

San Mateo County Fire Service POLICIES AND STANDARDS MANUAL

Title: Incident Management Team

Policy No. 2004-01

Adopted 03/08/04

Revised XX/XX/XX

Title: Incident Management Team

Purpose: It is the policy of the San Mateo County Fire Chiefs to develop and maintain an Incident Management Team (IMT) to assist San Mateo County Operational Area fire jurisdictions in responding to and managing major incidents upon request. Unless otherwise requested, the agency requesting the assistance of the Incident Management Team will remain in command of the incident.

Policy: The Incident Management Team Objectives are as follows:

1. To provide the requesting agency with qualified and experienced personnel to assist with the management of a major incident in San Mateo County.
2. To ensure that the IMT is fully staffed with qualified personnel and available for response 365 days of the year.
3. To provide the full IMT on the scene of an incident within one hour of request.
4. To assure team quality through training, experience, and personnel qualification review.

Administrative: An Incident Management Team Steering Committee will oversee the general operations of the San Mateo County Operational Area Incident Management Team. The steering committee will consist of seven (7), members. Two members from the San Mateo County Fire Chiefs' Association, two members from the Training Officers Group, two members of the San Mateo County Fire Chiefs' Operations Officer Group, and one member from San Mateo County Public Safety Communications.

The Steering Committee shall be responsible for:

- Developing, reviewing and updating the IMT policies and procedures.
- Selecting IMT members.
- Reviewing required training and qualification requirements of team members.
- Review and critique of IMT responses

San Mateo County Fire Service POLICIES AND STANDARDS MANUAL

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- Reviewing and making recommendations concerning problems or conflicts within the IMT.

Organization:

The San Mateo County Operational Area Incident Management Team will be organized and operate under the FIRESCOPE Incident Command System. The IMT will consist of the following ICS positions:

1. Incident Commander
2. Safety Officer
3. Information Officer
4. Liaison Officer
5. Operations Section Chief
6. Plans Section Chief
7. Resource Unit Leader
8. Situation Unit Leader
9. Logistics Section Chief
10. Service Branch Director
11. Support Branch Director
12. Admin/Finance Section Chief
13. Communications Unit Leader

The San Mateo County Fire Chiefs will determine the number of personnel to be selected for each team positions and the number of "teams" of personnel to be organized to ensure the availability of an Incident Management Team in the Operational Area at all times.

Membership:

Membership on San Mateo County Operational Area Incident Management Teams shall be open to the personnel of any public, private, or not-for-profit organization that would normally have a role in a major emergency or disaster situation within the Operational Area. Membership on a team is voluntary and selection will be based upon certification, qualification, and experience for a team position. Selected personnel must commit to a team position for a minimum of two years.

San Mateo County Fire Service POLICIES AND STANDARDS MANUAL

Title: Incident Management Team

Policy No. 2004-01

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Selection:

The Steering Committee shall select the members of the IMT(s) for the Operational Area. The selection will be based on a review of each applicant's certifications, qualifications and experience as required by the California Incident Command Certification System (CICCS). The selection committee will take into consideration the training and experience of applicants to ensure the Team's ability to function in an "all-risk" environment. An "all-risk" training and experience background will be extremely important in the selection of the team's Incident Commander and Operations Section Chief positions.

Incident Commander Position:

The Steering Committee will appoint the Incident Commander(s) for the Incident Management Team. Each Incident Commander will act as the team coordinator for their team. Each IC will maintain a current team roster and maintain a list of team member qualifications. Incident Commanders will ensure that their team is fully staffed when on-call.

Incident Management Team Training and Certification Requirements

1. All members of the San Mateo County Operational Area Incident Management Team must have successfully completed I-300, *Incident Command System for Medium Sized Incidents*, prior to being selected for the team.
2. The minimum training and certification requirement for any team position will be the ICS 300 level. After December 2004, the minimum training and certification requirement for any team position will be ICS 300 and ICS 400.
3. Incident Management Team members must participate in an annual team exercise to be developed by the San Mateo County Fire Chiefs Training Officers Association and the (IMT) Steering Committee. Members of the Team's Command and General Staff will be encouraged to attend I-420 *Command and General Staff Training*.
4. The California Incident Command Certification System historical recognition process will be an acceptable method to evaluate an individual's prior training and experience level for existing 300 level qualification for a given team position.

San Mateo County Fire Service POLICIES AND STANDARDS MANUAL

Title: Incident Management Team

Policy No. 2004-01

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- Personnel who cannot qualify for a position through the historical recognition process must complete the training required for their position. Historical recognition will only be recognized through August of 2004. NIIMS Task Books will be the recognized standard after August of 2004.
5. Where a 300 level training course and certification process exists from a recognized organization (NWCG, FIREScope, NFA, CSFM, etc) for an identified team position, that training shall be required in the established time frames.
 6. Where 300 level training courses and certification processes do not exist for identified team positions, personnel will be selected for the position based upon other relevant training and experiences as identified in the historical recognition and peer review system.
 7. Team members selected through the peer review process of the historical recognition program who do not meet all training requirements for their positions at the time selection will have one year from appointment to gain the required certification.
 8. Team Incident Commanders will be responsible to ensure that all team personnel meet the required training and position qualifications within the appropriate time lines.
 9. The San Mateo County Fire Chiefs Association will support the presentation of ICS 300 and 400 level training within the county.
 10. The Fire Chiefs Association will support the County Training Officers in the local development and presentation of ICS training to meet the specific needs of the Incident Management Team. Such courses might include: Type 3 Plans Section Chief, Type 3 Logistics Section Chief, and Type 3 Administration/Finance Section Chief. All locally developed and/or presented Incident Management Team training will address an "all risk" situation.

Activation Procedures:

1. Any Operational Area fire jurisdiction may request a San Mateo County Operational Area Incident Management Team to assist with the management of a major emergency incident. Use of an Incident Management Team for the

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- management of non-emergency event, such as large multi-agency training exercises or public safety events (memorial services, etc.), must be approved in advance.
2. The incident commander of a working incident in the San Mateo County Operational Area may request activation of the Incident Management Team. Requests for activation will be through San Mateo County Public Safety Communications.
 3. The requesting agency shall provide the following information:
 - Type of incident
 - Location of the incident command post (county map page reference)
 - Radio identifier of the incident commander
 - Command channel identifier
 - Cellular telephone number of the incident command post
 4. Notification of team members will be via PSC Alpha-numeric pagers.
 5. Incident Management Team personnel shall notify PSC and advise that they are responding and give their ETA to the incident.
 6. Public Safety Communications shall notify the Operational Area Fire/Rescue Mutual Aid Coordinator upon request for activation of the Incident Management Team.

Roles and Responsibilities:

Incident Management Team members will follow the general guidelines for positions as found in the FIRESCOPE *Fire Service Field Operations Guide* (ICS 420-1).

The Incident Management Team's incident commander will assume the role of the deputy incident commander for the incident and assist the requesting jurisdiction's incident commander with all incident activities including the development and implementation of the Incident Action Plan.

Team positions filled during activation will vary based on need. Team members will fill their assigned positions, or a related position within the Command Staff or their section on the General Staff, as directed by the Team's incident commander.

San Mateo County Fire Service
POLICIES AND STANDARDS MANUAL

Title: Incident Management Team

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Team members will be expected to maintain the highest level of professionalism. This will include wearing the proper uniform and appropriate personal protective equipment. Team members will recognize local needs and sensitivities.