

**Connecticut Department of Emergency Management and Homeland
Security**

**INCIDENT MANAGEMENT TEAM COMMITTEE
OF THE
STATE-WIDE EMERGENCY MANAGEMENT AND HOMELAND
SECURITY COORDINATING COUNCIL**

***All Hazard Incident Management Team
Implementation Manual***

January, 2010 Version 1

Preface

The following document has been created to enable the development of five (5) Regional Incident Management Teams (IMTs) within the State of Connecticut, each, at a minimum, a Type 4 All-Hazards Team, and each with the capability to deploy within any of the five Department of Emergency Management and Homeland Security (DEMHS) regions or statewide if needed. The goal is to have one such Team in each DEMHS region.

This document contains information pertaining to the organization, implementation and utilization of an All-Hazard Connecticut Incident Management Team for a DEMHS Region. This document could also be used by municipalities wishing to establish local teams created under these guidelines.

This document is modeled after the FEMA All-Hazards Incident Management Team Technical Assistance Program Team Manual, August 2007 edition, as amended. This document may be referenced at:

http://www.usfa.dhs.gov/downloads/pdf/imt/ahimt_ta_team_manual.pdf

Governor Rell's Executive Order Number 10 directs the Commissioner of the State of Connecticut Department of Emergency Management and Homeland Security ("DEMHS") to take such action as the Commissioner shall deem advisable to establish training programs, policies, procedures and protocols to implement the National Incident Management System (NIMS) and integrated Incident Command Structure (ICS) components within all appropriate emergency action and other plans for the State of Connecticut so as to ensure effective and efficient levels of incident management. The establishment of a Regional Connecticut Incident Management Team within each of the DEMHS Regions is an integral part of this effort to enhance incident management statewide. Executive Order Number 10 may be referenced at:

<http://www.ct.gov/governorrell/cwp/view.asp?A=1719&Q=303090>

A Regional All Hazards Incident Management Team is designed to provide personnel that are trained and organized to support emergency response and recovery efforts or planned event operations by providing the framework necessary to establish an incident command or unified command system as required by the National Incident Management System (NIMS). A Regional IMT may be used for, but not limited to:

- Incidents that may overwhelm the ability of the Authority Having Jurisdiction (AHJ) to adequately provide incident management due to the size, scope or complexity of an event;
- Incidents involving terrorism or other criminal activity;
- Incidents that pose unique tactical and/or incident management requirements; and
- Special and planned events that may require the coordination of multiple agencies and organizations, or pose unique or significant response challenges.

Overall command of any incident will always remain with the Authority Having Jurisdiction (AHJ).

Each Regional All Hazards Incident Management Team will provide support and consultation to the Incident Commander/Unified Commander; and, will only assume command over any incident/event by a written delegation of authority from the local AHJ. This delegation of authority will not relieve the local AHJ of responsibility for the incident or event.

The regional teams will be administered at the regional level in compliance with this plan, with recognition and re-recognition that the IMT members have the appropriate cognitive and practical skills necessary to serve on the Team. The IMT Committee of the State-wide Emergency Management and Homeland Security Council (Coordinating Council) will approve the training plan and the Regional IMT will and maintain documentation that the appropriate training has taken place.

It is expected that the team development will be inclusive of all emergency support functions, and may include subject matter specialists from both public and private entities.

This document has been broken down into four sections:

- 1) Administration;
- 2) Training;
- 3) Incident Situation Analysis, and;
- 4) IMT Management.

Part One: Administration

1. Administration of the Teams.

Each team shall have an Executive Committee, whose primary purpose will be to provide oversight to the team. The following five administration positions are a minimum for the establishment of a regional team. At a minimum, the Executive Committee should include the Team Leader, the Deputy Team Leader, the Secretarial Administrator and the Training Administrator. Each team may elect to fill additional positions as necessary. Each team will provide the name of the team's current duty officer to the DEMHS Operations Unit.

The teams will be required to have the following:

- 1) Team Leader- Responsible for the overall business operation of the team. This individual will be the point of contact between DEMHS and the team;
- 2) Deputy Team Leader- Responsible for assisting the Team Leader with the day to day business of the team;
- 3) Secretarial Administrator- Responsible for communications for the team, and other related duties;
- 4) Training Administrator- Responsible for ensuring all team members' training is current and facilitating the availability of training opportunities for team members;
- 5) Duty Officers- Responsible for assisting the administrative team as necessary, and operates as a point of contact for team deployment. The position of Duty Officer will be assumed on a rotational system by the Executive Committee. If the scheduled Duty Officer can not fulfill his/her obligation, then s/he must arrange for a substitute with another member designated as a Duty Officer.

The composition of the Executive Committee is required to include, at a minimum, representatives from three different Emergency Support Functions (ESFs). This is required to ensure that all disciplines are involved with the team.

2. Team Member Qualifications.

It is understood and agreed that all individuals serving on an IMT do so as volunteers, with no expectation of compensation for service on the IMT except as may be due to them under Title 28 of Connecticut General Statutes or under any agreement if they are sponsored by an employer. It is also understood that no individual will self-deploy to any

incident. To ensure validity of this program, the following criteria must be met to allow an individual to serve on a recognized team:

Type 5 (Local)

NIMS 100,200,300,400,700,800

- Working knowledge of the local Emergency Management Plan;
- Awareness of Regional Emergency Support Plan;
- Awareness of the State Fire Plan;
- Awareness of statewide Natural Disaster Plan;
- Awareness of statewide Consequence Management Plan, and;
- Recommend Command and General Staff Functions Class for Local IMT.

Type 4 (DEMHS Regional)

NIMS 100,200,300,400,700,800

- Working knowledge of the local Emergency Management Plan;
- Working knowledge of Regional Emergency Support Plan;
- Working knowledge of the State Fire Plan;
- Awareness of statewide Natural Disaster Plan;
- Awareness of statewide Consequence Management Plan, and;
- Command and General Staff Functions for Local IMT Class (or equivalent credentialed class, as authorized by NIMS Implementation Plan).

Type 3 (DEMHS Regional/State/Federal)

NIMS 100,200,300,400,700,800

- Working knowledge of the local Emergency Management Plan;
- Working knowledge of Regional Emergency Support Plan;
- Working knowledge of the State Fire Plan;
- Working knowledge of statewide Natural Disaster Plan;
- Working knowledge of statewide Consequence Management Plan;
- Command and General Staff Functions for Local IMT Class (or equivalent credentialed class, as authorized by NIMS Implementation Plan);
- All Hazard Incident Management Team Program (AHIMT) (or equivalent credentialed program, as authorized by NIMS Implementation Plan), and;
- Available for deployment associated with the AHIMT Training program and for Emergency Deployment.

3. Minimum Identified Positions per Team Type.

The goal of the IMT program is to have all positions filled three deep, to ensure the availability of personnel for team activation.

Type 5 (10 positions):

Incident Commander, Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance Section Chief, Staging Area Manager, Safety Officer, PIO (Public

Information Officer), Intelligence (*Could be Officer, Section Chief, Unit Leader, or Branch Director under Operations*), Liaison Officer.

Type 4 (17 positions):

All above, plus-
Situation Unit Leader, Resource Unit Leader, Documentation Unit Leader, Technical Specialists, Service Branch Director, Support Branch Director and Communications Unit Leader

Type 3 (27 positions):

All above, plus-
Demobilization Unit Leader, Medical Unit Leader, Food Unit Leader, Supply Unit Leader, Ground Support Unit Leader, Facilities Unit Leader, Time Unit Leader, Compensation/Claims Unit Leader, Cost Unit Leader, Procurement Unit Leader.

4. Team Member Application.

All applicants to a regional team must recognize that their service on the team will be as a volunteer, and also that they may be sponsored by their respective public service (local municipality, Tribal Nation or state agency), or private employer. If the member wishes to be sponsored by his or her employer, a formal memorandum of understanding between the parties should be executed, and should include an assurance that the member will be available for deployment and will be covered by the employers' workers compensation insurance unless covered by the state in certain circumstances under Title 28 of the Connecticut General Statutes. Individuals that are not sponsored by a State or Local Government, Tribal Nation or Private Employer shall refer to Title 28 of the Connecticut General Statutes, and shall consult with the Incident Management Team Committee of the DEMHS Coordinating Council.

5. Team Activation (See also Part Three below).

At the discretion of the on-scene incident commander (Authority Having Jurisdiction), activation of an IMT may be requested.

Teams may be activated with the approval of the Commissioner of DEMHS, or his/her designee. Guidelines will be established by DEMHS, in consultation with the IMT Committee of the DEMHS Coordinating Council, for team activations.

Currently, any request for team activation must be made to the DEMHS Regional Coordinator by email or phone, or the DEMHS Duty Officer by calling 860-566-3180. The request will be reviewed for approval by the Commissioner or designee. Paperwork to document the activation will be required (after the incident, in the case of an emergency activation.) See DEMHS Standard Operating Procedure: Approval of

Activities of Members of the Incident Management Teams. The Regional Emergency Support Plan may also contain activation guidelines.

6. Workers Compensation for Team Members.

Upon authorized activation of any IMT established in conformance with these guidelines and the requirements of Connecticut General Statutes Title 28, all properly deployed members will be covered under Title 28 as civil preparedness force members.

7. Initial Recognition of an IMT.

Any team requesting recognition as a regional IMT must submit the following information to the IMT Committee of the DEMHS Coordinating Council:

- Names of the Administrative Officers;
- Names of each IMT member, as well as training record summary;
- Training event summary for the team (including dates and types of team training);
- IMT Table of Organization.

The IMT Committee shall make a recommendation of recognition of the team to the Coordinating Council. The Coordinating Council shall in turn make a recommendation of recognition of the team to the DEMHS Commissioner for final review and approval.

This recognition process shall be repeated biannually, with the Regions 1, 3, and 5 teams recognized in the odd number years, and Regions 2 and 4 recognized in the even number years. At any time, the Commissioner or his/her designee may suspend and/or de-certify either an individual or a team.

8. Review of IMT Policies and Procedures.

In order to standardize the operation of the regional IMTs, any policies and procedures instituted by the IMT shall be presented to the IMT Committee of the DEMHS Coordinating Council for review.

The IMT Committee shall make a recommendation of recognition of the Regional IMT Policies and Procedures to the Coordinating Council. The Coordinating Council shall in turn make a recommendation of recognition of the IMT Policies and Procedures to the DEMHS Commissioner for final review and approval.

9. Equal Opportunity and Non Discrimination.

It is the firm policy of each IMT that every person involved with training, exercising, activation, or deployment of the Team in any way shall be free of any type of harassment or discrimination for any reason, including, but not limited to, that person's race, national origin, religion, age, gender (sex), gender identity, or sexual orientation. The IMT policy is "zero tolerance" for any such harassment or discrimination.

In the case of a disability covered under the Americans With Disabilities Act, the knowledge and skill prerequisites, identified by the Department of Homeland Security, US Fire Administration, National Fire Academy, the National Incident Management System Integration Center (NIC), and the National Credentialing System are considered to be the Essential Job Functions that apply to the Team positions identified in this document. Team Leaders will permit and encourage full participation of disabled people by making reasonable accommodations where such accommodations allow a team member to perform these Essential Job Functions and fully meet training course and/or exercise objectives without placing other team members in danger of injury or death.

The Executive Committee is responsible for the overall team demeanor and conduct. Team members in supervisory positions are responsible for team demeanor and conduct when deployed and/or operational. It is their responsibility to adhere to this policy and to insure that all personnel under their supervision comply with this section of this SOP at all times. The Executive Committee is expected to take every opportunity to actively promote tolerance and acceptance of diversity.

Failure to adhere to this policy shall be considered a serious offense. If subsequent investigation substantiates a team member's failure to do so, he/she may expect disciplinary action up to and including removal from the Team.

10. Conduct: Self Dispatching or Deployment Prohibited.

All Team members shall conduct themselves in a safe, efficient and professional manner at all times when they are representing the team.

All Team members while deployed agree to obey and follow all policies and procedures outlined in this document or in the Team's documents. Failure to do so may result in disciplinary action or the removal from the team.

When accepting a team position, each member is required and agrees to attend 50% of all team meetings and training events within a calendar year. Failure to comply may result in removal from the team by a vote of the Executive Committee.

Alcohol or illegal drugs shall not be permitted at any incident scene, training, exercise site, or event location. Team members who report to an incident scene, event location, a training or exercise site while under the influence of alcohol or illegal drugs shall be relieved of their duties by the on-duty Team Leader or Safety Officer.

No team member will self-deploy or freelance at any time. A member desiring to attend a function or incident other than his/her own Team's deployment, in his or her capacity as a Team member, must obtain permission from the Team Leader or Deputy Team Leader to attend. If permission is granted, team activation steps must be followed.

11. Disciplinary Action.

Each Team shall establish a system of disciplinary action, which shall be reviewed by the IMT Committee of the DEMHS Coordinating Council.

Part Two: Training

1. History:

After the events of September 11, 2001, the President of the United States mandated a consistent approach to handling incidents that require the use of many agencies. Presidential Directives HSPD 5 and HSPD 8 came into existence. The State of Connecticut, in conjunction with the National Integration Center, (NIC) and the Incident Management Systems Division, (IMSD) has developed a plan to move forward with this requirement, consistent with the National Response Framework and the National and State priorities.

2. Purpose:

This document outlines the steps necessary to provide training and education to those people interested in becoming members of a Type 3, Type 4 or Type 5 Team within the State of Connecticut. This manual may also be used to provide guidance and direction to local municipalities attempting to develop Type 5 Teams.

3. Definitions:

The following definitions are in place for Incident Management Teams:

Type 1 National and State level

Federally or State recognized team, most experienced, most equipped in existence at this time.

Type 2 National and State level

Federally or State recognized team, less staffing and experience than Type 1, used for smaller scale incidents at this time.

Type 3 All Hazard Incident Management Team (AHIMT)/DEMHS Regional Team/State/Federal

In Connecticut, a team able to serve across DEMHS regions with or without specific mutual aid agreements; can be multi-agency and multi-jurisdictional in nature.

Type 4 DEMHS Regional Team

A team recognized in a DEMHS Region as multi-agency and multi-jurisdictional, with possible ability to serve across DEMHS regions with or without specific mutual aid agreements.

Type 5 Municipality or Municipal Tax District

A team, locally recognized, can be multi-jurisdictional usually by requesting mutual aid.

4. Objectives:

- Establish minimum required training and qualification standards for position - assignments and teams;
- Retain the foundation of a multi-discipline performance based qualification system established the United States Fire Administration (USFA);
- Allow for the development of skills and knowledge outside the formal classroom environment;
- Develop standards for Type 3, 4 and 5 teams within the State of Connecticut, and;
- Provide position-specific training for qualified individuals to attend, and then establish the steps necessary for trained, qualified individuals to shadow those specific positions to gain the knowledge and experience necessary to meet the team type requirements.

5. Incident Qualification System:

The incident qualification system to be used for IMTs in Connecticut is the United States Fire Administration (USFA)/FEMA system.

A. Description of System

The Incident Qualification System is a “performance based” qualification system. In this system, the primary criterion for qualification is individual performance as observed by an evaluator certified in that position; using approved standards.

In a performance based system:

- Qualification is based upon demonstrated performance as measured on incidents and planned events, normal job activities, in simulated exercises or classroom activities.
- Personnel who have learned skills from sources other than actual performance such as

specific training programs (structural fire, law enforcement, search and rescue, EMS, etc.), and can provide documented proof, may not be required to complete specific courses in order to qualify for an incident position.

1. The components of the incident qualification system are as follows:

- a. **Position Task Books (PTB)** contain all critical tasks, which are required to perform the job. Subject matter experts have established the tasks in each PTB. PTBs are in a format that allows documentation of a trainee's ability to perform each task. Tasks pertaining to tactical decision-making and safety are flagged and require position performance on an incident or preplanned event. Remaining tasks may be evaluated through other means such as simulation, or other emergency and non-emergency work. Successful completion of all required tasks of the position, as determined by an evaluator(s), will be the basis for recommending recognition.

IMPORTANT NOTE: Trainee requirements include completion of all required training courses and prerequisite experience prior to obtaining an initiated PTB. The only exceptions are those Command and General Staff positions including FEMA Course Numbers IS-320 and Advanced ICS I-400 as required training. PTBs and the qualification process can be initiated for those positions prior to attendance and completion of these two courses. This will allow trainees to gain experience that will prepare them for passing these advanced courses. The Connecticut Regional IMTs will follow the guidance provided in the FEMA All-Hazards IMT Technical Assistance Program Team Manual, August 2007, as amended.

- b. **Training courses** provide the specific knowledge and skills required to perform tasks identified in the PTB. This provides a direct link between training and job performance. Required training has been held to the minimum required to provide for safe operations on incidents. Although most training courses are not "required," all courses are available and considered to be a primary means by which personnel can prepare for position performance evaluation.
- c. **Job Aids** exist to facilitate development where there is no developed training course and to provide a ready reference for performance on the job. Individuals must possess the knowledge and skills to perform job aid tasks.
- d. **Certification and Documentation** is the responsibility of the Team Executive Committee, working in collaboration with the individual. The Team Executive Committee must certify to the IMT Committee of the Coordinating Council that the individual is qualified to perform in a specific position. Individuals are responsible for providing proof of qualification on an incident. Certification and re-certification is a determination that each local authority having jurisdiction or other agency head must make based on task evaluations, position performance evaluations and their own judgment of the quality of an individual's experience.

- e. **IMTs must verify their members' qualifications.** A key component in becoming and remaining an IMT member is the subjective evaluation by the appropriate IMT official of an individual's capability to perform in a position. Completion of required training and experience requirements alone does not guarantee that an individual is qualified to perform in an IMT position.

B. QUALIFICATIONS TO BECOME AND REMAIN IMT MEMBER

1. Applications

Applicants shall complete an application, training survey and medical history form, including all supporting documentation (i.e., certificates, resume, etc.). The application package shall be forwarded to the IMT Administrative Officer (AO).

Members shall be selected as IMT members based on the following criteria:

1. Length, depth and scope of emergency service experience, including:
 - Command, Command Staff, and General Staff experience;
 - Type and scale of incidents they have participated in;
 - Formal education in incident management or emergency management of disasters and major emergencies; and
 - Formal training and certification in incident management;
2. Education, training and experience unrelated to emergency management that may be relevant to the applicant's desired position on the team or that may benefit the team as a whole

All applications will be reviewed by the Executive Committee of the IMT to determine whether the individual meets the qualifications set by the IMT Committee of the Coordinating Council. For each individual, the Team Executive Committee will send a certification letter to the IMT Committee of the Coordinating Council. All IMT members must have received final approval by the Coordinating Council's IMT Committee. At any time, the Commissioner or his/her designee may suspend and/or de-certify an individual.

In the event an application is rejected by the Team Executive Committee, no certification letter will be forwarded to the DEMHS Coordinating Council IMT Committee. The Team's Administrative Officer will respond in writing to the applicant with supporting documentation as to why the applicant was not accepted and what steps may be taken to reapply.

2. Roles in Team Member Training, Qualifications and Credential Requirements

IMT members shall complete a training curriculum to become a “deployable” member of the team.

IMT members shall complete additional training and Position Task Books (PTB) to become a certified, qualified and credentialed member of the team.

DEMHS, the DEMHS Coordinating Council IMT Committee, the individual team member, the evaluator, the final evaluator, and the IMT Executive Committee all have responsibilities related to the selection, training, evaluation, certification, qualification, and credentialing of Team members.

DEMHS/Coordinating Council IMT Committee are responsible for...	providing policy oversight of and assistance to the Regional Connecticut Incident Management Teams
IMT Executive Committee is responsible for...	<ul style="list-style-type: none"> • Selecting trainees based on the needs of the IMT. • Making available the necessary training. • Providing opportunities for evaluation of the trainee’s skills and abilities. • Determining position certification. • Issuing proof of certification. <hr/> <ul style="list-style-type: none"> • Issuing PTB to document task performance. • Explaining to the trainee the purpose and processes of the PTB as well as the trainee’s responsibilities. • Tracking progress of the trainee. • Identifying incident evaluation opportunities. • Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee’s performance. • Documenting the assignment. • Conducting progress reviews. • Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.

<p>The individual is responsible for...</p>	<ul style="list-style-type: none"> • Reviewing and demonstrating by performance understanding of instructions in the PTB. • Identifying desired objectives/goals. • Providing background information to an evaluator. • Satisfactorily demonstrating completion of all tasks for an assigned position within three (3) years from date of issue of the PTB. • Assuring the evaluation record is complete. • Notifying the IMT Executive Committee when the PTB is completed, and obtaining their signature recommending certification and credentialing. • Sending a copy of the PTB, a resume documenting job experience and incident experience, and copies of certificates from required courses to: DEMHS. This information will be reviewed for final certification, credentialing, and entry into the DEMHS' Mutual Aid Resource database and program. • Maintaining the original PTB in personal records.
<p>The Evaluator is responsible for...</p>	<ul style="list-style-type: none"> • Being qualified and proficient in the position being evaluated, with equivalent or higher certification. • Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals. • Reviewing tasks with the trainee. • Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained. • Identifying tasks to be performed during the evaluation period. • Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record. • Completing the Evaluation Record found at the end of each PTB.
<p>The IMT Training Officer</p>	<p>Signing the verification statement inside the front cover of the PTB when all tasks have been initialed. The Training Officer will forward the member's PTB, supporting documentation and recommendations to the Team Executive Committee, who will forward it to the Coordinating Council IMT Committee for credentialing. The final PTB will go back to the Team, with a hard copy or PDF copy residing with the DEMHS Training Unit.</p>

The Team Executive Committee will indicate recommendation for certification and credentialing on the PTB by the signature of its Chair or other appropriate Officer, and will require the trainee to forward the required documents to DEMHS. A key component in the certification/credential or re-certification/credential process is the subjective evaluation by the Team Executive Committee and team's Training Officer of an individual's capability to perform in the position. Completion of the required training and experience requirements alone does not guarantee that an individual is qualified to perform in a position.

Provisional Qualification/Credential – The completion of a Performance Task Book (PTB) is one of the basic elements needed for a Team member to become qualified and credentialed. In order for the PTB to be completed, evaluators need to review a Team member's performance and sign their PTB verifying that the team member satisfactorily completed the competencies, behaviors, and tasks listed in the position specific PTB.

Since incident management teams are a new concept nationwide and in Connecticut, the existence of "qualified" personnel to serve as evaluators is very limited. Therefore, a "Provisional" qualification and credential is being created so that the team has an adequate selection of evaluators for facilitating the process of PTB completion and team member "qualification". *Provisional Qualification is only available to charter team members (i.e., the first group of members formally recognized by DEMHS as a Regional IMT).

*A "Provisional" qualification and credential is good for 3 years at which time the IMT member must have completed the PTB for the specific position that the "Provisional" qualification and credential was issued.

**The team member may apply to the Executive Committee for a one time extension. The Executive Committee may grant the extension on a case by case basis.*

An IMT member desiring a "Provisional" qualification and credential for a team position must have completed the following training prior to applying for a team position:

- ICS 100 or equivalent;
- ICS 200 or equivalent;
- ICS 300 or equivalent;
- ICS 400 or equivalent;
- IS 700; and
- IS 800.

Command and General Staff Functions for Local IMT

- ** All-Hazard Incident Management Team

***Not required if filling a secondary or non deploying position.*

****The Following must be obtained within 12 months of application period.**

****If the required training is not available, the executive committee may grant an extension to the 12 month time limit.**

- Position specific course for each position

The request for a “Provisional” qualification and credential for a team position must include the following:

- General information cover sheet
- Course completion certificates for all courses
- Summary of emergency response experience related to the position that “Provisional” qualification and credential is being requested.

The following process will be followed when a request for a “Provisional” qualification and credential is received:

1.	IMT Training Officer reviews request for completeness and forwards to the Team Executive Committee.
2.	Team Executive Committee reviews request and either approves or disapproves.
3.	If request is disapproved, the Secretarial Administrator will return the request to the applicant with a letter explaining why the request was disapproved.
4.	If the request is approved, the Secretarial Administrator will notify the IMT Committee of the Coordinating Council of the provisional qualification.

The window of opportunity for an IMT member to submit a request for a position specific “Provisional” qualification and credential is open to Charter membership only (see previous definition). All new applicants of an IMT will follow the regular process for becoming qualified and credentialed as outlined above.

Part Three: Incident Situation Analysis

A. Team Functions during an incident.

The IMT will function in the manner described in the FEMA All-Hazards IMT Technical Assistance Program Team Manual, August 2007.

Personal Accountability: Check-in is required of all personnel. All IMT personnel upon arrival will report to their Section Chief to check-in. If the Section Chief is not present, or un-available, then the team member will check-in with the on-duty Team Leader.

The IMT Duty Officer may first activate the First Level Deployment to start a rapid response and obtain the team objectives and operating instructions. Once this information is gathered and a full team deployment is warranted, the First Level Deployment will activate a full team response. The IMT Duty Officer may bypass the First Level Deployment for a full team activation based on the information received or the structure and availability of the IMT or its members.

First Level Deployment may consist of Team Field Commander and Deputy Team Field Commander(s), Liaison Officer, Public Information Officer, Administrative Officer, Operations Section Chief, Logistics Section Chief, Planning Section Chief, Finance Section Chief, Documentation Unit Leader and Communications Unit Leader.

All deployments under Connecticut General Statutes Title 28 must meet the requirements of Title 28.

Emergency Incidents	<ol style="list-style-type: none">1. When a major emergency or a disaster is imminent or, is occurring within a Region or the State, or when an AHJ/Incident Commander requests the assistance, s/he must contact the Dispatch Center or IMT Duty Officer, who will notify the IMT Team Leader. The IMT Team Leader shall notify the local Emergency Management Director (EMD)/ civil preparedness director.2. The IMT Duty Officer will notify the DEMHS Regional Coordinator of the deployment. The deployment will be considered a mutual aid response unless a Connecticut General Statutes Title 28 activation has been requested, and approval received, from DEMHS.3. If Title 28 activation is sought, the local EMD and the IMT Team Leader shall seek approval of DEMHS to activate the members of the IMT. In the case of an imminent or actual emergency, he/she will:<ol style="list-style-type: none">a. Request DEMHS approval through the Regional Coordinator orally or by email, or by page if the request is made after regular business hours.b. Make sure that a response is received from the Regional Coordinator so that it is clear the request has been received;
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	<ul style="list-style-type: none"> c. Follow up with a written request as soon as possible, but not more than 48 hours after the initial request is made. The IMT Duty Officer as soon as practical will supply the DEMHS Regional Coordinator with the deployment forms and complete team roster. <ol style="list-style-type: none"> 4. The DEMHS Regional Coordinator will notify the Commissioner of DEMHS or his designee of the team’s deployment, or of the request for activation . 5. If applicable, the IMT Duty Officer may first activate, or request activation of, the First Level Deployment to start a rapid response and obtain the team objectives. Once this information is gathered and a full team deployment is warranted, the First Level Deployment will deploy, or request activation of, a full team response. 6. The IMT Duty Officer may bypass the First Level Deployment for a full team activation based on the information received from the Incident Commander. Team members will respond to the instructions given during the notification.
<p>Planned Events or Training</p>	<ol style="list-style-type: none"> 1. When a planned event is scheduled to occur within the State and the AHJ determines a need for the IMT, the AHJ will contact the Team Leader or Administrative Officer to request the team at least 14 days before the planned event. 2. If the Team requests a Title 28 activation for training or a planned event from DEMHS, then the Team Leader, working with a local Emergency Management Director, will supply the DEMHS Regional Coordinator with the deployment request, including all necessary forms and complete roster of members deploying to any planned or training event at least 14 days in advance of the event or training. This should be completed immediately following the acceptance of the training or mission. 3. The DEMHS Regional Coordinator will notify the Commissioner of DEMHS, or his designee, of the request for activation.

Part Four: IMT Management

A. Progress Monitoring

During an activation of an IMT, monitoring the progress of the incident will be required to be documented with proper NIMS forms. This documentation shall include the following:

- Incident summary- type of incident, date, number of hours, number of shifts;
- Name of requesting Incident Commander/Unified Command;
- All incident documents;
- Copy of Incident Action Plan;
- Individual Performance Evaluation (prior to demobilization);
- An After Action Evaluation (to be completed immediately following the event).

These documents will reside with the requesting agency.

B. After Action

An executive summary, including an after action report, shall be submitted to the IMT Committee of the DEMHS Coordinating Council within 30 days of the activation. The IMT Committee shall conduct a review of IMT performance and provide a report of findings for review with the Team. This documentation may be used during the bi-annual IMT recognition process.

Manual Recommended for Approval by IMT Committee of the DEMHS Coordinating Council:

Gary Stango
Timothy Baldwin
Co-Chairs IMT Committee

December 14, 2009

Manual Recommended for Approval by Coordinating Council, January 14, 2010

Approved:

Peter J. Boynton
DEMHS Commissioner

Date

Part Four: IMT Management

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These documents will reside with the requesting agency.

B. After Action

An executive summary, including an after action report, shall be submitted to the IMT Committee of the DEMHS Coordinating Council within 30 days of the activation. The IMT Committee shall conduct a review of IMT performance and provide a report of findings for review with the Team. This documentation may be used during the bi-annual IMT recognition process.

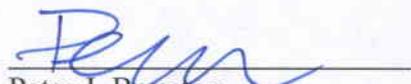
Manual Recommended for Approval by IMT Committee of the DEMHS Coordinating Council:

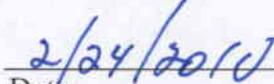
Gary Stango
Timothy Baldwin
Co-Chairs IMT Committee

December 14, 2009

Manual Recommended for Approval by Coordinating Council, January 14, 2010

Approved:


Peter J. Boynton
DEMHS Commissioner


Date