

# North Bay



## All-Hazards Incident Management Team

2012 Policy and Procedures

# North Bay All-Hazards Incident Management Team Policy and Procedures General

## **Mission:**

The primary mission is to respond to requests for assistance by any jurisdiction within Marin, Napa, Solano and Sonoma Counties. A secondary mission is to respond to requests for service outside of the North Bay from the California Emergency Management Agency to assist with the management of any incident. The requesting agency will maintain jurisdictional responsibility of the incident.

## **Definition:**

The Northbay All-Hazard Incident Management Team (NBAYNBAY-IMT) shall consist of trained personnel from departments, agencies and non-government organizations throughout Marin, Napa, Solano and Sonoma County, who have been sponsored by their supervisor and trained to function as a team. The team will generally consist of the following positions: Incident Commander, Deputy Incident Commander, Safety Officer, Information Officer, Liaison Officer, Operations Section Chief, Division/Group Supervisor(s), Planning Section Chief, Situation Unit Leader, Resource Unit Leader, Logistics Section Chief, Facilities Unit Leader, Finance Section Chief, and Personal Time Recorder/Equipment Time Recorder.

Note: Each deployment is different and the actual make up of the NBAY-IMT will be negotiated and determined by the requesting Agency Administrator, requesting agency's Initial Attack Incident Commander NBAY-IMT at the time of dispatch.

## **Identification:**

Team members shall respond to incidents, training and meetings wearing their department's recognized Class-B uniform or the NBAY-IMT Polo Shirt, and bring appropriate personal protective clothing for the incident dispatched. Each member shall wear their ID card on a lanyard so as to be visible to others. Command and staff position vests, if available, shall be worn to assist.

## **Expectations:**

- Each NBAY-IMT member will function as a team player and be results oriented, understand the basis of the incident objectives, use a methodical and structured approach, seek and give information freely, and recommend strategic adjustments as appropriate.
- Each NBAY-IMT member will maintain open and cooperative communications with all team members. Members will provide prompt communications to our subordinates, supervisors, and adjoining forces.
- Safety of the NBAY-IMT, Emergency Responders and the public will always be the number one priority and consideration when developing strategies, objectives and tactics.

# North Bay All-Hazards Incident Management Team Policy and Procedures

- NBAY-IMT members will attend NBAY-IMT training and routine meetings at least 80% of the time.
- All training and certification documentation must be submitted upon selection to the NBAY-IMT and updated on January 1 of every year or as appropriate.
- NBAY-IMT members must have access to the appropriate radio equipment and PPE.

## **Attachments**

NBAY-IMT Roster Template  
After Action Report Template  
NBAY-IMT NIMS ICS Forms  
Planning Meeting Agenda  
Operational Briefing Agenda  
Dispatch/Team Activation Plan

## **References and/or Authority**

Type 3 All-Hazard Incident Management System Qualification Guide, September 2010  
FIRESCOPE - ICS Field Operation Guide, July 2007  
National Incident Management System Incident Command System Emergency Responder  
Field Operations Guide, October 2010  
National Incident Management System, December 2008

## **Index**

1. Purpose and Objectives
2. Administrative Procedures
3. Training and Experience Requirements
4. Activation Procedure
5. Team Structure and Processes
6. Personal Protective Protocols / Safety
7. Incident Reporting / Documentation
8. Signatures

# North Bay All-Hazards Incident Management Team Policy and Procedures Section 1

## Purpose and Objectives

### 1.1 General:

The purpose of the NBAY-IMT is to provide an All-Hazard team of highly trained personnel to assist with the management and/or mitigation of an incident upon request. The requesting agency will maintain jurisdictional control of the incident and provide a Unified Incident Commander. The NBAY-IMT will provide this service by the following:

- Providing assistance to the requesting agency emergency responders to protect life, property and the environment.
- Providing an All-Hazards Incident Management Team for the safe and efficient management of incidents beyond the scope of initial attack responders. The NBAY-IMT may be responded to incidents that could reasonable be expected to, or has extend into new operational periods or overwhelmed the local jurisdiction's ability to provide logistical support, management or operational supervision.
- A method to coordinate multi-jurisdictional response and mutual aid through the NBAY-IMT.
- Providing incident management services with a management goal to reduce cost to the requesting agency for the NBAY-IMT response as well as for the mitigation of the incident.
- Providing management services to help mitigate and restore the incident scene.

### 1.2 Team Objectives:

The NBAY-IMT will achieve the purpose by being prepared to provide the following specific functions on a 24-hour basis, if all conditions set forth in the NBAY-IMT policies and procedures are met.

- To maintain a management team consisting of qualified personnel, capable of assisting with Command and General Staff responsibilities.
- The minimum qualification level for NBAY-IMT members is ICS Type 3 level; however, the NBAY-IMT's goal is to provide a higher level of service by meeting ICS Type 2 and 1 levels when available.
- Provide assistance to the Incident Commander regarding incident management and coordination of resources within the established principles of the Incident Command System.

# North Bay All-Hazards Incident Management Team Policy and Procedures

- To maintain a group of All-Hazards subject matter experts to provide information, operational and training recommendations regarding incident management and pre-incident preparation to the all stakeholders of the NBAY IMT.
- To provide the requesting Incident Commander, a NBAY-IMT on the scene of an incident within one hour following the activation request.
- To manage incidents using the Field Operations Guide of FIREScope, and Standardized Emergency Incident Management and National Incident Management System.
- To maintain established Incident Command System documentation.
- To provide emergency responders with qualifications consistent with the California Incident Command & Certification System (CICCS), CAL FIRE Hand Book 4039, Law Enforcement, Public Health and Public Works Standards.

# North Bay All-Hazards Incident Management Team Policy and Procedures Section 2

## Administrative Procedures

### 2.1 General

The primary guidance for the NBAY-IMT's is contained in this document. These policies and procedures will be reviewed periodically and updated.

### 2.2 Northbay Incident Management Team Records

The NBAY-IMT Plans Section will be responsible to maintain documentation and records certifying the members of the NBAY-IMT. The information maintained for each NBAY-IMT member shall include, but not limited to the following:

- Name, home address, and phone number.
- Agency title, work location, email address, phone and fax number.
- The members emergency contact numbers and email address.
- All current ICS certifications and qualifications.
- Applicable work experience and qualifications
- Position (s) on the NBAY-IMT
- Signed agency participation authorization form
- NBAY-IMT members must also maintain documentation for mandated certifications per their department or agencies policies and procedures.

### 2.3 Agency Participation

Participation by individuals must be approved in writing by the Agency or Department Head before individuals will be placed on the NBAY-IMT.

- Agencies that authorize personnel to serve on the NBAY-IMT must provide appropriate transportation, communication and PPE equipment for the position assigned.
- Agencies authorizing personnel to serve on the NBAY-IMT need to provide time and opportunity for team members to attend mandatory training, drills and emergency team activations.

# North Bay All-Hazards Incident Management Team Policy and Procedures

- Agency authorization to respond to any team function/deployment must be obtained for each instance in accordance with established department policy.

Participating agencies maintain the right to make NBAY-IMT members available or unavailable based on the departmental needs.

## **2.4 Mutual Aid Procedures**

All deployments, unless otherwise noted at the time of dispatch will be considered mutual aid and not reimbursable. In some cases, depending on the deployment, the type of disaster declared, the level of disaster proclamation and the ability of the requesting agency or department, some reimbursement may be available. In all cases, the logistical support for the NBAY-IMT will be borne by the requesting agency or department.

All NBAY-IMT personnel and equipment costs will be tracked regardless of the ability to seek reimbursement for all activities. Costs will be tracked by the Finance Section Chief, both for the NBAY-IMT as well as for the incident when deployed.

## **2.5 Incident Documentation**

Whenever possible, NBAY-IMT members will use NIMS compliant ICS Forms for all team activities.

# North Bay All-Hazards Incident Management Team Policy and Procedures Section 3

## Training and Experience Requirements

### 3.1 General

All NBAY-IMT members will be either noted as qualified or as a trainee on the NBAY-IMT Roster. Appropriate documentation will be maintained by the NBAY-IMT Plans Section Chief and available upon request during any NBAY IMT activities.

### 3.2 Training Requirements

All NBAY-IMT fully qualified members will be required to successfully complete the following courses:

- ICS-100: Introduction to ICS for Operations First Responders.
- ICS-200: Basic NIMS/ICS for Operational First Responders.
- ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders.
- ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS
- FEMA IS-700: NIMS, An Introduction.
- FEMA IS-800: National Response Plan, An Introduction or FEMA IS-800b: National Response Framework, An Introduction.

The training outlined in this section meets or exceeds recognized State and Federal standards.

All NBAY-IMT members will receive position specific recommended training as detailed in the **U.S Fire Administration Type 3 All-Hazard IMT System Qualifications Guide dated September 2010**. In addition, NBAY-IMT members will participate and submit documentation regarding periodic refresher training on those tasks, subjects, or skills, which are to be, determined necessary for effective incident command environments.

All NBAY-IMT trainees are required to complete training required to be a qualified NBAY-IMT member as outlined above within 24 months of appointment to the NBAY-IMT team. Individuals who do not possess the required initial training classes will be considered trainees for up to 24 months. If upon 24 months the required training classes have not been completed, individuals may be released from the NBAY-IMT team.

Due to the limited opportunities for individuals to access the recommended O-305 All-Hazard Incident Management Team or its equivalent, S-420 Command and General Course, a training plan



# North Bay All-Hazards Incident Management Team Policy and Procedures

for these classes will be approved by the IC within the first twelve months of participation on the NBAY-IMT.

**Note: information regarding Type 3 All-Hazard IMT System Qualifications obtained from U.S Fire Administration Type 3 All-Hazard IMT System Qualifications Guide dated September 2010**

### **3.3 Experience Requirements**

All NBAY-IMT fully qualified members will provide documentation or certification by their supervisor stating that they have significant, ongoing experience in the position they are fulfilling on the NBAY-IMT in either discipline specific situations or as an All-Hazard responder.

### **3.3 Maintenance of Training Records**

Proof of all required ICS and position specific classes are to be forwarded to the Operational Area Peer Review Committee for processing and filing. Qualified ICS positions will be listed on the Operational Area daily status report under the NBAY-IMT heading.

### **3.4 Position Certification / Qualification ‘Red Cards’**

The following is required to be a qualified NBAY-IMT member:

- Initial completion of NBAY-IMT required ICS and position related courses for requested position or
- Participation on a recognized Type 1 or 2 State or Federal IMT filling the requested position.  
or
- Possession of CICCS training and red card for requested position, and
  - Endorsement by Fire Chief for either incident or training, qualifying experience.
  - Endorsement by sponsoring agency, approving the participation and acknowledgement of the certification and qualifications of the sponsored member.

### **3.5 Annual Meetings/Trainings**

The NBAY-IMT will host four events annually, two team meetings/trainings and two exercises. To maintain membership in good standing on the NBAY-IMT, all team members must attend two team events each calendar year. Members are strongly encouraged to attend at least one exercise as part of minimum two events; however members are encouraged to attend all four events each calendar year.

- Each team member is responsible for attending training classes or exercises provided required by the NBAY-IMT.

## North Bay All-Hazards

### Incident Management Team Policy and Procedures

- A meeting/training and exercise calendar will be emailed to all team members no later than October 15 of each year with the dates for the following calendar year meetings/trainings and exercises.

# North Bay All-Hazards Incident Management Team Policy and Procedures Section 4

## Activation Procedure

### 4.1 Request

The Incident Commander of any All-Hazards incident can request the NBAY-IMT any time there is a need for assistance in the command and general staff organization, or additional overhead assignments of an incident as a mutual aid resource, via their dispatch center or department operating center. The notified dispatch center will contact the Woodacre ECC to request the NBAY-IMT. The requesting dispatch center/department operations center will provide the following information:

- Type / nature of the incident.
- Incident Command Post location (or location for the NBAY-IMT to respond).
- Thomas Bros. Map page number.
- Cell # and or frequency that the current Incident Commander can be reached.

### 4.2 NBAY-IMT Response

The Woodacre Emergency Command Center (ECC) will be the sole ordering point for the NBAY-IMT and will be responsible for its deployment procedures. Upon notification of a request for the NBAY-IMT to respond to an incident, the ECC will:

- Contact a NBAY-IMT IC
- Provide incident information obtained from the requesting dispatch center/department operations center

The NBAY-IMT will make contact with the requesting agencies Incident Commander, Duty Chief, Watch Commander and/or Agency Administrator to determine the type of response needed and amount of NBAY-IMT members needed. The NBAY-IMT will then advise the ECC which NBAY-IMT positions will be deployed including any additional information obtained.

The ECC will use its CAD Paging System to notify NBAY-IMT members and provide specifics regarding what positions in the NBAY-IMT are being deployed and provide reporting information. Upon notice of a deployment, responding NBAY-IMT members will contact their supervisor and advise of response and ETA. NBAY-IMT Supervisors are responsible for insuring a response from their subordinates.

# North Bay All-Hazards Incident Management Team Policy and Procedures

## Section 5

### Team Structure and Processes

#### 5.1 General

The goal of the NBAY-IMT is to have personnel from various disciplines fully qualified, and have at least 10 to 14 members respond to requests for deployment at any time. In addition to the 28 fully qualified members, the NBAY-IMT has a goal to maintain 8 trainees with at least 2 to 4 respond to requests for deployment at any time within San Luis Obispo County. The NBAY-IMT will work collaboratively using the National Incident Management System and the “Planning P” to safely and effectively mitigate emergencies and other tasks.

#### 5.2 NBAY-IMT Roster

The NBAY-IMT will consist of trained personnel from departments, agencies and non-government organizations throughout the North Bay.

The goal of the NBAY-IMT is to staff the following positions:

- Incident Commander – (2)
- Deputy Incident Commander (2)
  - Goal to have at least one from each discipline - law enforcement, public works, public health, fire as IC, Dep IC or IC(T)
- Information Officer – (2)
- Safety Officer – (2)
- Liaison Officer – (2)
- Operations Section Chief - (2)
- Division/Group Supervisor (2)
  - At least one from each discipline - law enforcement, public works, public health, fire as OSC or Div/Group Sup
- Planning Section Chief – (2)
- Situation Unit Leader – (2)
- Resources Unit Leader - (2)
- Logistics Section Chief – (2)
- Facilities Unit Leader - (2)
- Finance Section Chief – (2)
- Personal Time Recorder/Equipment Time Recorder – (2)

Note: The positions filled on the Team are incident driven and may vary depending on the complexity and need of the incident. Refer to the Firescope Field Operations Guide (ICS 420-1) for position descriptions and responsibilities.

#### 5.2 Meetings and Briefings

# North Bay All-Hazards Incident Management Team Policy and Procedures

**General:** Meetings start at announced time regardless of who is missing. Plans Section Chief facilitates and documents all meetings.

**Agency Administrator - IA Incident Commander Transition Meeting:** The transition meeting is usually initiated and hosted by the requesting agency or department. This meeting may use a formal transition form, or be verbal and be attended by the entire NBAY-IMT or just the Incident Commander. The focus of this meeting is to determine:

- **Provide rules of engagement for the NBAY-IMT** verbally or through a Letter of Delegation or Letter of Expectations
- Establish time for transition the incident from the current IC to the NBAY-IMT

**NBAY-IMT Team Meetings:** Times will be set by Incident Commander. The initial meeting after a transition briefing is intended to provide Leaders Intent to the team and determine and/or provide information relevant to the Incident and IMT's Objectives.

**Planning Meetings:** Plans Section Chief posts time and required attendees; Plans Section Chief/Operations Section Chief/Safety Officer/Incident Commander to brief prior – review draft ICS-215 and Lookout, Communications, Escape Routes, Safety Zones

**Operations Briefing:** Plans Section Chief will facilitate and provide written plans when ever possible. The Incident Commander will approve incident strategies and objective and provide Leaders Intent for the incident to attendees. The Operations Section Chief will provide an update, present the Primary, Alternate, Contingency and Escape (PACE) plans for achieving the objectives of the IC. The Safety Officer will provide a assessment of potential and real hazards as well as mitigations to these hazards. Logistics will provide information regarding obtaining support and service on the incident.

**Debriefing with Agency Administrator:** Team to debrief; this is to transition back to locals; Plans Section Chief to facilitate – keep in briefing format, one section at a time. Be thorough; anything you would like to have if you were receiving the incident back; what to do with documentation package?

## 5.3 Role and Responsibilities

Each team member will be responsible to know and complete the tasks assigned to him/her within the FIRESCOPE Field Operations Guide and National Incident Management System – Incident Command System Field Operations Guide.

Each NBAY-IMT member will complete all appropriate documentation and paperwork necessary to accurately document their assignment.

Each NBAY-IMT member will consistently work as a team member to complete his/her assignment in a professional and courteous manner with the goal of providing the best service possible to the public, requesting agency and fellow team members.

# North Bay All-Hazards Incident Management Team Policy and Procedures

The NBAY-IMT will maintain close communications with the Agency Administrator, cooperating and assisting agencies, non-government organizations and Multi Agency Coordination Groups and Entities to insure that lines of communications as well as supervision meet with NIMS standards.

# North Bay All-Hazards Incident Management Team Policy and Procedures Section 6

## **Personal Protective Protocols / Safety**

### **6.1 General**

Safety is the primary objective at any incident. It is your responsibility to assure that all operations associated with your section, branch, division or group is performed safely.

The NBAY-IMT IC, with the assistance of the Safety Officer, will designate the level of personal protective equipment which shall be utilized by team members from the specific hazards they are likely to encounter. Equipment selection will always be for worse case assessment.

### **6.2 Personal Protective Equipment**

Team members shall respond in a recognized Class B uniform or approved team attire. Structural and wildland turnouts with the appropriate equipment; i.e. boots, gloves, passport, etc. may be required for the positions filled, per the NBAY-IMT members skills, knowledge and training as well as employer policy.

The appropriate Personnel Protective Equipment (PPE) for the identified real or potential hazards is mandatory for everyone in the operational area. This includes NBAY-IMT members and overhead staff. All supervisors will assure that all personnel assigned to your section, branch, division or group is wearing the proper PPE.

### **6.3 Identification**

NBAY-IMT identification cards shall be worn in a visible location on their person. The ID card shall include member name, position, department, and the NBAY-IMT heading. Command and General Staff vests may be worn to assist in NBAY-IMT recognition.

# North Bay All-Hazards Incident Management Team Policy and Procedures

## Section 7

### **Incident Reporting / Documentation**

#### **7.1 General**

Whenever possible, NBAY-IMT members will use NIMS compliant ICS Forms for all team activities. Documentation will be legible and neat, preferably typed. All hand written material should be scanned and collated with electronic documents in order to store information in accordance to government documentation policies.

#### **7.2 Incident 214 Forms**

All NBAY-IMT responders shall initiate and maintain an ICS 214 form for the duration of the incident activation. All significant and reportable actions shall be included on the form

#### **7.2 Incident Evaluation Forms**

At the conclusion of each incident, a written evaluation form shall be filled out by the appropriate Command or General Staff member for all team members or trainees who responded to the incident. NBAY-IMT members will provide written evaluations to incident personnel as appropriate. The NBAY-IMT IC will request an evaluation from the Agency Administrator

#### **7.3 Task Books**

CICCS, NWCG, CAL FIRE and FEMA All-Hazard Type 3 Task Books will be used by NBAY-IMT members as per their employers policy and guidelines. All NBAY-IMT Trainees will have the appropriate task book initiated by their department or agency prior to being appointed to the NBAY-IMT. Assignments successfully completed in a Task books may be signed off by qualified NBAY-IMT members. However, the final determination regarding the qualifications of the trainee rest with the trainee's department or agency.

#### **7.4 Post Incident Report and Evaluation**

The assigned NBAY-IMT Incident Commander will insure that a After Action Report is completed and submitted to the Agency Administrator. The completed report will be sent to all NBAY-IMT members, the Marin and Sonoma County Fire Chief's Association,

#### **7.5 Annual NBAY-IMT Update**

Annually, the NBAY-IMT Incident Commanders will provide a written report and update to the stakeholders of the NBAY-IMT. This report should be prepared for delivery by December of every year. The report will include a general overview of the teams including the training and activations of the previous 12 months. In addition, the report should detail activities and training planned for the upcoming year.



**North Bay All-Hazards  
Incident Management Team Policy and Procedures  
Section 8**

**Signatures**

The undersigned California Emergency Management Agency (CAL-EMA) Operational Area Coordinators and the Region II Coordinator hereby warrants and represents that they are duly authorized to enter into and execute this Northbay All-Hazard Incident Management Team (NBAY-IMT) Policy and Procedures agreement on behalf of each County Fire Chiefs organization, each Operational Area and Cal-EMA Region II.

For MRN Operational Area: \_\_\_\_\_  
Jason Weber – MRN Operational Area Coordinator

Dated:

For SXN Operational Area: \_\_\_\_\_  
– XSN Operational Area Coordinator

Dated:

For OES Region II: \_\_\_\_\_  
– Cal EMA Region II Coordinator

Dated: