All-Hazards IMT
Technical Assistance Program

Team Manual

August 2007

FEMA

Preface

United States Fire Administration's (USFA) National Fire Programs Branch (NFP), Response Section, has been tasked with supporting the implementation of Incident Management Teams (IMTs), the National Incident Management System (NIMS), and the National Response Plan (NRP) in the emergency services at the State, Local, and Tribal levels. Many jurisdictions and State agencies are considering, developing, or have developed Incident Management Teams for their jurisdictions. This manual is designed to provide technical assistance and guidance in the planning phases of Incident Management Team development, training, and possible deployment.

All-Hazards Incident Management Teams (AHIMTs) are being developed at State, Tribal, and Regional levels across the country through the AHIMT Technical Assistance Program (TAP) developed by USFA. The USFA has developed an AHIMT course to train responders for the roles and duties as a member of a team. This course is designed for those who are assigned to function in an All-Hazards IMT during a large/complex incident, typically extending into multiple operational period(s). The overall goal of USFA's AHIMT TAP is to develop State, Regional, Tribal, and local IMTs to function under the NIMS during a large and/or complex incident or a major event. The AHIMT either can support an existing Incident Command System (ICS) structure, or can assume command of an incident if requested and so delegated. Additionally, an AHIMT can ease the transition to a Type 2 or Type 1 IMT for incidents of national significance. As part of TAP, the Response Section is coordinating the delivery of the *All-Hazards Incident Management Team* course for State, Tribal, and specified Regional Incident Management Teams.

To be a successful All-Hazards Incident Management Team, careful planning, selection, training, funding, and equipping the team is required. Additionally, individual team members must understand the requirements and commitments for team and individual training. Members may be asked to deploy for regional emergencies, field training, and be away from their homes and families for extended periods.

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BACKGROUND

In August 2003, the U.S. Fire Administration (USFA) convened a focus group of stakeholders and subject matter experts from across the country to best determine the means to develop All-Hazards Incident Management Teams (AHIMTs) across the country. This was in response to a Memorandum of Understanding between USFA, the International Association of Fire Chiefs (IAFC), and the National Fire Protection Association (NFPA) Metro Chiefs.

An IMT is made up of the Command and General Staff members in an ICS organization. Persons to fill these positions for various types of incidents or events often are pre-designated to ensure that they have the necessary training and experience to fulfill the roles and responsibilities of the Incident Command System (ICS) position. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the level of IMT.

What is an Incident Management Team?

An IMT is dispatched when an agency no longer can manage or needs assistance with, an incident with the resources available internally. AHIMT also can be used for preplanned events in the community.

A team, when activated, must be able to take command or assist with the management of the incident on or before the beginning of the next operational period following call-up, or as agreed upon during a briefing by the Agency Administrator.

The incident will be managed in an efficient 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 processional manner that exhibits a "situation of control" to the agency and the public. Incident Management Team descriptions:

Local--single and/or multiagency team for expanded incidents

All-Hazards--State or Regional multiagency/multijurisdiction team for extended incidents

Type 2--National or State team for incidents of regional significance

Type 1--National or State team for incidents of national significance

Local Incident Management Teams

- A single and/or multiagency team for expanded incidents, typically formed and managed at the town, city, or county level or by a predetermined regional entity.

- May be established at a major structure fire, a multivehicle crash with multiple patients, an armed robbery, a haz mat spill, a planned event, or at other incidents requiring an expanded incident organization.

All-Hazards Incident Management Team (AHIMT)

- A multiagency/multijurisdiction team for extended incidents, formed and managed at the State, regional, Tribal, or metropolitan level.

- Deployed as a team of 10 to 20 trained personnel to manage major and/or complex incidents requiring a significant number of local, regional, and State resources, and incidents that extend into multiple operational periods and require a written Incident Action Plan (IAP).

- May be used at incidents such as a tornado touchdown, earthquake, flood, or multiday hostage/standoff situation, or at planned events.

- May be used as a resource when a community exercises their Comprehensive Emergency Management Plan (CEMP).

- May manage larger, more complex incidents initially, prior to arrival of and transition to a Type 2 or Type 1 IMT.

Type 2 Incident Management Team

- A self-contained, all-hazard or wildland team recognized at the national and State level, coordinated through the State, Geographic Area Coordination Center, or National Interagency Fire Center.

- All personnel meet the National Wildfire Coordinating Group (NWCG) training regimen at the Type 2 level for their specific position.

- Deployed as a team of 20 to 35 to manage incidents of regional significance and other incidents requiring a large number of local, regional, State, and national resources. This includes incidents where Operations Section personnel approach 200 per operational period, and total incident personnel approach 500.
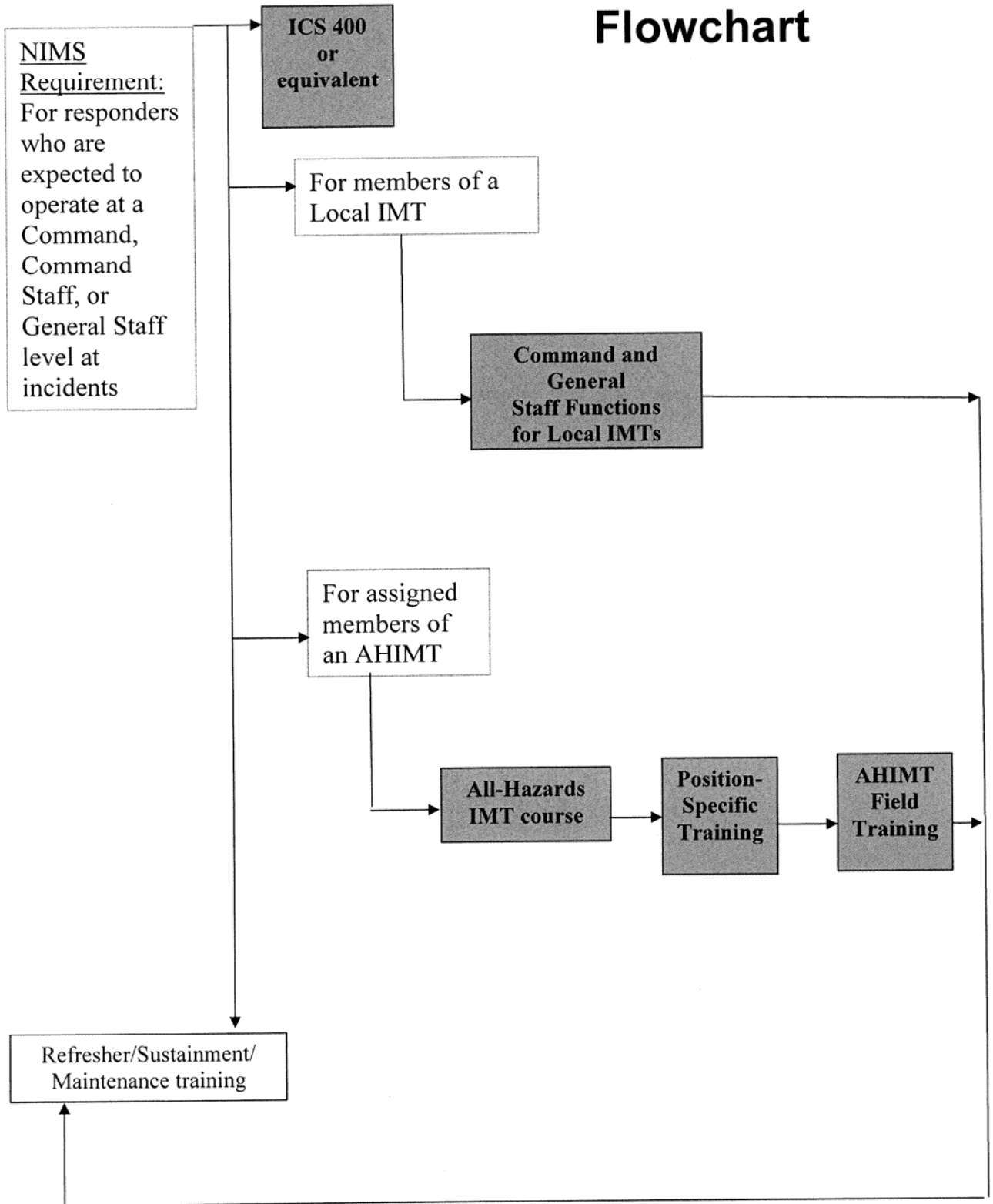
Type 1 Incident Management Team

- A self-contained, all-hazard team recognized at the national and State level, coordinated through the State, Geographic Area Coordination Center, or National Interagency Fire Center.

- All personnel meet the NWCG training regimen at the Type 1 level for their specific position.

- Deployed as a team of 35 to 50 to manage incidents of national significance and other incidents requiring a large number of local, regional, State, national, and Federal resources. This includes incidents where Operations Section personnel may exceed 500 per operational period, and total incident personnel may exceed 1,000.

Incident Management Team Training Flowchart

NIMS Requirement: For responders who are expected to operate at a Command, Command Staff, or General Staff level at incidents

ICS 400 or equivalent

For members of a Local IMT

Command and General Staff Functions for Local IMTs

For assigned members of an AHIMT

All-Hazards IMT course

Position-Specific Training

AHIMT Field Training

Refresher/Sustainment/ Maintenance training

INCIDENT COMPLEXITY AND TYPES

For a jurisdiction to make a commitment to developing an Incident Management Team, it first must evaluate the scope and scale of incidents that it may have*, as well as the type of funding and resources that it is willing to commit to the effort. The following information describes the level and types of incidents that teams most likely would encounter.

*Review your hazard analysis matrix as a component of your Comprehensive Emergency Management Plan (CEMP).

Local Incident Description

A local incident is managed by a trained Incident Commander (IC) using local resources. The ICS Command and General Staff positions are activated, and resources vary from a single resource to multiple-resource Task Forces or Strike Teams. The incident usually is limited to one operational period in the control phase. Mitigation may extend into multiple operational periods. A written IAP is not required. A documented operational briefing will be completed for all incoming resources.

Examples may include a major structure fire, a multivehicle crash with multiple patients, an armed robbery, haz mat spill, or a planned event.

Resources:

- local only;
- several resources; or
- more than 10, but less than 100 responders.

IC's Role

The IC provides direct supervision of resources and management of incident.

Type 3 Incident Description

In a Type 3 incident, some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader-level positions. An AHIMT or incident command organization manages initial action incidents with a significant number of resources, an extended incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or Type 2 IMT. The incident typically extends into multiple operational periods, and a written IAP is required for each operational period.

Examples may include a tornado touchdown, earthquake, flood, or multiday hostage/ standoff situation, or other complex incident.

Resources:

- local and nonlocal;
- many resources; and
- 100-200 responders (approx.).

IC's Role

The IC will provide indirect supervision of resources and management of incident **or** management of the incident organization. The IC will remain in command through stabilization of the incident and de-escalation of resources and transition to local Command.

Type 2 Incident Description

The Type 2 incident may require the response of resources out of area, including regional and/or national resources, to manage the operations, Command, and general staffing effectively. In the Type 2 incident, most or all of the Command and General Staff positions are filled, and a written IAP is required for each operational period. Many of the functional units are needed and staffed. Operations personnel normally do not exceed 200 per operational period, and total incident personnel do not exceed 500 (these are guidelines only). The Agency Administrator is responsible for the incident complexity analysis, Agency Administrator briefings, and the written delegation of authority.

Resources:

- local, nonlocal, and regional;
- many resources; and
- 200 to 500 responders.

IC's Role

The IC is responsible for the management of the incident organization. The IC will remain in command through the stabilization of the incident and de-escalation of the incident resources to a manageable level for the local commander.

Type 1 Incident Description

The scope of a Type 1 incident typically requires national resources to manage and operate safely and effectively. All Command and General Staff positions are activated and operations personnel often exceed 500 per operational period, with total personnel usually exceeding 1,000. Branches may need to be established. The Agency Administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated. There is a high impact on the local jurisdiction, requiring additional staff for administrative and support functions.

Resources:

- local, nonlocal, regional, and national; and
- 500 or more responders.

IC's Role

The IC will be responsible for the management of the organization and the stabilization of the incident through de-escalation of the resources and the transition of Command to the local jurisdiction.

STEPS IN DEVELOPING AN AHIMT

One of the first steps in the development of an AHIMT is establishing an Agency or Interagency Oversight Committee. The Oversight Committee or the Local Administrative IMT Committee is responsible for development of policy, position certification qualifications, deployment protocol, team and individual evaluation/performance review processes, individual/agency fiscal reimbursement, expenditure constraints and protocol for out-of-state mobilizations. These protocols and procedures should be documented in a team manual and distributed to all members, outlining the scope of their commitment.

Committee members should represent the broad range of agencies and others that will be responding to local incidents. Remembering that participation means commitment, committees should make every effort to gain participation from nontypical first responders. Agency representatives should be able to speak for their agencies and commit resources including funds when necessary. The committee should conduct periodic meetings to address the issues and administrative needs of the local IMT program. Some of the issues that the committee should address:

Develop IMT administration policy:

- team member qualifications;
- team operations/procedures;
- roster IMT operations;
- ordering procedures;
- paying for a team; and
- team operations.

Identifying the level of IMT training:

- standards training;
- team membership training;
- skill maintenance training;
- scenario/simulation table top training;
- USFA field training; and
- annual IMT sustainment training.

Incident situation analysis:

- when to call for a team;
- who should call for a team;
- what kind of a team is needed; and
- Delegation of Authority.

IMT Management:

- monitoring progress;
- Performance Evaluation; and
- IMT review.

The All-Hazards Incident Management Team

Defining a Incident Management Team

The Incident Management Team is a comprehensive resource designed either to augment ongoing operations through provision of infrastructure support or, when requested, to transition to an incident management function to include all components/functions of the Command and General Staff.

An IMT consists of qualified Command and General Staff personnel assigned to an incident or major event. These Command and General Staff personnel:

- provide incident management assistance to complement and support the existing ICS for events that exceed local capabilities or for other reasons; and
- perform either incident support or incident management of the overall emergency.

Purpose of an Incident Management Team

Large-scale/Complex incidents, disasters, and preplanned events usually will overwhelm the incident management abilities of most emergency services organizations. The implementation of an IMT will aid in the management of such incidents by strengthening command, control, and coordination. The following are examples of the types of incidents an IMT can aid in managing:

- natural disasters;
- terrorist incidents;
- train derailments, aircraft incidents, and other large/complex accidents;
- public or civil unrest at planned events; and
- any other public event requiring the cooperation and joint participation of two or more agencies or jurisdictions.

Examples of actual situations that required interagency and multijurisdictional cooperation:

- planning for the 2002 Winter Olympics in Salt Lake City, Utah;
- terrorist attacks on September 11, 2001;
- bombing of the Federal building in Oklahoma City, Oklahoma in April 1995; and
- derailment of Amtrak's *Sunset Limited* in an Alabama bayou on September 22, 1993.

Basic Activities of an Incident Management Team

The basic functions of an IMT during an incident or event:

- deployment of the IMT:
  - mobilization,
  - staff roster,
  - personnel accountability,
  - coordination with other units,
  - matching team skills to incident requirements, and
  - self-sufficient for appropriate time period;
- Transfer of Command--transition to an IMT:
  - establishing jurisdiction,
  - coordination with local agencies,
  - maintaining communication with local agencies, and
  - obtaining a declaration of authority;
- coordination of onscene operations:
  - management and coordination of efforts,
  - procedures of the assigned functional area, and
  - develop and modify Incident Action Plan (IAP);
- planning process:
  - regular operational and planning meetings,
  - Command and General Staff meetings as needed, and
  - communication and technological resources;
- demobilization of resources:
  - demobilization requirements,
  - personnel accountability,
  - coordination with other units, and
  - returning resources to service; and
- documentation:
  - maintaining an incident file,
  - financial claims,
  - workers compensation issues or claims, and
  - human resource, labor, and legal issues.

INCIDENT MANAGEMENT TEAM MOBILIZATION AND TRANSITION

Incident Occurs

Of course, the initiation occurs when the incident or event takes place. The initial IC, the jurisdiction, or the agency determines that the incident is of the scale and scope that would benefit from the deployment of an Incident Management Team.

Notifications

- Team is notified and dispatched to the scene.

- Specific personnel are requested to gather information without disrupting the initial IC or other incident personnel.

Initial Response and Assessment

Information will be needed for the strategy and transition meetings. The following team members will gather this information, relative to their team assignment:

- Agency Administrator for whom the team is working;
- initial IC;
- IMT IC;
- Operations Section Chief;
- Logistics Section Chief;
- Finance/Administration Section Chief;
- Planning Section Chief;
- Public Information Officer;
- Liaison Officer; and
- Safety Officer.

Initial Command Briefing and Incident Briefing

After the IMT IC meets with the Agency Administrator, the IMT IC will meet with the IMT Command and General Staff at what is called the Initial Strategy Meeting.

Agency Administrator's Briefing/Initial IC Briefing

Delegation of Authority:

- job description for an IMT;
- outlines IMT direction, fiscal constraints, boundaries, etc.;
- emphasize the Agency Administrator doesn't give up anything;
- hiring an employee;
- may be difficult to receive in the all-hazards environment; and
- other possibilities:
  - mission assignment, and
  - Memorandum of Understanding (MOU).

Steps in transition:

- gather information;
- establish Incident Objectives;
- establish strategy;
- conduct Initial Strategy Meeting; and
- Transfer of Command.

Transitioning into a Command role:

- incorporating existing personnel:
  - Release,
  - Reassign into another position, or
  - Reassign as a trainee Transitioning into a support role; and
- Work within the existing Command organization:
  - Shadow and support your equal, and
  - Realize some positions on the C&GS may not be staffed.

Initial Strategy Meeting

The Initial Strategy Meeting and Transfer of Command Meeting are held as soon as possible after the completion of the Agency Administrator and IMT IC briefing.

The actions that may be taken to move this process forward in a timely manner include the following:

- identify the need for the IMT early in the incident;
- set timelines for briefing IMT personnel;
- set the meeting time and make sure everyone knows it;
- receive concurrence from the Agency Administrator; and
- ensure everyone is there.

Strategy Meeting points to remember:

- TEAM MEMBERS ONLY;
- do not publish or broadcast it; and
- time to identify and resolve problems.

Initial Strategy Meeting goals:

- review and refine the incident objectives;
- set operational periods;
- establish meeting schedules;
- clarify any issues or concerns; and
- set a time for the Transfer of Command Meeting.

Planning Process

- important to establish meeting schedule;
- planning changes the complexion of the incident;
- shifts from reactive to proactive; and
- start to bring stability to the incident.

Transfer of Command

- consider incident needs during Transfer of Command process;
- safest to transfer Command at an operational briefing, if possible;
- Transition Plan;
- Agency Executive/Administrator briefing;
- Overlap/Shadow phase;
- initial Strategy Meeting; and
- official Transfer of Command.

INTERJURISDICTIONAL POLICY ISSUES

Considerations for Assignment of Personnel to a Team

When establishing and implementing an IMT, the Authority Having Jurisdiction's (AHJ) policies and procedures should address security or intelligence information that is marked sensitive or classified, which may affect Command, planning, and operational procedures.

The "need to know" information can be compartmentalized to those who have to use that information to carry out their functional responsibilities safely and effectively.

Typically, these include issues or objectives addressed by a law-enforcement component in Unified Command, the Planning Section, and the Operations Section.

Assigning law enforcement personnel in deputy positions for the Operations and Planning Sections will strengthen the strategic planning and operations of the incident by the IMT.

INCIDENT MANAGEMENT TEAM DEVELOPMENT ISSUES

During the development and implementation of an IAP, the IMT may need to recognize sensitive political, legal, and security issues.

The IMT needs to develop procedures to help establish the following:

- lines of authority:
  - know for whom you work,
  - know who works for you,
  - reporting path to the Agency Administrator, and
  - team members with approval to order resources;
- accountability procedures:
  - develop staff to accomplish the job,
  - meet timeframes,
  - know responsibilities, and
  - request what is needed to accomplish the job;
- delegation of authority:
  - authorization document from the Agency Administrator (may need to be negotiated),
  - defines the team's parameters, and
  - outlines the Agency Administrator's direction;
- personnel relief and rehabilitation:
  - operational period duration,
  - rest periods during operational periods,
  - maintain adequate rest,
  - ensure staff is capable to perform, avoid overextension,
  - environmental relationships, and
  - emotional stress;
- situational awareness examples:
  - reporting significant incident changes,
  - safety,
  - political constraints, and
  - cultural issues;
- environmental considerations:
  - on-incident concerns,
  - off-incident concerns, and
  - strategic or tactical modifications based on either;
- evacuations;
- financial constraints;
- other protocols;
- incident-within-an-incident:
  - responder death,
  - vehicle accidents with death or serious injury,
  - secondary collapse,
  - secondary device,
  - entrapment issues:
    -- personnel accountability (roll call),
    -- severity,
    -- number of personnel involved,
    -- evacuations, and
    -- medical concerns, and

- aviation incidents:
    -- hazardous material issues,
    -- number of potential victims,
    -- notifications, and
    -- involvement of other governmental agencies (National Transportation Safety Board);

- evacuations:
  - civilians,
  - incident personnel, and
  - roll calls (personal accountability);
- financial constraints:
  - budget limits exceeded,
  - cost efficiencies,
  - alternatives to be considered based on costs, and
  - claims; and
- any other protocols:
  - critical to have standard operating procedures/guidelines (SOPs/SOGs),
  - can cause an incident to go badly,
  - major distraction, and
  - must continue to handle the incident.

USFA TECHNICAL ASSISTANCE PROGRAM

AHIMT Curriculum

Six days of team-specific training

- Customized operational simulation.

- Delivered to assigned teams as a whole.

- Command and General Staff functions.

- IMT concepts/dynamics/decisionmaking.

- Functional/Operational exercises.

- Each student fulfills the role he or she will assume at an incident.

Position-specific curriculum

- Operations Section Chief;
- IC;
- Planning Section Chief;
- Logistics Section Chief;
- Finance/Administration Section Chief;
- Safety Officer;
- Public Information Officer; and
- Liaison Officer.

Field training with experienced Type 1 and Type 2 IMTs

- To partner with and observe their counterparts on Type 1 and Type 2 IMTs and to monitor their functions, tasks, and responsibilities to gain hands-on experience at an actual incident.

- To learn first-hand about IMT operations during major emergencies and to prepare the IMT members by having them see these operations in real time.

- The field training assignments are coordinated by the USFA in partnership with the U.S. Forest Service (USFS).

- Sustainment/Refresher training/Exercises.

Plan for Development of AHIMTs

AHIMT Technical Assistance Program provided for:

- 56 States/Territories.

- 50 DHS Urban Area Security Initiative regions.

- State-identified regions not adequately served by an AHIMT.

- State fire training agencies, State emergency management agencies, State homeland security and State forestry agencies will play key roles as coordinators.

Field Training

AHIMT Program Manager--Serves as the primary contact and program lead for the USFA. This person is the interface between the AHIMT point of contact, the States and Regions, the agency responsible for the incident, and the Field Training Liaison Officer.

Responsibilities of AHIMT Program Manager

- Assures that AHIMT students are in place and ready for deployment.
- Assures that all necessary deployment agreements are signed.
- Assures that AHIMT students have been trained and "Go Kits" are in place.
- Maintains communications with USFS and on-call Field Training Liaison Officer.
- Receives information from USFS on candidate incidents and makes decisions on activating on-call AHIMT.
- Sets time limits for committing to the assignment and communicates to AHIMT Point of Contact. If the on-call AHIMT fails to meet the timeframes, coordinator cancels the order and moves to an alternate team.
- Activates Field Training Liaison Officer.
- Communicates with AHIMT and Field Training Liaison Officer, setting assignment objectives and exchanging assignment information.
- Completes incident assignment form and prepares and transmits official notification to the USFS or incident host agency.
- Maintains regular communications with the Field Training Liaison Officer as well as the sending State agency or Region.
- Develops and distributes situation reports for USFA Senior Staff.
- Keeps State/Region informed on performance, conduct, emergencies, and demobilization of their AHIMTs.
- Reviews all postdeployment documentation, After Action-Reports, critiques, and evaluations. Sends completed documents to States and Regions.
- Conducts an annual review of the program.
- Coordinates assignments on the USFA Web site.

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Field Training Liaison Officer (FLTO)--represents the USFA at an incident site by coordinating the activities of the AHIMT and interfacing with the Type 1 or Type 2 IMT. The FTLO keeps the AHIMT Program Manager informed of all AHIMT training activities, performance, and other related logistical information. This is a key position and should be filled in all AHIMT student deployments.

Qualifications of FLTO

- Have extensive experience in incident Command usage on large and complex incidents, serving as an IC or in a Command or General Staff position at Type 1 or Type 2 complexity level.
- Served as instructor or mentor at USFA AHIMT courses.
- Have experience at the ICS 400 level of instruction.
- Approved by the USFA AHIMT Program Manager.

Responsibilities of the FLTO

- Establishes and maintains contact with the AHIMT Chief of Party and the IMT IC upon activation.
- Brief AHIMT upon arrival at the incident.
- Develop assignment objectives with the Chief of Party.
- Review and validates "emergency procedures" with Chief of Party.
- Introduces the AHIMT to the IMT.
- Provides guidance and oversight to AHIMT with IMT.
- Set parameters for field training with the IC.
- Conduct daily team briefings and debriefings with the AHIMT.
- Assure that the personal needs of the AHIMT are met.
- Maintains communication with the AHIMT Program Manager.
- Monitors the conduct and performance of the AHIMT, including EEO and sexual harassment policy and reporting procedures.
- Insures that the USFA Task Books are completed by AHIMT and the appropriate Section Chief, when competency is met.
- Monitors and communicates length of assignment from the AHMIT Program Manager.
- Monitors health and safety of AHIMT.
- Conducts a formal closeout with the AHIMT and invites the participation of the IMT.
- Provide written performance evaluations of the AHIMT members.
- Provides After Action Report (AAR) to AHIMT Program Manager at USFA.

AHIMT Chief of Party--is the primary contact for the AHIMT members, AHIMT Program Manager, and Field Training Liaison Officer. This Chief of Party will have completed the USFA AHIMT course successfully and have been approved for field training by the State or regional agency and the USFA.   Additionally, the Chief of Party acts as the representative for the sending State or Region.

Responsibilities of Chief of Party

- Assures that the team has a copy of the deployment agreement.
- Assures that all team "Go Kits" are appropriate for the incident.
- Has manifest of team names, emergency contact info, and travel arrangements.
- Communicates with AHIMT Program Manager and FTLO on AHIMT activities.
- Coordinates travel to and from the incident.
- Develops emergency procedures for the AHIMT members.
- Assists the FTLO in development of assignment objectives.
- Assures AHIMT personal needs are met.
- Communicates with FTLO daily for appropriateness and quality of assignments.
- Monitors team conduct and performance.
- Conduct, in conjunction with the FTLO, daily team debriefing and status assessment.
- Must be able to speak for all agencies represented by the AHIMT assigned to the team.
- Assists the FTLO in conducting the incident debriefing, critique, evaluation, and AAR for USFA.
- Assists FTLO with training assignments and USFA Task Books completion, when competency is met.
- Communicates demobilization information with home units or agencies.
- Notifies AHIMT Program Manager when the AHIMT is back at home base.

AHIMT Members--are people who have completed the USFA AHIMT course successfully and have been approved for field training by the State or regional agency and the USFA.

Responsibilities of AHIMT Member

- Participates in the full assignment, all phases of a position during a complete work period, including night shifts up to 12 to 14 hours.
- Follows all policies and procedures established by IMT as well as policies and procedures of home agency, including safety, performance, and conduct.
- Does not carry any firearms during deployment.
- Has items in the "Go Kit" appropriate to the position, including field guides, agency identification, and other materials.
- Is in reasonable physical condition for working in remote and hazardous environments: weather, terrain, insects, wildlife, and debris.
- Is prepared for health or medical concerns due to exposure and lack of medical facilities.
- Understands that he/she may encounter primitive living conditions with a lack of amenities. Must be prepared to sleep in a tent and sleeping bag.
- Is prepared for personal medical issues by bringing personal medical records or prescriptions.

AHIMT FIELD TRAINING

Teams that have received their required training are eligible for Field Training under the AHIMT Program Manager-approved FTLO. They will be deployed to an actual incident and work with a Type 1 or 2 team. The following items are requirements and considerations for field training.

Deployment Checklist

Prenotification

Prior to being placed on a rotation list, the State/Region will prepare for deployment of their team by having agreements in place and deployable team members identified. Additionally, the State/Region will identify alternative members, Chief of Party, and the necessary equipment for deployment.

Prenotification Checklist for the State/Region

- Confirm that the deployment agreements, training objectives, cost agreement, response agreement, and travel authorizations are in place.
- Confirm that the prospective assigned AHIMT have "Go Kits" assembled and in place.
- Alternate team members have been identified and are prepared for deployment.
- Identify the Chief of Party

The AHIMT Program Manager will prepare for deployment by identifying and training the appropriate Field Training Liaison Officers (FTLO). The FTLO will be placed on a scheduled rotation and be prepared for deployment.

Prenotification Checklist for the USFA

- Confirm deployment agreements and training objectives are current and in place for each AHIMT.
- Identify FTLOs and establish the necessary travel and contract agreements.
- Establish a rotation schedule for the FTLOs and that contact numbers are current
- Establish a rotation schedule for the State/Regional teams.
- Assure that proper program funding has been acquired.

Notification/Deployment Phase--When an appropriate Field Training opportunity has been identified, the AHIMT Program Manager will start the notification process and coordinate the deployment of the AHIMT.

Rotation

Due to the uncertainty of the occurrence of events that are suitable for field training and the time required to prepare for deployment, the program will use a rotation schedule for AHIMTs and FTLOs to maintain a mission-ready status.

AHIMT teams will be placed on a rotation list when the team has completed their required training, required agreements are executed, and they have approval from the USFA. The AHIMT Program Manager then will add the team to the rotation and notify the team of the potential dates of deployment. At that point, the Chief of Party will conduct readiness checks and identify alternates for the team. If on-call team cannot fill their assignment within 4 hours of notification, the team will forfeit their place in the rotation and be moved to the bottom of the list. The AHIMT Program Manager then will notify the next team in the rotation.

Rotation lists will be posted at: www.usfa.dhs.gov/ahimt

UNITED STATES FIRE ADMINISTRATION
National Fire Programs Branch

AHIMT Technical Assistance Program

As part of a technical assistance program to develop IMTs across the country, the USFA's National Fire Program Branch is **coordinating** the management of the *All-Hazards Incident Management Team* curriculum for State and specified Regional IMTs.

Course Goal

The overall goal of USFA's IMT program is to develop State and regional IMTs to function under the NIMS during a large and/or complex incident or a major event. This course is designed for those who are assigned to function in a AHIMT during a large/complex incident, typically extending into the second operational period. The AHIMT either can support an existing ICS structure, or can assume Command of an incident if requested to do so. The AHIMT can ease the transition to a Type 2 or Type 1 IMT for incidents of national significance.

Course Schedule

Unit 1   Introduction and Overview

Unit 2   Overview of an IMT

Unit 3   Command and General Staff Functions in an IMT

Unit 4   Team Dynamics and Decisionmaking

Unit 5   Planning Process

Unit 6   IMT On-Scene Operations
              - Simulation #1 Planned Event--Central City's July 4th International Food
              and Wine Festival (7 hours)

Unit 7   Final Simulation

Instructional Cadre

This course requires two instructors, one as lead instructor; and a designated mentor for each team within the class, all with specific IMT experience.

Class Size

Recommended number of students is 24-50, as determined by the host agency. The intent is to have students assigned/designated for each of the eight Command and General Staff positions within an IMT, plus appropriate deputies in Command, Operations Section, and Planning Section. Some students for specific unit positions are also acceptable.

GO KIT

This is a list of items that responders might want to take in their Go-Kits. It is not necessary to take everything, and may vary with the individual and the logistical capability of the incident. This kit should be pre-assembled, with the exception of perishable items, so that deployment is not delayed.

As a Minimum:

- Two to three pair of Nomex pants, BDUs, or jeans.
- Two to three Nomex, flannel, or other appropriate workshirts
- Baseball cap or other appropriate hat.
- Appropriate clothing for offduty wear.
- Jacket appropriate for season and climate.
- Tennis shoes/Walking shoes.
- Lightweight rain gear.
- Extra underclothing/socks.
- Sunglasses, sunscreen, chapstick.
- Medications (both prescription and over-counter).
  - Advil, Tylenol, etc.
  - Contact solution (bring glasses with you).
- Identification:
  - Agency identification.
  - Valid drivers license.
  - Agency certification card.
- Toiletry items:
  - Soap, towel, washcloth,
  - Toothbrush, toothpaste,
  - Razor and shaving cream,
  - Deodorant,
  - Lotion, and
  - Personal hygiene items for women.
- Insect repellant.
- Small flashlight.
- Two or three bottles of water.
- Prepackaged snack bars.
- Leatherman or small pocket knife (NOTE: do not take on plane).
- Personal protective equipment (PPE):
  - Boots,
  - Gloves, and
  - Hardhat.

  * Cash (ATMs may not be operational)

Additional Items for Consideration:

- Electronic equipment:
  - Computer/Printer
  - Blackberry, and/or
  - Cell phone.
- Pillow (travel size).
- Alarm clock.
- Flip flops for shower.
- Sleeping bag.
- Tent.