

STATE OF MICHIGAN
ALL-HAZARDS
INCIDENT MANAGEMENT TEAM
PROGRAM GUIDANCE

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PURPOSE:

The purpose of this program is to strengthen emergency response and preparedness throughout the state and provide guidance for the development, administration, implementation, and sustainment of the State of Michigan All-Hazards Incident Management Team (AHIMT) Program.

This guidance outlines the development of the State of Michigan AHIMT Program. This plan applies to the participating emergency response and support organizations and will augment the current Michigan Emergency Management Plan, standard operating procedures, and the established training and exercise programs.

The mission of the State of Michigan AHIMT Program is to improve state and local emergency incident management capabilities and provide specialized incident management expertise and resources across a variety of emergency response disciplines. These specialized incident management resources will be used to save lives, stabilize incidents, and protect property and the environment. They will be capable of responding to all-hazards incidents, utilizing advanced levels of the Incident Command System (ICS), and providing technical assistance to disaster areas.

Questions regarding the State of Michigan AHIMT Program can be directed to the State IMT Coordinator, Mr. Andrew Zaccagnini, at zaccagninia@michigan.gov or 517-512-4404.

ASSUMPTIONS:

For successful operations to take place, the following key planning assumptions are identified:

1. The Michigan State Police Emergency Management and Homeland Security Division (MSP/EMHSD) commander will serve as the oversight authority for the State of Michigan AHIMT Program through the Operations Management Section (OMS) Logistics Analyst who serves as the State IMT Coordinator.
2. The State of Michigan AHIMT Program will improve state responses to natural, man-made, and technological incidents with personnel and teams trained to nationally recognized standards.
3. The State of Michigan AHIMT Program will create an AHIMT advisory committee who will establish standards to designate incident management personnel and teams within the state and make recommendations to the State IMT Coordinator and the EMHSD commander.
4. The State of Michigan AHIMT Program will provide guidance and resources to assist entities within Michigan to establish Type IV Incident Management Teams. This program will establish a path and process for these teams and their personnel to reach the Type III level and become designated deployable AHIMT resources.
5. Participating AHIMT Certifying Entities (ACEs) will coordinate and certify their own personnel, maintain their contact information and qualifications in the state personnel tracking system.
6. State of Michigan AHIMT Program personnel will operate using the ICS and shall be in alignment with the National Incident Management System (NIMS). All-Hazards Incident Management Team personnel shall be designated in accordance with the National Qualification System (NQS).
7. The State of Michigan AHIMT Program consists of recognized and properly designated Type III AHIMT personnel and teams who are affiliated with ACEs officially
8. State of Michigan AHIMT personnel may be gathered from various participating ACEs to form or supplement an AHIMT to provide incident support when needed.
9. State of Michigan AHIMT personnel may be called upon to support local, state, and national disaster response operations.

ROLES AND RESPONSIBILITIES:

The following represent the roles and responsibility of personnel as they relate to the state of Michigan AHIMT.

Emergency Management and Homeland Security Division Commander:

The EMHSD, at the direction of the EMHSD commander, will serve as the oversight authority for all state-level matters related to the AHIMT program. They will review recommendations for approval from the Michigan AHIMT Advisory Committee and provide guidance.

EMHSD Operations Management Section (Managers and State IMT Coordinator):

The EMHSD OMS will manage the overall AHIMT program and will develop and maintain program guidance and coordinate the activities of the state AHIMT program. The OMS will serve as the liaison with the AHIMT Association of America on behalf of the state of Michigan. The OMS will be responsible for coordinating administration, information sharing, and training initiatives relating to the state AHIMT program. This includes but is not limited to: maintaining liaison with ACEs, maintaining personnel tracking system, oversight of documentation within the Michigan Critical Incident Management System, development of Mission Ready Packages for designated teams, and setting internal policies with approval of the EMHSD commander or OMS. The OMS Logistics Analyst will serve as the State IMT Coordinator and chairperson of the AHIMT Advisory Committee.

EMHSD Training, Exercise and Preparedness Section:

The EMHSD Training, Exercise and Preparedness Section will work with the AHIMT advisory committee to evaluate needed trainings across the state for consideration in the state training schedules. The state AHIMT program will be incorporated into exercises by the State Exercise Officer as appropriate.

State AHIMT Program Members:

State of Michigan AHIMT Program personnel will maintain their position qualifications with their participating ACEs and participate in required activities. All-Hazards Incident Management Team personnel will comply with all established policies and procedures as directed by their ACE leadership, OMS, or the EMHSD commander. All-Hazards Incident Management Team personnel will ensure they have liability coverage during operations and activation, and they have continuing authorization from their ACE.

AHIMT Certifying Entities and AHIMT Certifying Entities Liaisons:

Each ACE and its liaisons are responsible for ensuring member compliance with the guidelines of the State of Michigan AHIMT Program. The ACE and ACE Liaisons are designated by the advisory committee and designation subcommittee. See Attachment A for the requirements of the ACE and ACE Liaison.

MICHIGAN ALL-HAZARDS INCIDENT MANAGEMENT TEAM ADVISORY COMMITTEE:

The Michigan AHIMT Advisory Committee will be responsible for advising the EMHSD commander on the development of guidance, directives, and operational procedures for the selection, training, activation, and mobilization/demobilization of AHIMTs. The EMHSD will support the committee's work and will maintain responsibility for the program.

The Michigan AHIMT Advisory Committee will be chaired by the OMS Logistics Analyst who serves as the State IMT Coordinator. The Michigan AHIMT Advisory Committee consists of the OMS Manager, Emergency Operations Unit Manager, EMHSD State Training Officer, EMHSD State Exercise Officer, representatives from each of the eight EMHSD districts, representatives from the Michigan Mutual Aid Box Alarm System, president of the Michigan Emergency Management Association, or designee, and state agency IMT representatives.

The Michigan AHIMT Advisory Committee will have a designation subcommittee. The Michigan AHIMT Designation Subcommittee will be responsible for developing and maintaining designation standards for Type III AHIMT personnel and teams. They will also be responsible for reviewing the applications of Type III personnel and teams who are recommended for designation by their ACEs. The designation subcommittee will develop and maintain processes and procedures to quickly process these applications and maintain a database in D4H of deployable Type III personnel and teams.

ALL-HAZARDS INCIDENT MANAGEMENT TEAM DESIGNATION:

The AHIMT Type III personnel and Type III teams will apply through the State IMT Coordinator to be evaluated by the Michigan AHIMT Designation Subcommittee. Personnel will be evaluated for qualification per the guidance and standards included in Attachment B of this Program Manual by their ACEs and recommended to the Michigan AHIMT Designation Subcommittee for designation. Teams wishing to be designated as a Type III IMT will submit their packet to the State IMT Coordinator who will forward for review and approval by the designation subcommittee and the full AHIMT advisory committee.

Type IV AHIMT teams and personnel operate under the guidance and direction of the local Authority Having Jurisdiction (AHJ). As such, they self-certify their team and personnel and are not designated by the Michigan AHIMT Advisory Committee. The advisory committee has created Type IV position task books (PTB) that outline the basic expectations for Type IV incident management personnel. These task books are not mandated for use by local Type IV IMTs but are provided solely as guidance for local teams to adapt for their local needs. Type IV teams who wish to progress towards having their personnel or their team designated at the Type III level may petition the AHIMT advisory committee to become an ACE. The Michigan AHIMT Advisory Committee encourages AHJs wishing to have local Type IV teams to meet training requirements similar to those set out in this Type III guidance.

TYPING AND DESIGNATION STANDARDS:

The EMHSD, working with the advisory committee, has adopted the NIMS NQS Type III PTBs for personnel designation and the NIMS Resource Typing Library Tool (RTLTL) definition of a Type III IMT in the state of Michigan. See Attachment G for the NIMS RTLTL Type III IMT.

TRAINING:

Minimum Training Requirements:

In addition to the Position Specific Trainings for AHIMT positions, the state of Michigan has adopted several additional training requirements for members of AHIMTs. The training requirements, as well as the required annual training to maintain status, are spelled out in Attachment B of this document.

EMHSD Training, Exercise, and Preparedness Section:

The EMHSD will work to coordinate all necessary training courses for IMT Personnel. The State Exercise Officer will integrate the state AHIMT Type III team into exercises as often as practicable. The MPS/EMHSD does not fund or provide reimbursement of training associated with personnel or teams reaching Type III deployment status. The EMHSD will coordinate bringing training to the state and post such training in MI-TRAIN. Any costs associated with trainings including travel, lodging, or course fees is at the expense of the ACE or individual attending.

D4H:

D4H is the software system the AHIMT committee uses to coordinate personnel and team tracking and deployment. The ACE Liaisons will be given access to D4H and will be responsible for tracking their personnel, training, and qualifications. The ACE Liaisons will also be responsible for ensuring documentation for their personnel and team is complete and current. The State IMT Coordinator is responsible for the maintenance of this system.

APPLICATION PROCESS:

Type III AHIMT Personnel:

Prior to submitting the application for AHIMT Type III designation, personnel must have their agency head/director's approval.

1. The individual seeking Type III designation shall submit to their ACE Liaison a request to be issued a Type III PTB.
2. The ACE Liaison will, at their discretion, issue a Type III PTB and create a profile for the individual in D4H for tracking purposes.
3. The individual will work through the PTB and upon its completion, and the completion of the required state training courses, submit the appropriate certificates, completed PTB, and Type III Designation Application (see Attachment C) to their ACE Liaison for review.
4. The ACE Liaison verifies all qualifications are met for the position they are applying, PTBs are complete, and all documentation is uploaded properly to D4H.
5. The State IMT Coordinator gathers applications for review at the next designation subcommittee meeting.
6. The designation subcommittee reviews applicant information and determines if the individual meets the appropriate criteria and training for Type III designation.
7. The designation subcommittee makes their decision, and the State IMT Coordinator forwards the letter of designation (see Attachment E) to the ACE Liaison and individual informing them of their designation.
8. The designation subcommittee periodically reviews the list of designated personnel to ensure all designated personnel and teams have properly documented their qualifications and trainings are current.

Type III Incident Management Teams:

1. When an ACE believes they meet the AHIMT program standards for a Type III Incident Management Team, they may petition the designation subcommittee for approval. The ACE Liaison ensures the minimum number of designated Type III AHIMT personnel are properly entered into D4H and their ACE meets all standards as defined in the Qualifications and Training Requirements listed in Attachment B of this document.
2. The ACE Liaison completes the application for Team Type III designation and submits it to the State IMT Coordinator.
3. The State IMT Coordinator gathers applications for review at the next AHIMT advisory committee meeting.
4. The AHIMT advisory committee approves the ACE as a designated Type III AHIMT.
5. The State IMT Coordinator sends a letter of designation to the ACE Liaison and updates the team status in D4H.

MEDICAL / PHYSICAL QUALIFICATION:

It is recommended team members deployed with the state's Type III AHIMT are capable of performing their duties during deployment. Deployments may entail long hours with few breaks over a long period, which may inherently incur physical, mental, and emotional stress. Team members must be prepared to handle any type of situation and be prepared to adapt to the environment and perform tasks assigned. Individual ACEs are responsible for setting/enforcing medical and physical qualification requirements for their personnel.

RETENTION:

The ACEs are responsible for ensuring that their personnel meet all recurrent training, certification, and currency standards. They are also responsible for ensuring that documentation is current for their personnel. The designation subcommittee will periodically audit personnel records in D4H to ensure personnel and teams maintain designation qualification standards.

LIABILITY:

While operating as part of an Incident Management Team within the state, members are covered by their local jurisdictions. When deployed under the Emergency Management Assistance Compact (EMAC), members of the team are entitled to the liability protections provided by the compact and adopted under state law. Workers' compensation for each member shall be provided by their employer or sponsoring agency.

CODE OF CONDUCT:

The EMHSD reserves the right to set ethical and behavioral standards for State of Michigan AHIMT Program members while deployed. Team members will be representing EMHSD and the state of Michigan, and thusly will be held to the highest standards of ethical and moral conduct. The State of Michigan AHIMT Program's code of conduct will be included in materials available to AHIMT program members and agencies.

DISMISSAL:

Continued participation with the Type III AHIMT program is not guaranteed and is at the discretion of the commander of the EMHSD with input from the Michigan AHIMT Advisory Committee and team leadership. For professional and quality representation of the EMHSD and the state of Michigan, members and teams must conduct themselves in a professional and safe manner. Members are also required to complete the annual training requirements as described in Attachment B to keep their designation current. Failure to meet annual requirements and log them in D4H may result in dismissal.

ACTIVATION AND DEPLOYMENT:

Type III AHIMT personnel or teams will be activated by the State Emergency Operations Center (SEOC) or the Deputy State Director of Emergency Management during statewide emergencies or disasters within the state or Michigan or deployed to other US states and territories through the EMAC.

Type III AHIMT personnel may be deployed to operate a state staging area or logistics staging area, run an Incident Command Post within a local jurisdiction, support a planned event at the request of a local jurisdiction, or any specific request through the EMAC if the team assembled meets the mission outlined in the resource request within the EMAC operations system. Deployed personnel shall be prepared to operate for up to 14 days and pack necessary items to support this length of deployment. All IMT personnel shall have a team issued identification card that will be worn at all times.

While the SEOC is activated, all state Type III AHIMT activations will be coordinated through the SEOC Logistics Section Chief (LSC). The LSC will contact the ACE participating to check for availability and the participating team leader(s) will coordinate activation and participation of their personnel.

DEMOBILIZATION:

The Type III AHIMT Incident Commander contacts the SEOC to inform that the mission has been completed. The Incident Commander will be briefed by the SEOC upon return from deployment. The team's Planning and Finance and Administration section chiefs shall prepare all paperwork for demobilization and reimbursement, if applicable.

REIMBURSEMENT:

The AHIMT program members' employers or sponsoring agencies will be reimbursed according to the provisions of the memorandum of understanding and any policies or procedures issued by the division for this purpose. Reimbursement for deployments under an EMAC or MEMAC request shall follow the appropriate related policies and procedures.

State of Michigan

All-Hazards Incident Management Team

Program Guidance

Attachment A: ACE & ACE Liaison Designation Process

Definitions:

All-Hazards Incident Management Team (AHIMT) Certifying Entity (ACE): An organization within the state of Michigan that has members who are or are working to meet Type III IMT designation.

ACE Liaison: Member of an ACE that serves as the primary point of contact. The ACE Liaisons are responsible for reviewing each Position Task Book (PTB) and signing the designation application for members of the organization who are ready for designation as Type III IMT personnel.

AHIMT Certifying Entity Designation Process

Any organization in the state of Michigan, sanctioned by a governing body, that wishes to be designated as an ACE shall submit the ACE Application form to the Michigan AHIMT Designation Subcommittee. Organizations wishing to become an ACE shall have a minimum of five people in training or who have completed training and are ready to submit for Type III designation or trainee status. Organizations are not required to fully develop their own Type III team, only Type III personnel.

In order to become an ACE, each organization shall:

- Complete the ACE Application.
- Designate a minimum of three ACE Liaisons who meet the criteria below.
- Agree to follow the AHIMT program guidance.
- Sign the ACE Agreement from the governing body.

The organization wishing to be designated as an ACE shall submit the information above to the Michigan AHIMT Designation Subcommittee for review at which time the subcommittee shall make a recommendation to the State IMT Coordinator for approval by the EMHSD commander. Upon approval by the EMHSD commander, the State IMT Coordinator shall inform the ACE Liaisons via email that their designation has been approved. The State IMT Coordinator shall schedule the ACE Liaisons for the next available ACE Liaison Training available. An ACE and its liaisons do not achieve full designation until after the completion of the ACE Liaison Training at which point the liaisons will be granted access to D4H and may begin processing their membership or team for designation.

ACE Liaison Designation Process

The ACE Liaisons are designated either as part of an ACE's initial application, in addition to, or as replacement of an existing ACE Liaison. Regardless of the reason for appointment, ACE Liaisons shall meet and maintain the following criteria:

- Have approval from their ACE to serve as the ACE Liaison, including a signature from the leadership of the ACE on their application.
- Have submitted an ACE Liaison application to the State IMT Coordinator for review and approval by the Michigan AHIMT Designation Subcommittee either as part of the ACE Designation Application or as an independent ACE Liaison Application.
- Meet the requirements for designation as a Type III Command or General Staff position either at the time of application or within one (1) year of designation as an ACE Liaison.

Responsibilities following designation:

- Maintain their designation in a Type III Command or General Staff position for the duration of their time as an ACE Liaison.
- Attend a minimum of three (3) ACE Liaison Meetings each year.
- Review PTBs and training requirements for each member submitting for their Type III designation and provide feedback to members on progress.
- Submit an AHIMT Type III ACE Liaison Affidavit with each application from a member requesting Type III designation.
- Coordinate with the State Emergency Operations Center to meet requests for personnel and teams to mobilize.

State of Michigan
All-Hazards Incident Management Team
Program Guidance
ACE Application

Organization Information

AHIMT Certifying Entity (ACE) Name: _____

Governing Body/Organization: _____

Governing Body/Organization Contact: _____

Contact Phone: _____ Contact Email: _____

ACE Liaisons

ACE Liaison: _____

ACE Liaison Phone: _____ ACE Liaison Email: _____

ACE Liaison: _____

ACE Liaison Phone: _____ ACE Liaison Email: _____

ACE Liaison: _____

ACE Liaison Phone: _____ ACE Liaison Email: _____

ACE Liaison: _____

ACE Liaison Phone: _____ ACE Liaison Email: _____

Governing Body/Organization Approval

As a leadership member of the Governing Body/Organization listed above, I hereby authorize the ACE to participate in the State of Michigan AHIMT Program and designate the persons listed above as our ACE Liaisons.

Printed Name

Signature

Date

State of Michigan

All-Hazards Incident Management Team

Program Guidance

Attachment B: Qualification & Training Requirements

The following positions are required as part of a Type III Incident Management Team (IMT):

- Incident Commander
- Safety Officer
- Liaison Officer
- Public Information Officer
- (2) Operations Section Chief
- Logistics Section Chief
 - Communications Unit Leader
- Planning Section Chief
 - Situation Unit Leader
 - Resources Unit Leader
- Finance/Administration Section Chief

The following positions are optional as part of a Type III IMT and may be activated based on the scope and duration of the incident:

- Geographic Information System Specialist
- Time Unit Leader
- Procurement Unit Leader
- Cost Unit Leader
- Documentation Unit Leader
- Demobilization Unit Leader (often combined with Resources Unit Leader)
- Medical Unit Leader
- Supply Unit Leader
- Food Unit Leader
- Communications Technician
- Branch Directors
- Division/Group Supervisors
- Compensation and Claims Unit Leader

Individuals wishing to achieve Type III designation through the State of Michigan All-Hazards IMT Program must complete the following training prior to submitting the Position Task Book (PTB) to the ACE Liaison for approval:

- IS – 100 Introduction to the Incident Command System
- IS – 200.b ICS for Single Resources and Initial Action Incidents
- ICS – 300 Intermediate ICS for Expanding Incidents
- ICS – 400 Advanced ICS
- IS – 700 Introduction to the National Incident Management System
- IS – 800 National Response Framework, an Introduction
- G-191 Incident Command System/Emergency Operations Center Interface

- MI CIMS End User Training
- O-305 All Hazards Incident Management Team
 - Either before achieving Type III Designation or within one year of designation

Individuals wishing to maintain their Type III designation shall meet the following yearly training requirements:

- Complete eight (8) hours of relevant training each year.
- Participate in a minimum of one state or county level exercise/event each year.
- Remain in good standing with their ACE.
- Maintain currency on PTBs as required by their ACE.

Teams wishing to achieve Type III designation shall have a minimum of one person qualified in each of the positions listed in the required section above. Teams shall, within three years of Type III designation have a minimum of two persons qualified in each of the positions listed in the required section above. Teams shall make an effort to qualify members in the optional positions in the event an incident expands, and those roles need to be filled.

State of Michigan
All-Hazards Incident Management Team
Program Guidance
Attachment D: Code of Conduct

While on deployments you represent yourself, your agency, your state, and your Governor. Past training, exercising, and experiences have helped prepare you for the responsibility of responding on behalf of your agency and state. Many assignments involve highly structured responses in unusual conditions including on and off scene activities during your deployment. You are expected to follow rules of general good conduct on and off the disaster scene.

Behavior during on or off-duty hours and/or off incident can be subject to local, state, and/or federal policies, laws, or regulations. Off-duty behavior that negatively affects other employees or affects your ability to perform work upon return to duty can be grounds for discipline by the sending agency and ineligibility for future deployments.

General guidelines for behavior during deployments:

1. Drive agency/rental vehicles in a safe and lawful manner to and from your incident assignment, your lodging, and to obtain necessary supplies.
2. You are an emergency response resource. You must be well rested and in an alert condition so you can perform safely and effectively at all times. *NEVER drive any vehicle under the influence of alcohol or other mind-altering substances or allow unauthorized persons to operate them.*
3. Respect the local public. You are in their hometown.
4. You will encounter people of diverse racial and ethnic backgrounds. Behavior or language, which could be interpreted as racial or sexual harassment will not be tolerated.
5. You are responsible for understanding the conditions of your deployment. If you have concerns or questions, contact your agency or your Team Leader.
6. You are responsible for your own actions. Stay together and work together as a team.
7. If you have an issue that needs resolution, talk to your Team Leader.
8. Remember you are working for (under the operational control of) the jurisdiction that requested you.
9. You may be recalled home at any time (under the command and control of your home agency). If recalled home, you will demobilize in accordance with the direction of your home agency.

I have read the above, understand these expectations, and agree to follow them.

Printed Name

Signature

Date

State of Michigan
All-Hazards Incident Management Team
Program Guidance
Attachment E: Type III Individual Letter of Designation

Dear _____,

On behalf of the Michigan All-Hazards Incident Management Team (AHIMT) Designation Subcommittee, please accept our sincerest congratulations on achieving your designation as a Type III _____ for the state of Michigan.

Effective immediately, you are being moved into the operational category and can be requested as part of a team or single resource request for responses in state or through Emergency Management Assistance Compact requests for out of state responses. A copy of this letter is also being distributed to your AHIMT Certifying Entity (ACE) and ACE Liaisons.

Please let us know if you have any questions, and please be sure to review the requirements to maintain your Type III status.

Thank you,

EMHSD Commander
Michigan State Police
Emergency Management and Homeland Security Division

State of Michigan
All-Hazards Incident Management Team
Program Guidance
Attachment F: Type III Individual Letter of Designation

Dear _____,

On behalf of the Michigan All-Hazards Incident Management Team (AHIMT) Advisory Committee and the Michigan State Police, Emergency Management and Homeland Security Division, please accept our sincerest congratulations on achieving your designation as a Type III Incident Management Team for the state of Michigan.

Effective immediately, your team is being moved into the operational category and can be requested for responses in state or through Emergency Management Assistance Compact requests for out of state responses. A copy of this letter is also being distributed to your AHIMT Certifying Entity (ACE) and ACE Liaisons.

If you have any questions, please feel free to contact Mr. Andrew Zaccagnini, State IMT Coordinator, at any time.

Thank you,

EMHSD Commander
Michigan State Police
Emergency Management and Homeland Security Division

INCIDENT MANAGEMENT TEAM

DESCRIPTION	An Incident Management Team (IMT) provides incident management or support during incidents or events that exceed a jurisdiction's or agency's capability or capacity. Teams may include members of local, state, tribal, territorial, and Federal entities; Nongovernmental Organizations (NGO); and private sector organizations. Teams encompass various agencies and jurisdictions.
RESOURCE CATEGORY	Incident Management
RESOURCE KIND	Team
OVERALL FUNCTION	<p>The IMT:</p> <ol style="list-style-type: none"> 1. Deploys to manage emergency responses, incidents, or planned events requiring a higher capability or capacity level than the requesting jurisdiction or organization can provide 2. Assists with incident management activities during all-hazards events, including natural and human-caused events, as well as planned events 3. Assumes management of the incident for the requesting jurisdiction or agency, or supports a local Incident Commander (IC) or Unified Command and its IMT in managing an incident or event 4. Directs and tracks tactical resources that the Authority Having Jurisdiction (AHJ) and other supporting organizations provide 5. Performs Command, Operations, Planning, Logistics, Finance/Administration, Safety, Public Information, and Liaison functions, as the incident requires 6. Coordinates with Emergency Operations Center (EOC) personnel, AHJ, and Agency Administrators regarding incident management objectives and support 7. Typically supports incident management activities of a corresponding incident complexity; for example, a Type 2 IMT typically supports a Type 2 incident 8. Has short- and long-team configurations; long-team configurations include additional positions and capabilities to meet an incident's needs based on results of a complexity analysis

**COMPOSITION AND
ORDERING SPECIFICATIONS**

1. Discuss logistics for deploying this team, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment
2. Discuss available facilities for establishing an Incident Command Post (ICP), including their proximity to the incident
3. Discuss team relief or replacement, as well as team member overlap to allow for smooth operational transition
4. Discuss the need for specialty capabilities, such as effective response to hazardous materials, law enforcement events, structural fire, or wildland fire
5. Discuss staffing and equipment needs based on the complexity of the incident, such as the need for deputies and assistants or the need to provide 24-hour coverage
6. Requestor conducts an incident complexity analysis and discusses the results with the provider to identify necessary levels of support; typical incident complexity factors include:
 - a. Threat to life, property, and the environment
 - b. Extent or severity of damage or harm
 - c. Need for 24-hour staffing
 - d. Length of expected deployment periods
 - e. Impact to the population
 - f. Geographic extent of the incident
 - g. Organizational complexity and number of jurisdictions involved
 - h. Availability of resources
 - i. Political, social, and economic sensitivities
 - j. Level of public and media attention
7. Requestor and provider discuss IMT responsibilities and authority throughout the incident
8. An IMT working outside of its sponsoring entity's authority may need authorization from the requesting jurisdiction or agency, such as a Delegation of Authority, Financial Spending Authority, Letter of Direction, or Mission Assignment
9. Requestor and provider discuss existing incident command structures and other coordinating entities, such as Federal, state, tribal, territorial, and local governments; EOC; Multiagency Coordination (MAC) Groups; and Joint Information Systems (JIS)
10. As an incident grows geographically and in number of jurisdictions, the IMT should ensure that appropriate authorizations are in place, such as a Delegation of Authority from a regional or state entity
11. An all-hazards IMT may be a multidisciplinary group representing law enforcement, public health and medicine, fire, EMS, urban search and rescue, and other fields
12. Requestors should consider ordering the closest available resource to manage expanding incidents until a more qualified and capable resource is available
13. Team may also provide a transition from the response to recovery phase
14. Requestor and provider discuss tactical capabilities available through the AHJ, such as hazardous materials response or technical rescue teams, and order these resources separately if not available
15. Requestor and provider discuss the need for additional personnel or capabilities, such as Geographic Information Systems Specialists or Analysts, staging area managers, fatality management personnel, or other technical specialists
16. Requestor and provider discuss the need to include trainees on the team
17. Requestor and provider discuss the process and expectations for documentation; ordering, tracking, and managing resources; tracking and managing personnel hours; ensuring adequate personnel accountability; ensuring personnel safety and welfare; managing contracts and Memorandums of Understanding (MOU); and managing communications processes and equipment

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.



Resource Typing Definition for Operational Coordination
Incident Management

COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
MINIMUM PERSONNEL PER TEAM	Same as Type 2	15	12	<p>1. These team members represent minimum personnel for short-team configurations and do not include trainees or technical specialists.</p> <p>2. For Type 1 and Type 2 teams, short-team configurations typically include 26 personnel and long-team configurations typically include 44 personnel.</p>
MANAGEMENT AND OVERSIGHT PERSONNEL PER TEAM	1 - National Incident Management System (NIMS) Type 1 Incident Commander	1 - NIMS Type 2 Incident Commander	1 - NIMS Type 3 Incident Commander	An additional IC (Type 1, 2, or 3) may fill the role of deputy IC if the IC or requesting jurisdiction or entity requests it.



Resource Typing Definition for Operational Coordination
Incident Management

COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
SUPPORT PERSONNEL PER TEAM	1 - NIMS Type 1 Public Information Officer 1 - NIMS Type 1 Safety Officer 1 - NIMS Type 1 Liaison Officer 2 - NIMS Type 1 Operations Section Chief 1 - NIMS Type 1 Planning Section Chief 1 - NIMS Type 1 Logistics Section Chief 1 - NIMS Type 1 Finance/Administration Section Chief 1 - NIMS Type 1 Air Operations Branch Director 1 - NIMS Type 1 Communications Unit Leader 1 - NIMS Type 1 Situation Unit Leader 1 - NIMS Type 1 Resources Unit Leader 1 - NIMS Type 1 Geographic Information Systems Specialist 1 - Computer technical specialist	1 - NIMS Type 2 Public Information Officer 1 - NIMS Type 2 Safety Officer 1 - NIMS Type 2 Liaison Officer 2 - NIMS Type 2 Operations Section Chief 1 - NIMS Type 2 Planning Section Chief 1 - NIMS Type 2 Logistics Section Chief 1 - NIMS Type 2 Finance/Administration Section Chief 1 - NIMS Type 1 Air Operations Branch Director 1 - NIMS Type 2 Communications Unit Leader 1 - NIMS Type 1 Situation Unit Leader 1 - NIMS Type 1 Resources Unit Leader 1 - NIMS Type 1 Geographic Information Systems Specialist 1 - Computer technical specialist	1 - NIMS Type 3 Public Information Officer 1 - NIMS Type 3 Safety Officer 1 - NIMS Type 3 Liaison Officer 2 - NIMS Type 3 Operations Section Chief 1 - NIMS Type 3 Planning Section Chief 1 - NIMS Type 3 Logistics Section Chief 1 - NIMS Type 3 Finance/Administration Section Chief 1 - NIMS Type 3 Communications Unit Leader 1 - NIMS Type 1 Situation Unit Leader 1 - NIMS Type 1 Resources Unit Leader	<ol style="list-style-type: none"> 1. IMT types and capabilities are tied to incident complexity. 2. An IMT of different complexity Type may manage or support the incident until an appropriately Typed IMT can deploy. 3. Command and general staff type should match the IMT type, though subordinate positions, such as Unit Leaders, are not tied to incident complexity and may be of a single type. 4. Personnel meet the minimum qualifications indicated in the appropriate position qualifications system, such as the National Qualifications System (NQS). Position typing schemes may vary depending on the qualifications system the AHJ uses. 5. Type 4 teams composed of 7 to 10 command and general staff positions may exist for local or regional incident management but are not a NIMS typed resource. 6. Teams include two or more Operations Section Chiefs, who may serve as deputy, as Operations Section Chief for different operational periods, or as planning assistant. 7. Long-team configurations typically include additional positions, such as Service Branch Director, Support Branch Director, Facilities Unit Leader, Supply Unit Leader, Food Unit Leader, Medical Unit Leader, Ground Support Unit Leader, Ordering Manager, Communications Technician, Communications Center Manager, Documentation Unit Leader, Demobilization Unit Leader Geographic Information Systems Specialist, two Division/Group Supervisors, Air Tactical Group Supervisor, Air Support Group (Continued)

COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
SUPPORT PERSONNEL PER TEAM				(Continued) Supervisor, Cost Unit Leader, Time Unit Leader, Compensation/Claims Unit Leader, and Procurement Unit Leader. 8. The IMT may include an Intelligence and Investigations Section Chief, based on incident needs. 9. The IMT may include technical specialists in specific areas, such as public health, access and functional needs (AFN), volunteer management, fire behavior, and more. 10. Both short- and long-team configurations typically include several discretionary positions and trainees. 11. The computer technical specialist is not a NIMS typed position.
PERSONNEL MANAGEMENT CAPABILITIES PER TEAM	Typically manages more than 500 personnel	Typically manages up to 500 personnel	Typically manages up to 200 personnel	Personnel criteria are flexible parameters for identifying the level of capability to manage the incident.
ELECTRONICS AND OFFICE EQUIPMENT PER TEAM	Same as Type 2	Same as Type 3	Electronic and office equipment commensurate with the mission assignment	The IMT needs resources to create, duplicate, and distribute an Incident Action Plan for each operational period, in addition to other Incident Command System (ICS) documents and forms.
PERSONAL PROTECTIVE EQUIPMENT (PPE) EQUIPMENT PER TEAM MEMBER	Same as Type 2	Same as Type 3	Appropriate Personal Protective Equipment (PPE), if necessary	1. PPE requirements are based on the position, the nature of the incident, and the environmental conditions experienced or expected. Not all positions require PPE. 2. PPE is mission specific and may vary by work environment; it includes protective footwear, protective clothing for skin exposure, eye and ear protection, respirators, gloves, and masks.
COMMUNICATIONS EQUIPMENT PER TEAM	Same as Type 2	Same as Type 3	Communications equipment commensurate with the mission assignment	The IMT arrives with or can order portable radios, repeaters, portable cellular towers, mobile communications units, mobile command posts, and other communications support equipment as necessary to provide communications for the incident.



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ADMINISTRATIVE SUPPORT SUPPLIES PER TEAM	Same as Type 2	Same as Type 3	Basic office supplies and electronics equipment necessary to support development and distribution of IAP, maps, and other mission needs for 72 hours of continuous operations	<ol style="list-style-type: none">1. Office supplies are per section of the team.2. Teams should use an established resource tracking system, such as T-cards or another inventory system.

NOTES

1. Nationally typed resources represent the minimum criteria for the associated component and capability.
2. The composition identified above represents the minimum personnel for a short-team configuration; additional personnel or resources may be necessary to meet the mission assignment, depending on incident complexity.
3. Requestor and provider negotiate the total number of positions on the team.
4. Personnel may be responsible for providing proof of qualification, such as an Incident Qualification Card or documentation from their AHJ.

REFERENCES

1. FEMA, NIMS 509: Incident Commander
2. FEMA, NIMS 509: Public Information Officer
3. FEMA, NIMS 509: Safety Officer
4. FEMA, NIMS 509: Liaison Officer
5. FEMA, NIMS 509: Logistics Section Chief
6. FEMA, NIMS 509: Operations Section Chief
7. FEMA, NIMS 509: Planning Section Chief
8. FEMA, NIMS 509: Finance/Administration Section Chief
9. FEMA, NIMS 509: Air Operations Branch Director
10. FEMA, NIMS 509: Situation Unit Leader
11. FEMA, NIMS 509: Resources Unit Leader
12. FEMA, NIMS 509: Communications Unit Leader
13. FEMA, NIMS 509: Geographic Information Systems Specialist
14. FEMA, NIMS 509: Geographic Information Systems Analyst
15. FEMA, NIMS 509: Facilities Unit Leader
16. FEMA, NIMS 509: Supply Unit Leader
17. FEMA, NIMS 509: Food Unit Leader
18. FEMA, NIMS 509: Medical Unit Leader
19. FEMA, NIMS 509: Ground Support Unit Leader
20. FEMA, NIMS 509: Ordering Team Leader, pending publication
21. FEMA, NIMS 509: Communications Technician
22. FEMA, NIMS 509: Air Support Group Supervisor
23. FEMA, NIMS 509: Air Tactical Group Supervisor
24. FEMA, NIMS 509: Cost Unit Leader
25. FEMA, NIMS 509: Time Unit Leader
26. FEMA, NIMS 509: Procurement Unit Leader
27. FEMA, NIMS 509: Compensation/Claims Unit Leader
28. FEMA, NIMS 509: Service Branch Director
29. FEMA, NIMS 509: Support Branch Director
30. FEMA, NIMS 509: Documentation Unit Leader
31. FEMA, NIMS 509: Demobilization Unit Leader
32. FEMA, National Incident Management System (NIMS), October 2017



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- 33. All-Hazards Incident Management Teams Association (AHIMTA), Interstate Incident Management Team Qualifications System (IIMTQS) Guide, May 2016
- 34. AHIMTA, Inter-state Mission Ready Package All-Hazards IMT Type 3, August 2014
- 35. National Interagency Fire Center (NIFC), National Interagency Mobilization Guide, March 2017