

MIAMI VALLEY FIRE/EMS ALLIANCE STANDARD OPERATING GUIDELINES

Subject: Incident Management Teams

SOG Number: B-2

Effective Date: July 16, 2003

PURPOSE:

Effective July 16, 2003 the Miami Valley Fire/EMS Alliance Board approved the creation of Alliance *Incident Management Teams (IMT's)* to assist member fire departments in the management of large or complex incidents. The purpose of these *IMT's* is to supplement the requesting department's command staff and to assist in filling the various ICS functions, or other roles as assigned, during major incidents.

The Miami Valley is divided into four primary response areas, with associated *IMT Response Teams*, for this purpose. Each *IMT Response Team* will be prepared to send a minimum of two chief/command level officers to assist a department in need in the Miami Valley. Participating officers must complete joint training exercises before they will be dispatched as part of an *IMT*.

The response areas include the following communities:

Northern IMT Response Team:

- Butler Township
- Englewood
- Harrison Township
- Huber Heights
- Riverside

Western IMT Response Team:

- Brooksville
- Farmersville/Jackson Township
- Germantown
- Jefferson Township
- New Lebanon
- Phillipsburg
- Trotwood

Southern IMT Response Team:

- Beavercreek
- Bellbrook
- Clearcreek Township
- Kettering
- Miamisburg
- Miami Township
- Oakwood
- Washington Township
- West Carrollton

Central IMT Response Team:

- Dayton
The City of Dayton will, in effect, also act as a member of the Northern and Western IMT Response Teams (see below for more details).

The following pages provide more detailed information on the *Incident Management Team* concept and how it operates in the Miami Valley.

<p align="center">Miami Valley Fire/EMS Alliance S.O.G. – B-2</p>	<p align="center">Incident Management Teams</p>
<p>MISSION:</p>	<p>To respond under existing mutual aid agreements to any jurisdiction within the Alliance, upon request, and assist with incident management. The requesting agency will maintain control of the incident.</p>
<p>DEFINITION:</p>	<p>An <i>Incident Management Team (IMT)</i> consists of two to five chief/command level officers from Alliance fire agencies who have been trained to function as part of the team. The individual <i>IMT</i> members may act as Senior Advisor to the Incident Commander, Operations, Planning, Safety, Sector Officer, P.I.O., Liaison, Logistics, Finance or any other function at the direction of the I.C. Teams will be activated for large or complex incidents and those expected to last two-hours or longer.</p>
<p>OBJECTIVES/ OVERSIGHT:</p>	<p>The <i>IMT Workgroup</i>, operating under the direction of the Alliance <i>Emergency Services Committee</i>, shall be responsible for developing and maintaining the <i>IMT</i> program for the Miami Valley. They shall:</p> <ul style="list-style-type: none"> ➤ Establish and maintain the operational paradigms for the <i>IMT</i> program in the Miami Valley ➤ Establish minimum training standards for <i>IMT</i> providers ➤ Provide adequate training opportunities on an annual basis to maintain the program ➤ Maintain up-to-date <i>IMT</i> notification procedures and guidelines ➤ Evaluate the <i>IMT</i> program through post incident analyses after activations to significant and complex incidents, as identified by the Workgroup, and adjust the program as required ➤ Such other activities as may be required to maintain the program at the highest possible level to assist local jurisdictions with general and command staff responsibilities.
<p>IMT COORDINATORS:</p>	<p>An <i>IMT Coordinator</i> will be identified for each <i>IMT</i> response area. <i>IMT Coordinators</i> will represent their response area on the <i>IMT Workgroup</i>. They will also coordinate and monitor <i>IMT</i> trainings, operations and post incident analyses for their individual response areas and, collectively, for the overall <i>IMT</i> program.</p> <p><i>Northern IMT Coordinator:</i> Charles Wiltrout, Butler Twp. F.D. <i>Western IMT Coordinator:</i> Larry Shields, Phillipsburg F.D. <i>Southern IMT Coordinator:</i> Scott Hall, Bellbrook F.D. <i>Central IMT Coordinator:</i> John Moore, Dayton F.D.</p>

<p align="center">Miami Valley Fire/EMS Alliance S.O.G. – B-2</p>	<p align="center">Incident Management Teams</p>
<p>TRAINING:</p>	<p><i>IMT</i> personnel in each response area are responsible to meet and participate in at least one training exercise annually. Scheduling and training shall be the responsibility of the Alliance <i>IMT Workgroup</i>.</p>
<p>IDENTIFICATION:</p>	<p><i>IMT</i> members will be issued a vest which will clearly identify them as an <i>IMT</i> member. These vests will be worn on activations unless and until other identifying vests are issued specific to their responsibility on the incident scene, e.g., an <i>IMT</i> member who is assigned to Incident Scene Safety shall wear his or her <i>IMT</i> vest until they receive a Safety Officer vest from the local jurisdiction to wear at the scene.</p>
<p>NOTIFICATION:</p>	<p>Requesting an <i>IMT</i> shall be the same as requesting any other mutual aid resource. The requesting agency shall advise their dispatch center for the request of <i>IMT</i> activation and the Zone that is requested. The requesting agency's dispatch center will then contact Englewood Dispatch Center, and advise of the request for an <i>IMT</i> and which zone is requested. Englewood Dispatch will then contact the requested zone's coordinator's dispatch office by phone and relay the request. Englewood dispatch will also send a page to all of the <i>IMT</i> members in the requested zone via the Internet. The requested team coordinator's dispatch center will notify the coordinator via whatever methods they can. Each member of the requested zone will then call their respective dispatch center and advise of the activation, their individual availability and a phone number where they can be contacted. The <i>IMT</i> coordinator will contact the IC and determine the <i>IMT</i> needs. The coordinator will then contact each dispatch center in his zone and build the <i>IMT</i> from the members who called in and reported their availability. A full, up-to-date roster of <i>IMT</i> participants will be maintained at the Englewood Dispatch Center. Minimum information needed to request an <i>IMT</i> includes:</p> <ul style="list-style-type: none"> • Contact number and specific location of Command Post • General description of the incident, and • any special requests from the Incident Commander.. <p>The <i>IMT Activation Center</i> is the Englewood Dispatch Center 836-2678</p>
<p>EVALUATIONS:</p>	<p>Post incident analyses (PIA's) will be conducted for incidents which have been identified by the <i>IMT Workgroup</i> as significant and/or complex events, i.e., where it is likely that lessons learned will help improve the operations of the <i>IMT</i> program. An <i>IMT</i> from another response area may assist in this process as required. These PIA's are not to take the place of normal PIA's that local jurisdictions conduct for their own purposes; rather they are to be limited to the functions of the <i>IMT</i> program as a quality assurance/quality improvement process.</p>

<p style="text-align: center;">Miami Valley Fire/EMS Alliance S.O.G. – B-2</p>	<p style="text-align: center;">Incident Management Teams</p>
<p>CENTRAL IMT REPOSE TEAM – SPECIAL CONSIDERATIONS:</p>	<p>The City of Dayton will provide one on-duty district chief, if available, to any request for a <i>Northern</i> or <i>Western IMT Response Team</i>. This person will serve as an integral part of the responding <i>IMT</i>. (Dayton’s chief or one of the assistant chiefs may cancel the assigned district chief and take the response himself or herself.) In the event that a full <i>Central IMT Response Team</i> is requested, a minimum of two chief/command level officers will respond, as with any other <i>IMT</i>.</p>
<p>ACTIVATIONS:</p>	<p><u>Automatic Activations:</u> Each participating community should establish criteria for automatic activations of <i>IMT</i>’s. For example, local communications centers could initiate an automatic activation when emergency incidents reach the following levels of response or complexity. Alternatively, these criteria may just set a trigger to ask the Incident Commander if he or she would like to activate an <i>IMT</i>.</p> <ul style="list-style-type: none"> ➤ An <i>IMT</i> response may be automatically dispatched whenever an Incident Commander calls for a second alarm response. ➤ An <i>IMT</i> response may be automatically dispatched whenever an Incident Commander calls for extra-apparatus which would cause a total of more than six companies to respond to an incident. <p><u>On-Request Activations:</u> <i>Incident Management Teams</i> should be activated – or at least considered – when:</p> <ul style="list-style-type: none"> ➤ An Incident Commander calls for a total of six or more companies to an emergency scene ➤ The incident is expected to last for a total of two hours or longer before it is placed under control ➤ The Incident Commander recognizes the potential need for an <i>IMT</i> based on the following considerations: <ul style="list-style-type: none"> ✧ The complexity of the incident ✧ Its expected time duration ✧ The need for close supervision or coordination of resources.

PROCEDURE:

Incident Management Team activation procedure:

- A. The Incident Commander at an incident may initiate an “*on-request*” *IMT* response through their own dispatch center, or an “*automatic*” *IMT* response may be initiated as noted above. The dispatch center so notified shall complete the following steps:
 1. Contact the *IMT Activation Center* for their area by telephone.
 2. Relay specific information regarding the incident, including:
 - a. Type/nature of incident
 - b. Command Post location (or other location where the *IMT* is to respond.
 - c. Any specific requests from the I.C.
- B. The *IMT Activation Center* shall notify the appropriate *IMT* members by:
 - a. Pager, if so available, or
 - b. Radio, or
 - c. Telephone to their dispatch center, or
 - d. Such other communications methods as have been prearranged.