

Mutual Aid Box Alarm System – Illinois Policy – Practices – Guidelines Manual

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Revised:

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Subject: MABAS Local Incident Management Teams (IMT)
Functional Area: Divisional / Regional / Interstate Responses
Category: Policy and Procedure
Approved By: MABAS Executive Board



PURPOSE

This document provides a template for the formation, deployment, functions, and maintenance of Divisional/Regional Incident Management Teams under the auspices of MABAS Illinois.

SCOPE

This document is restricted to those local teams that are called upon to respond to incidents and events of a local/divisional or regional nature. The determination of which events or what level of incident requires Incident Management Team response is left to the local governing body. The creation and use of local IMTs by MABAS divisions or by multi-divisional regions is strongly encouraged, but not required by MABAS Illinois.

RATIONALE

MABAS recognizes the need for incident management based on experience with incidents and events that involve multiple jurisdictions, extend beyond one operational period, or are significantly complex. Further, MABAS has established a practice of assigning an IMT to any out-of-state deployment of MABAS resources. It is reasonable to expect that local, in-state deployments would require the same system of incident management.

COMPLIANCE

MABAS IMTs are to be developed and should function according to standards for local (Type 4 and 5) teams as determined by the US Fire Administration and the National Incident Management System (NIMS). It should be understood that individual departments and divisions may establish command structure teams designed to quickly respond to various emergency incidents in order to provide additional staffing for incident commanders. Formation of these teams is encouraged. However, these teams should avoid the use of the term IMT unless they meet the above listed standards.

IMT Development

1. TRAINING

To be a member of a local IMT, individuals should have successfully completed the following AT A MINIMUM:

- IS100 or ICS100 or comparable
- IS 200 or ICS 200 or comparable
- IS 700
- IS 800
- Command and General Staff for Local IMTs

Other courses, such as Hazardous Materials Incident Command Incidents, All Hazards Incident Management Team, and position specific training are recommended and encouraged.

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2. RANK

Local rank is not a criterion for team membership, but a high degree of emergency incident experience is recommended and expected. An individual's training and experience should be commensurate with that individual's functional position on the team.

3. ROLES

Individual divisions have wide latitude in assigning functional roles to their team members. Considerations for formalizing these assignments, beyond training and experience levels, should include responsibilities identified by a local needs assessment. Strongly urged are the positions of Deputy IC, Deputy Ops, Planning, Logistics, Safety Officer and potential additions.

This list assumes the presence of a local IC and Operations Section Chief.

4. FUNCTIONS

- Deputy Incident Commander – can be used as relief for the I/C or as a senior advisor to the I/C.
- Information Officer (PIO) – should be used to collect verifiable information about the incident and present briefings to the media. Also, establish a Public Information System to filter information requests and to implement additional information releases to the public.
- Liaison Officer – maintains contact with assisting and supporting agencies and Non-Governmental Organizations (NGOs), develops a listing of available assets from those agencies and organizations, and communicates to them their roles in the incident.
- Planning Section Chief – works to keep the I/C and Operations Section Chief informed with current situation reports, provides contingency planning, plans for incident demobilization, maintains personnel and equipment accountability, and documents the entire incident.
- Logistics Section Chief – analyzes support and service needs for the incident and responders, acquires resources and supplies through approved ordering systems, and provides input to Planning and Operations relating to future needs.
- Communications Unit Leader – works with Logistics to maintain adequate communications channels, assigns hardware and frequencies to participants.
- Intelligence Position – performs a variety of roles for the I/C or other functional roles, such as Planning, as assigned. Collects data for analysis and possible dissemination to other agencies in cooperation with Fire Intelligence Officer at the State Terrorism and Intelligence Center.
- Safety Officer - Presumably, a local safety officer is present at every incident. Large and/or complex incidents may need additional personnel assigned to safety in order to monitor operations, identify hazards, track injuries, Issue safety messages, and take remedial actions.

Whatever roles a local divisional team occupies, if it is called an IMT it should remain within their capability to operate as an ICS defined IMT, and to be able to transition to a regional, state, or federal IMT as the incident dictates. Expansion of response beyond this shall be based on Command/MIST recommendation.

5. AFFILIATION

The team should be affiliated with a division or region shared by MABAS divisions. Included with that affiliation would be recommendations for team activation, dispatch, recurrent training, communications, and rotation.

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- Activation – the team should be able to be activated by need as determined by the local incident commander, or by placement on the box cards for the division at a standard level, such as a second alarm.
- Dispatch – there should be a method in place for the team to be contacted and mobilized by the local/divisional dispatch agency. Contact protocols should be established and clearly indicated to the dispatcher.
- Recurrent training and exercises – the team should be included in exercises and should be afforded opportunities for additional training as part of the division procedures. The team should perform to defined standards and evaluated by recognized subject matter experts.
- Communications – the team should be able to identify and access a standard discreet communications resource available internally to the team, as well as communications means to external partners.
- Rotation – the team make-up should include provisions for rotating deployment positions to cover the inevitable absences or prior incident commitments of team members.