

# **Mutual Aid Box Alarm System Division #32**

## **SPECIAL OPERATIONS TEAMS DIRECTIVE #1**

### **Incident Management Team**

4<sup>th</sup> Edition

#### **1.0 PURPOSE**

In accordance with Article X of the MABAS Division #32 Bylaws this directive outlines the organization and operation of a Division Incident Management Team (IMT).

The Division #32 Incident Management Team shall be designated to act as a Local Incident Management Team under the model developed by the United States Fire Administration.

#### **2.0 SCOPE**

Upon request, the Division IMT shall assist a stricken fire department with incident management according to the National Incident Management System by fulfilling command and general staff functions or managing related tasks assigned by the local incident commander.

The Division IMT shall plan, coordinate, and manage allocation and deployment of Division #32 resources for inter-division and inter-state mutual aid.

The Division IMT shall staff and operate the Division Primary Operations Center at the Signal Hill Fire Department when Division mutual aid activities require its activation.

#### **3.0 BACKGROUND**

In August 2003, the U.S. Fire Administration (USFA) convened a focus group of stakeholders and experts from across the country to best determine the means to develop all-hazard IMTs 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 are often pre-designated to ensure that they have the necessary training and experience to fulfill the roles and responsibilities of the 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 "Type", or level, of IMT.

#### **4.0 IMT MEMBERSHIP and TEAM ORGANIZATION**

##### **4.1 Member Appointment**

Persons meeting the listed qualifications may apply for IMT membership by submitting an official written application to any member of the Division Board of Directors. Appointments are made according to Article X of the MABAS Division #32 Bylaws. All members serve at the pleasure of the Division Board of Directors.

- Chief Officer or Retired Chief Officer in a MABAS Division #32 Department
- Successful applicants shall be of good personal character and void of moral turpitude
- Documented Authorization of Membership and Provision of Workers Compensation Insurance from the applicant's Employing Fire Department
- Certified Fire Officer I with Additional Advanced Certification or Degree
- Certified Hazardous Materials First Responder: Operations
- Certified Technical Rescue Awareness
- EMI/NFA Certified IS-100, IS-200, IS-300, IS-400, IS-700, IS-800 or Equivalent

##### **4.1 Team Organization**

Prior to the January meeting of each year, the Division Board of Directors shall appoint a Team Leader and an Assistant Team Leader of the IMT. The appointment terms shall be for one year. The IMT Leaders shall be responsible for the management of the team and shall develop the rules, procedures, and guidelines necessary for the effective operation of the team. All team rules, procedures, and guidelines shall be approved by the Division Board of Directors. The Team Leaders shall present a report of the team's activities at each regular Division meeting.

#### **5.0 DISPATCH and COMMUNICATION**

##### **5.1 Dispatch**

The IMT shall be dispatched via digital text page and/or tone and voice pagers from O'Fallon Public Safety Dispatch. The team shall also maintain an e-mail based notification system that shall be accessible to all IMT members.

##### **5.2 Communication**

IMT response communication shall be primarily made over IFERN and may be switched to a selected Starcom 21 talk group if conditions permit.

Incident communications shall be planned and executed according to MABAS- Illinois Policy #C-01-01 and Policy #C-01-01.5.

## **6.0 TEAM ACTIVATION**

### **6.1 Intra-Division Incident**

A Division #32 department is stricken with a major incident and assistance from the IMT is sought.

- The IMT shall be requested by the incident commander through O'Fallon Public Safety Dispatch.
- O'Fallon Public Safety Dispatch shall dispatch the IMT.
- The IMT shall initiate a response to the incident command post or another location at the direction of the incident commander.
- All responding team members shall report their response to O'Fallon Public Safety Dispatch and establish response communications via IFERN.
- The primary operations center at Signal Hill may be activated and staffed according to the circumstances of the incident.
- Upon arrival the IMT shall immediately undertake the listed activities in the listed order under the direction of the local incident commander.
  - Consult with the local incident commander to determine the preferred level of assistance.
  - Confirm the appointment of an Operations Chief and organize operating companies into groups/divisions.
  - Confirm the appointment of a Scene Safety Officer and assess personnel safety.
  - Appoint a Planning Chief to assess the incident status and determine goals and objectives for the duration of the incident.
  - Hold a strategy meeting with the IMT members to determine the degree of team insertion into the incident.

### **6.2 Inter-division and Inter-state**

A request for fire suppression, hazardous materials release control, or technical rescue equipment, personnel, or both is received from another MABAS Division, MABAS Red Center, or a Missouri dispatch center.

- The request may be taken by the primary dispatch center at O'Fallon Public Safety Dispatch, the Division Operations Center at the Signal Hill Fire Department, or an IMT member, via telephone, e-mail, or radio.
- The request taker shall take the request and get a call-back number.
- O'Fallon Public Safety Dispatch shall dispatch the IMT and communicate the request to team members.

- The primary operations center at Signal Hill shall be activated and staffed.
- All responding team members shall report their response to O'Fallon Public Safety Dispatch and establish response communications via IFERN.
- A team member shall call the requesting agency and take all pertinent information.
- The IMT shall consult the pre-planned deployment plans and have the appropriate fire departments or special operations teams dispatched to the designated staging area.
- An IMT member may meet the assigned units at the designated staging area, coordinate the response, and lead it to the incident staging area.

## **7.0 IMT EQUIPMENT**

The IMT's administrative and communications equipment is located in a trailer issued to the Signal Hill Fire Department according to MABAS Division #32 Policy and Procedure Statement #1. The trailer shall be immediately deployed when an IMT request is received according to paragraph 6.1 and shall respond to the incident command post or another location at the direction of the incident commander.

IMT members shall supply portable and mobile radio communications equipment compliant with MABAS- Illinois Policy #C-01-01 and Policy #C-01-01.5 for use at team deployments and training.

## **8.0 IMT MEETINGS**

Regular meetings shall be scheduled and held at the direction of the Team Leaders for the purpose of training and coordination of team activities.

## **9.0 ADOPTION**

This first edition of this directive was adopted by MABAS Division #32, according to Bylaws Article X, at its regular meeting on Thursday, March 30, 2006. The second edition was adopted on Thursday, July 22, 2010, the third edition on Thursday, September 27, 2012, and the fourth on Thursday, July 24, 2014.