**? Activation Procedures:**

1. When a request for the NB IMT is made by a local Incident Commander:
	1. Request for NB IMT shall be made directly to their dispatch center who will forward the request to the “Woodacre” ECC.
	2. All NB IMT Incident Commanders will be paged/called/texted by Woodacre ECC.
	3. NB IMT Inicident Commanders will make contact with “Woodacre ECC” to get specific information regarding the activation and will work collaboratively to determine who will be the NB IMT IC and who will be Deputy IC
	4. The NB IMT IC will make contact with the on-scene Incident Commander and determine what level of support is being requested and determine the appropriate scale of response. Team Leader shall use the checklist (appendix A).
	5. NB IMT IC will update US&R Voicemail with specific information about the incident including incident type, reporting location, contact, etc.
	6. NB IMT IC will ask “Woodacre” ECC to page/text the team and inform the members of the request, nature of incident and to check the US&R voicemail for information.
	7. NB IMT Deputy IC will make contact with Command and General Staff members and advise of the situation and direct them to call their subordinate positions directly.
	8. NB IMT Members shall call US&R Voice Mail to receive detailed instructions, advise status and ETA. NB IMT Members will also call their direct supervisor to advise of status.
	9. NB IMT IC shall update voicemail as needed. NB IMT shall advise “Woodacre” ECC to re-page/text if updated information is put on the voicemail.
	10. “Woodacre” ECC will announce of FD-DSP, CTL H2 and PD MAC that the NB IMT has been requested and state which incident they have been requested for.