. It must be as smooth as possible and receiving personnel should be assigned and start working with agency members at the predetermined time.

The Type 4 Incident Management Team should not be released from the emergency until:

1. Emergency management activity is at the level and workload the receiving unit can reasonably assume.
 - a. Emergency must be controlled.
 - b. Most external requested resources released
 - c. Base camp shut down, reduced, or in the process.
 - d. Plans Chief has prepared a rough copy of After Action Report
 - e. Finance Chief should have all known finance problems resolved. Contact made with agency budget and financial personnel.
 - f. Resource rehab work completed or done to agency satisfaction
2. Finance and Logistics Chiefs may have to stay longer.

DELEGATION OF AUTHORITY
(Example 1)

_____ is assigned as Incident
Commander on the _____ Incident/Event. You
have full authority and responsibility for managing the emergency activities within the
framework of law, agency policy, and direction provided in the Overhead Briefing by Agency
Administrator(s).

Your primary responsibility is to organize and direct your assigned/ordered resources for
efficient and effective suppression of the fire. You are accountable to the _____
or his designated representative listed below. Financial limitations will be consistent with the
best approach to the values at risk.

Specific direction for the _____ incident/event covering
management and environmental concern is listed:

_____ will represent me on any occasion
that I am not immediately available. This authority is effective _____.

Agency Administrator

Date/Time

Agency Administrator

Date/Time

DELEGATION OF AUTHORITY
(Example 2)

To: _____, Incident Commander

From: _____, Agency Administrator

Incident Number: _____ Incident Name: _____

- You have full authority and responsibility for incident management activities and all other activities associated with the incident under our command within the framework of the law.
- Your primary responsibility is to organize and direct your assigned resources towards safe, efficient, and cost effective suppression/mitigation of the incident.
- Specific directions for the _____ (incident name) are as follows:
 - Priority for protection is in ranked order, life, resources, and property.
 - Provide a written safety plan for the incident.
 - Prepare a back-up plan of control in the event that the initial control plan fails.
 - All personnel are to receive a 2 to 1 work rest ratio. Preferred is a twelve-hour rest for all line personnel. Application is for the base camp as well as the line. Be mindful of the local crews when implementing this directive. All personnel that exceed 16 hours in a single shift are to be signed off by the Incident Commander.
 - Request for increases and decreases of the force need to be coordinated with the Agency Administrator.
 - Incident will support Initial attack. If resources are needed on another incident, you will release them for initial attack in order to prevent other incidents from developing into larger incidents.
 - Keep incident specific directions to avoid towns or at-risk areas.

RETURN OF DELEGATED AUTHORITY

The signing of this document returns the authority and responsibility for the management of the _____ incident/event to the Agency Administrator having protection responsibility for the land on which the incident/event is located. It is mutually agreed the objectives and management direction have been met and the Community Type 4 Incident Management Team is hereby released effective:

Date: _____

Time: _____

Incident Commander

Agency Administrator

AGENCY ADMINISTRATOR IN-BRIEFING

To: _____, Incident Commander

From: _____, Chief of _____

Incident #: _____ Incident Name: _____

- You have full authority and responsibility for managing the emergency/event activities and all other activities associated with the emergency or event under your command within the framework of the law.
- Your primary responsibility is to organize and direct your assigned resources towards safe, efficient, and cost effective suppression/mitigation of the fire.
- _____ (name of responsible party) and should be contacted for any questions regarding finance or resources (except normal ordering).
- Specific directions for the _____ (incident name) are as follows:
 - Priority for protection is in ranked order: life, resources, and property.
 - Having an evacuation plan for all.
 - Prepare a back-up plan of control in the event that the initial control does not hold.
 - All line personnel are to receive a 2 to 1 work rest ratio. Preferred is a twelve-hour rest for all line personnel. Be mindful of the local crews when implementing this directive. All personnel that exceed 16 hours in a single shift are to be signed off by the Incident Commander and reviewed with _____ Agency Administrator.
 - Increases and decreases of the emergency/event force need to be coordinated with the Agency Administrator.
 - Incident will support emergency and event operations. If resources are needed on another emergency/event, you will release them in order to prevent other emergencies from developing into larger incidents.
 - Keep the assigned crews to work emergency/event.
 - Prevent the spread of the emergency/event (provide specific directions).
 - Additional specific instructions:

- Specific constraints, issues, opportunities, or requirements (legal, political, local resources, landowners, other agencies, land use, etc.)
 - The local EOC will be the single point for all orders of Mobilization Resources and support.
 - Maintenance of existing good relations with the host agency: _____ (Agency), _____ (Agency Administrator) is a must. Develop an operational plan and implement the plan into the daily Incident Action Plans.
 - Be cost conscious in all your decisions. The easiest method may be the most costly. Manage the emergency/event closely from a cost standpoint; be mindful of both the on-line and in-base camp activities. Make sure the financial package is in order and acceptable by the Agency Administrator.
 - Ensure that the cause of the fire is investigated. If the local agency doesn't have the expertise to conduct an investigation, notify the State office and/or State EOC and request assistance.
 - Economy of force is to be utilized. Reduce resources when not needed. Be decisive and timely (i.e. type 1 resource, excess team members).
 - Safety is your number one priority. I am personally concerned about the welfare of our emergency force due to heat.
 - Media – emphasize the cooperative effort of all the agencies involved.
 - Make sure a final close out inspection is conducted with the local host jurisdiction.
 - Call me on the phone at (_____) _____; with any significant happening on the emergency/event, for example: escape, serious injury, or social/political issue.

LESSONS LEARNED

The purpose of the after Action Report is to identify issues that occurred on an incident/event and how they were resolved. The lessons learned in the report will also be used to refresh or update training curriculums. Issues and trends that are identified may have Action collection teams assigned to them in the future for further analysis and resolution.

Incident Management teams and Agency Administrators are asked to complete the following questionnaire for the incident(s) that they managed:

Incident Name: _____

Dates of Assignment: _____

Unit or Jurisdiction: _____

Geographic Area: _____

Report Submitted By: _____

1. What was the most notable success at the incident that others may learn from?

2. What were some of the most difficult challenges faced and how were they overcome?

3. What changes, additions, or deletions are recommended to various training curriculums?

4. What issues were not resolved to your satisfaction and need further review?

Based on what was learned, what is your recommendation for resolution?

Thank you for completing the report. Others can learn from your experiences.

APPENDIX A
CHARTER

To be completed at a later date

TEAM COORDINATOR (S)

To be completed at a later date

APPENDIX B

ALTERNATE LIST

To be completed at a later date

Communiversities Type 4
Incident Management Team

Standard Operating Guidelines

1.0 Statement of Policy

- 1.1 The Incident Management System (IMS) shall be utilized in the following situations:
 - 1.1.1 Any emergency/event with more than three agencies at the incident location.
 - 1.1.2 Any pre-planned event involving more than three response units.
 - 1.1.3 Pre-planned events when the use of IMS could either serve as additional training for the participants or safety and accountability when deploying large numbers of personnel.
 - 1.1.4 Any time the Agency Administrator believes the incident or event would benefit from the use of the IMS.

2.0 Objectives

- 2.1 The purpose of the Incident Management System is to:
 - 2.1.1 Increase the level of safety for responders.
 - 2.1.2 Ensure the efficiency and effectiveness of both emergency incidents and preplanned events.
- 2.2 Comply with known incident management laws and standards including:
 - 2.2.1 CFR 1910.120 – OSHA requirement for IMS at all hazardous material incidents.
 - 2.2.2 NFPA 1500 – Standard for Fire Department Occupational Safety and Health program
 - 2.2.3 NFPA 1561 – Standard Emergency Services Incident Management System.
 - 2.2.4 NFPA 1026 – Standard for Incident Management Personnel Professional Qualifications
- 2.3 To establish a system to ensure that all members are trained and qualified to operate within the organization's IMS structure.

Community Type 4
Incident Management Team

Standard Operating Guidelines

3.0 Responsibility

- 3.1 All agency members who manage either incidents or events are responsible for ensuring that the IMS is utilized in a manner consistent with this policy.
- 3.2 The Team Coordinator shall be responsible for overseeing the field application of the IMS
- 3.3 The appropriate Agency Administrator shall be responsible for overseeing the training and qualification aspects of the IMS.
- 3.4 The Agency Administrator shall be responsible for overseeing the reference and supporting technology aspects of the IMS.
- 3.5 Field Supervisors shall be responsible for the consistent utilization of IMS in their branches, division, and groups.
- 3.6 Agency Officers are responsible for the consistent utilization of IMS in their companies.

4.0 Procedures

- 4.1 Incident Management System Field Application:
 - 4.1.1 Field application of the IMS is synonymous with the term Incident Command System of ICS.
 - 4.1.2 The IMS shall be utilized in compliance with the following:
 - 4.1.2.1 The Model Procedures Guide for Structural Fire Fighting shall serve as the guide for application of the IMS for initial or first alarm responses, as well as incidents involving twenty-five (25) or less response units. Other Model Procedures Guides shall be utilized as references where they do not conflict with the Structural Guide.
 - 4.1.2.2 The National Incident Command System Curriculum shall be the primary guide for multiple alarm operations or incidents with more than twenty-five (25) response units.

Communiversality Type 4
Incident Management Team

Standard Operating Guidelines

4.1.2.3 Responding to Incidents of National Consequence,
Recommendations for America's Fire and Emergency Services
Based on the Events of September 11, 2001, and other Similar
Incidents

4.1.2.4 National Incident Management System Integration Center
<http://www.fema.gov/emergency/nims/index.shtm>

4.1.2.5 NFPA 1026 – Standard for Incident Management Personnel
Professional Qualifications

4.1.3 No IMS reference that is in conflict with the above shall be utilized by the
Communiversality IMT.

4.1.4 All members functioning in IMS capacities at the scene of an incident or
event are to be identified by an appropriate identification vest.

4.1.5 Units at the scene of an emergency shall not engage in emergency
activities in the immediate hazard area without the knowledge of the
Incident Commander.

4.1.6 The Incident Commander at the scene of an emergency incident shall:

4.1.6.1 (Establish or) Assume, confirm, position command:

4.1.6.1.1 Command Post

- SHALL be established at every incident where
command is established.
- Notify the dispatch of the location of the
Command Post
- Maintain a presence at the Command Post until
command is formally demobilized.

4.1.6.2 Perform a situation evaluation (size-up) and risk assessment.

4.1.6.3 Control all incident communications between the scene and other
emergency services.

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Incident Management Team

Standard Operating Guidelines

4.1.6.3.1 Provide a progress report to other emergency services via radio whenever a time check is acknowledged consisting of the following as a minimum:

- Incident conditions, including progress toward completion of tactical objectives.
- Current tactical mode

4.1.6.4 Manage the deployment of ALL units:

4.1.6.4.1 Uncommitted units shall stage at a location designated by the Incident Commander away from the incident.

- The first unit to arrive at the scene of the incident uncommitted shall announce the location where they are staging.
- All other arriving units shall attempt to go to the same location if this will not delay response.
- If three or more engines or trucks arrive on the scene prior to tactical assignments being given by the Incident Commander, a formal Incident Base shall be established and managed by the third unit to arrive without a tactical assignment.
- NO unit arriving at the scene of an incident shall take action without coordinator with the Incident Commander or the IMS position to which they are assigned.

4.1.6.5 Develop a strategy and incident action plan based on size-up and risk assessment.

4.1.6.5.1 Whenever an on-scene Incident Commander or higher assumes command of an incident an ICS Form 201 shall be completed.

4.1.6.6 Develop an incident organization that matches the size and complexity of the incident.

4.1.6.7 Review and revise the incident action plan as necessary.

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Standard Operating Guidelines

4.1.6.8 Continue, transfer, and terminate command as appropriate.

4.1.6.8.1 Command, once established, shall continue through the incident and will be terminated when the last unit has left the scene.

4.1.6.8.2 Command may be assumed by ranking officers at their discretion.

4.1.6.8.3 Command will be transferred when it improves the overall management of the incident.

4.2 Incident Management System Training Program

4.2.1 Each calendar year, the Agency Administrator will facilitate on-going Incident Management training for team members.

4.2.2 All training facilitated by the Team shall be consistent with this policy.

4.2.3 The Training Division shall provide the courses necessary to complete the Incident Management Qualification process every three years.

4.3 Incident Management Qualification Process

4.3.1 The Incident Management Qualification System is based on the most current national standards on incident management that are applicable.

4.3.2 Currency is defined as being compliant with nationally recognized standards published no longer than two years prior to the effective date of the IQS.

4.3.3 System revisions will be compliant with nationally recognized standards published no longer than two years prior to the effective date of the revision.

4.3.4 Applicable standards in order of priority are:

4.3.4.1 National Fire Protection Association Standards for Fire Department Incident Management Systems (1561).

4.3.4.2 Model Procedures Guides from the National Fire Service Incident Management System Consortium.

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Incident Management Team

Standard Operating Guidelines

- 4.3.4.3 National Interagency Incident Management System as developed by the National Wildfire coordinating Group.
- 4.3.4.4 Responding to Incidents of National Consequence, Recommendations for America's Fire and Emergency Services Based on the Events of September 11, 2001, and other Similar Incidents
- 4.3.4.5 National Incident Management System Integration Center
<http://www.fema.gov/emergency/nims/index.shtm>
- 4.3.4.6 NFPA 1026 – Standard for Incident Management Personnel Professional Qualifications
- 4.3.5 Endorsement levels are applicable in the field application of IMS as follows:
- 4.3.5.1 Initial Response Level
- 4.3.5.1.1 The Initial Response begins with the arrival of the first member and ends when the fourth response unit arrives at the scene.
- 4.3.5.1.2 Initial Response endorsement is the minimum level of IMS qualification necessary for a person to serve in the role of Company Officer.
- 4.3.5.1.3 Positions at the Initial Response Level include:
- Incident Commander
 - Staging Officer
- 4.3.5.1.4 Training necessary to be endorsed at the Initial Response Level includes:
- Managing Company Tactical Operations
 - NIMS I-100
 - NIMS I-200
 - Building Construction

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Standard Operating Guidelines

- Hazardous materials Operations
- Technical Rescue Awareness
- START (Simple Triage and Rapid Transportation)
- Wildland/Urban Interface
- Leadership or Supervision
- Terrorism Awareness
- NFIRS Reporting
- Customer Service
- Staging Officer
- Unified Command

4.3.5.2 General Alarm Response Level:

- 4.3.5.2.1 Responses involving units in excess of the initial response up to eight total response units including all Chief Officers.
- 4.3.5.2.2 Members at the General Alarm Level must be endorsed at the Initial Response Level and should be capable of managing an incident from initial stages to the point that the incident requires a second or greater alarm.
- 4.3.5.2.3 Positions included at the General Alarm response Level are:
- Safety Officer
 - Task Force/Strike Team Leader
 - Incident Commander
- 4.3.5.2.4 Training required for General Alarm Endorsement includes:

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Standard Operating Guidelines

- NIMS I-300
- NIMS I-400
- Unified Command
- Command and General Staff
- All Hazard IMT

4.3.5.3 Multiple Alarm Operations:

4.3.5.3.1 Multiple alarm incidents are those responses involving more than eight units. This level of expertise will be necessary to operate at the Department's most complex incidents.

4.3.5.3.2 Members endorsed at this level will be expected to be able to manage a major incident for at least one operational period.

4.3.5.3.3 Positions in Multiple Alarm Response Level include:

- Operational Section Chief
- Planning Section Chief/Unit Leader
- Logistics Section Chief/Unit Leader
- Liaison Officer
- Agency representative
- Incident Commander

4.3.5.3.4 Training required for Multiple Alarm Response Level endorsement includes:

- NIMS I-400
- NIMS I-700
- NIMS I-800

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Standard Operating Guidelines

- Unified Command
- Command and General Staff
- All Hazard IMT

4.3.5.4 Assessment:

- 4.3.5.4.1 Members will be assessed, both in writing and practical, prior to being endorsed at each level. Members may be endorsed for individual portions of an endorsement level at their request.
- 4.3.5.4.2 A candidate for endorsement must be evaluated, in writing, by successful completion of a written test for the position administered by a proctor approved by the Team Coordinator.
- 4.3.5.4.3 A candidate for endorsement must be field deployed minimally one every three years
- 4.3.5.4.4 While completing the Task Book:
- A candidate, who has successfully completed the written test for an individual portion of an endorsement level, shall be allowed to serve in the capacity of the position for no longer than six months.
 - If the Task Book is not completed within the six-month period, the member will be removed from acting privileges.
- 4.3.5.4.5 If the candidate does not complete the Task Book in one year, the Team Coordinator will recommend a course of action to the Agency Administrator that may include retaking all or portions of the training for which the person is attempting to be qualified.
- 4.3.5.4.6 Candidates will be issued a Task Book for the position at their request. A member who has achieved the level

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of endorsement sought by the candidate will conduct assessments of endorsement candidates in the field.

4.3.5.4.7 Completed Task Books will be forwarded to the member's host agency for inclusion in the member's training records.

4.3.5.4.8 Members already in a given rank in a permanent capacity will be considered qualified by virtue of the competition for the permanent position they hold.

4.3.5.5 Continuing Education:

4.3.5.5.1 Once a member has received an endorsement for any of the three levels of response, they will be expected to attend a minimum number of hours of continuing education per year as follows:

- Initial Response – 8 hours\
- General Alarm Response – 24 hours
- Multiple Alarm Response – 32 hours

4.3.5.5.2 Up to 25% of a member's continuing education may be actual incidents when a member functions in an IMS capacity for which they are qualified.

4.4 IMS Reference Manuals:

4.4.1 Each agency and administrative office shall have available to all members copies of the following:

4.4.1.1 Model Procedures Guide for Structural Firefighting

4.4.1.2 Model Procedures Guide for Emergency medical Incidents

4.4.1.3 Model Procedures Guide for Hazardous Materials Incidents

4.4.1.4 Model Procedures Guide for Structural Collapse/US&R Incidents

4.4.1.5 Model Procedures Guide for High Rise Firefighting

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4.4.1.6 Model Procedures Guide for Wildland/Urban Interface

4.4.1.7 National ICS Curriculum

4.4.1.7.1 I-100 Introduction to Incident command

4.4.1.7.2 I-200 Basic Incident Command

4.4.1.7.3 I-300 Intermediate Incident Command

4.4.1.7.4 I-400 Advanced Incident Command

4.4.1.7.5 I-700 National Incident Management System

4.4.1.7.6 I-800 National Response Plan

4.4.1.7.7 Unified Command

4.4.1.7.8 Command and General Staff

4.4.1.7.9 All Hazard IMT

4.4.1.8 Responding to Incidents of National Consequence,
Recommendations for America's Fire and Emergency Services
Based on the Events of September 11, 2001, and other Similar
Incidents

4.4.1.9 National Incident Management System Integration Center
<http://www.fema.gov/emergency/nims/index.shtm>

4.4.1.10 NFPA 1026 – Standard for Incident Management Personnel
Professional Qualifications

4.4.2 Any references related to the Communiversality Incident Management
Team that are utilized for promotional processes shall be taken from this
list of references.

4.5 Supporting technology

4.5.1 Agency Administrators will actively seek to utilize incident management
technology that supports the IMS.

4.5.2 Only technologies that can demonstrate consistence or compliance with
the IMS will be utilized.

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4.6 Implementation:

4.6.1 Sections 1.1 through 4.1 and 4.5 of this procedure shall begin March 1, 2007.

4.6.2 Section 4.2 of this procedure shall begin April 1, 2007.

4.6.3 Section 4.3 of this procedure shall be implemented as follows:

4.6.3.1 Any member who serves in the capacity of an Acting company Officer, or higher, will be required to have completed all training and written assessment necessary to be qualified at the Initial Response level by January 1, 2008.

4.6.3.2 Assessment portion of this procedure shall be implemented January 1, 2008

4.6.3.3 Any member who serves in the capacity of an Acting Chief Officer shall be required to be qualified at the First Alarm Response Level by December 31, 2008.

4.6.3.4 The continuing education portion of this procedure will begin January 1, 2008 and shall be recorded on a calendar year basis.

4.6.3.5 Members shall be required to maintain their continuing education to maintain qualification effective January 1, 2009.

4.6.3.6 Qualification at the following levels will be a prerequisite for promotion effective January 1, 2010:

4.6.3.6.1 A member must be qualified at the General alarm Response Level to participate in the promotional process for Fire Captain.

4.6.4 Section 4.4 of this policy shall be effective June 30, 2007.

5.0 Reference

5.1 CFR 1910.120 – OSHA requirement for IMS at all hazardous materials incidents.

5.2 NFPA 1500 – Standard for Fire Department Occupational Safety and Health Program

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- 5.3 NFPA 1561 – Standard emergency Services Incident management System
 - 5.4 Responding to Incidents of National Consequence, Recommendations for America’s Fire and Emergency Services Based on the Events of September 11, 2001, and other Similar Incidents
 - 5.5 National Incident Management System Integration Center
<http://www.fema.gov/emergency/nims/index.shtm>
 - 5.6 NFPA 1026 – Standard for Incident Management Personnel Professional Qualifications
- 6.0 Appendix – N/A