



Kansas Incident Management Team

Operations Manual

September 24, 2008

Section 1: Introduction

Following the experiences of many Kansans who had the opportunity to respond to Hurricanes Katrina and Rita; the Greensburg tornado; and the Southeast Kansas floods, one of the emerging priorities in Kansas has become the development of Local Incident Management Teams (IMTs). The goal of this effort is for each of the seven Kansas Homeland Security Regions to have at least one standardized IMT.

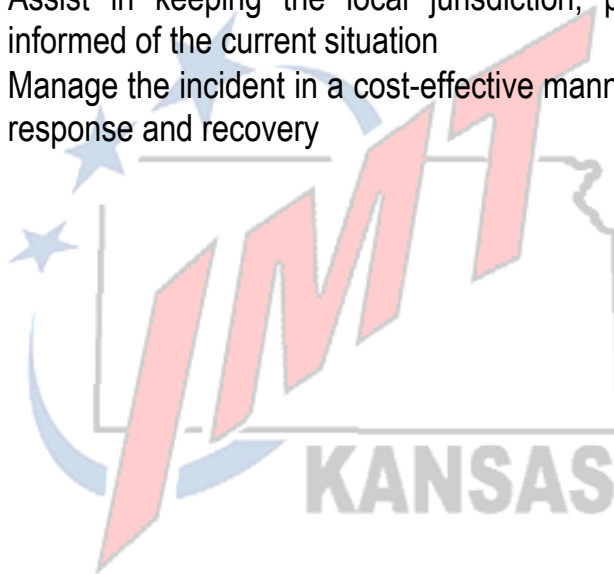
The IMTs will be a trained multi-discipline, multi-jurisdictional all-hazards incident management resource that an affected jurisdiction, through their county emergency manager, can call upon in times of emergency or disaster. The IMTs are available to provide local governments and incident commanders with assistance in command, control, and incident management functions. The intent of this policy and procedure manual is to serve as a reference document for members of the Incident Management Teams. Additional information about team organization and responsibilities can be referenced in the ***All-Hazards IMT Technical Assistance Program Team Manual*** (Appendix 2). This manual is designed to provide technical assistance and guidance in the planning phases of IMT development, training, and possible deployment.

IMT members and their home agencies/jurisdictions have made a minimum two year commitment to the team following the initial training period. Each member of the team represents expertise in their career fields and is role-specific trained in the Incident Command System (ICS). The Incident Management Team policy and procedure manual is designed to serve as a standard for the call-up, mobilization, deployment, and demobilization of IMT members responding to incidents.

Section 2: Objectives

Effective incident management and a coordinated response should focus on achieving the following objectives:

- Maintain the safety of responders
- Maximize the protection of public health and welfare
- Take necessary actions to protect and minimize the impact on property and the environment
- Work closely with the local authorities, so that incident response needs are met
- Assist in keeping the local jurisdiction, public, and/or the media informed of the current situation
- Manage the incident in a cost-effective manner, while ensuring a quick response and recovery



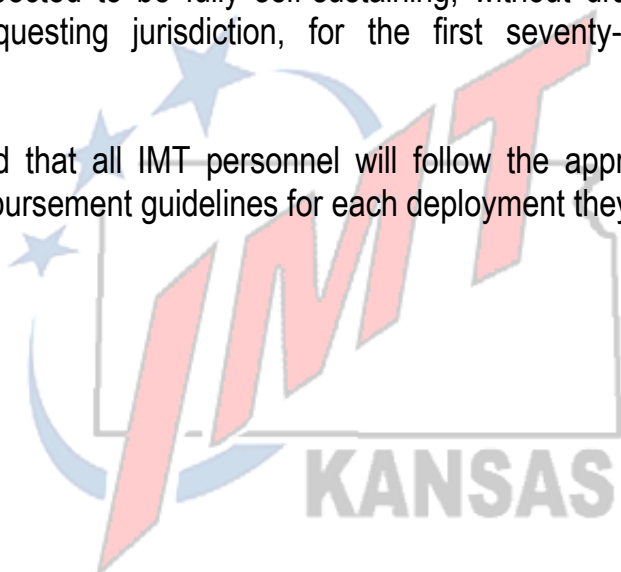
Section 3: IMT Responsibilities

The IMT members will use the National Incident Management System (NIMS) and be capable of providing assistance at the Incident Command Post and/or at a local or regional Emergency Operations Center.

Prior to IMT operations, an **IMT Assistance Agreement** will be signed by each IMT Incident Commander and the Chairman of the Board of County Commissioners, or their designee. A copy of the **IMT Assistance Agreement** can be found in Appendix 3.

IMTs are expected to be fully self-sustaining, without drawing on local resources from the requesting jurisdiction, for the first seventy-two (72) hours of any deployment.

It is expected that all IMT personnel will follow the appropriate local, State, and Federal reimbursement guidelines for each deployment they are assigned to.



Section 4: Requesting Jurisdiction or Agency Responsibilities

The IMT is to assist the requesting governing body or agency, not to take over. The requesting governing body will provide a qualified IC or Unified Command (UC). If the governing body is unable to provide an IC, such will be indicated on the Delegation of Authority Document. A local official with decision making and spending authority must be available to work with the IMT. Adequate work space, meals, and lodging will be provided for the team, if it is available.



Section 5: IMT Organization

The primary component of the IMT System shall be the Basic Team of nine (9) members. The positions that will be filled on the Basic Team are: **Incident Commander, Liaison Officer, Public Information Officer, Safety Officer, Operations Chief, Plans Chief, Logistics Chief, Finance/Admin Chief, and Communications Unit Leader**. Additional members can be added to the Basic Team as Deputies and/or Assistants, but the ideal number shall be nine. The IC has the authority to utilize the best qualified individual(s) available and determine what positions are needed.

The current goal for each Region, set by the KS Incident Management Team Working Group, is that they will have at least one Full Team. Two Basic Teams may be combined to form an Intermediate Team. Three Basic Teams may be combined to form a Full Team. No matter how many Basic Teams are formed; they will be part of the Regional Structure for tracking and management purposes. Those that wish to develop more Full Teams may do so using the nine person Basic Team model; those that are unable to develop a Full Team may develop and maintain Basic or Intermediate Teams within their Region.

Basic Teams will be numbered using their two letter regional designator and a number (i.e. the first basic team in North Central will be NC 1, the second NC 2, the third NC 3, fourth NC 4, and so on.). Two Basic Teams will make an Intermediate Team, and three Basic Teams will make a Full Team, either of which will have a letter designator (i.e. the first NC Full Team will be NC A, the second will be NC B). If deployed as a Full or Intermediate Team the letter designation will be used.

Team position numbers will be as follows IC 1, LNO 2, PIO 3, Safety 4, Ops 5, Plans 6, Logistics 7, Finance 8, and Communications 9.

Radio numbers for each Basic Team will be assigned using the following formula: **EMS Region Number** (NW 1, SW 2, SC 3, NC 4, NE 5, SE 6, and KC Metro 7) + **Basic Team Number + Position Number**. (i.e. North Central Team 1 Incident Commander would have the radio call number of 411. North Central Team 1 LNO would have the radio call number of 412, North Central Team 2 Incident Commander will be 421, etc.)

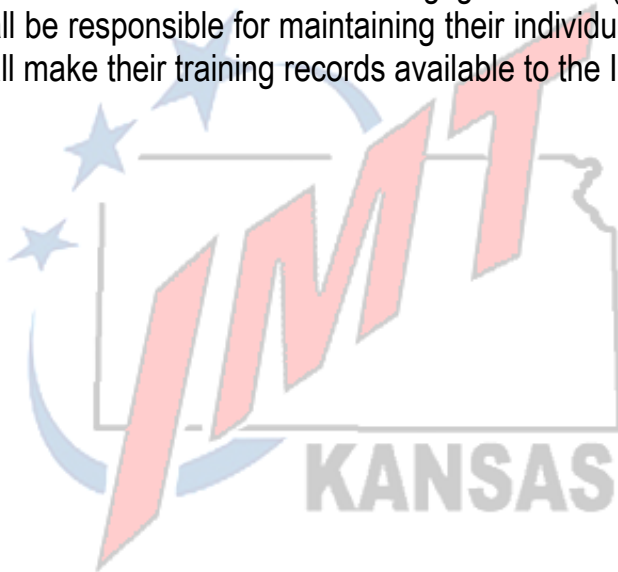
Each Regional Team will appoint a Program Manager, Field Training Liaison Officer, and a Chief of Party. Every Full Team will appoint these positions. The duties for these positions may be found in Appendix 2.

Section 6: Training Requirements

All team members will have completed the following FEMA NIMS courses:

ICS-100	ICS-700
ICS-200	ICS-800
ICS-300	Unified Command Course
ICS-400	All-Hazards IMT Course

The Kansas IMT Working Group will provide FEMA approved position specific and Command and Management training. The goal is to provide training and exercises annually for all team members. The FEMA **Incident Management Team Position Task Book** will be the base for all training guidelines (Appendix 4). The team members shall be responsible for maintaining their individual training records. Team members shall make their training records available to the IMT Program Manager.



Section 7: Team Working Guidelines

Gather and utilize intelligence from all available sources in the incident planning process. Utilize local expertise whenever possible. Seek opportunities to integrate local agencies and resources into the incident organization whenever possible.

IMT IC and Command Staff will work to determine lodging arrangements for the team members. Private recreational vehicles, or independent lodging, will not be allowed without written approval from the IC.

IMT members will be dressed in like style, so that they can be easily identifiable. The IC and Command Staff will determine the dress code. Members of any uniformed service while serving on the IMT will wear the approved IMT attire.

Treat all incident personnel with respect and dignity. Any type of discrimination or harassment will not be tolerated. Immediately report any situations of this type to a member of the Command Staff. Constantly be aware of the fact that local personnel may be under duress. Team members should keep a positive attitude and continuously demonstrate that we are there to help. Team members creating a problem will be subject to discipline by the IMT Commander. Any team member that does not respond appropriately to discipline will be demobilized. Kansas Division of Emergency Management (KDEM) will make the appropriate notifications and investigate the allegation(s). If a team member that refuses to demobilize upon the order of the IC, appropriate legal action may be instituted locally.

IMT members shall not perform assigned duties while under the influence of drugs and/or alcohol.

Section 8: Deployment Guidelines

IMT deployment and mission tasking will come after a request to and validation by KDEM. An Advanced Party will deploy to the requesting jurisdiction to assist KDEM with an assessment of the situation. The Advanced Party will consist of an IMT IC or Deputy IC, a Regional Homeland Security Coordinator, and any additional Command or General Staff as deemed necessary.

Each Regional Team will designate a Basic Team to be 'on-call' every month. The on-call Basic Team will be the first part of the IMT deployed. The on-duty IMT IC will serve on the Advance Party. Each Region will provide KDEM with a listing of on-call team members immediately prior to their month of call. Any personnel changes will be coordinated at the team level and communicated to KDEM.

Each team's Program Manager will act as the single point of contact between KDEM and the on-duty Basic Team. When a request for IMT support is received by KDEM, the Duty Officer will immediately contact the IMT Program Manager of the Regional Team that is being requested. The Program Manager will then contact the on-duty IC with information about the request and advance team instructions.

The Regional Team's Program Manager will coordinate all team staffing and logistical needs, and will immediately notify KDEM if the deployed Team requires any assistance.

The Regional Team's Program Manager will coordinate staffing changes/rotations within their team and will notify team members and KDEM at least 48 hours prior to any changes in personnel.

When an IMT is deployed KDEM will initiate a daily conference call with that team's IC or designate, team's Program Manager, and the IMT Observer.

KDEM will coordinate any out of region or cross-regional requests for IMTs, and will coordinate with the program managers of the affected teams.

Section 9: Team Member Availability and Activation

IMT MEMBERS WILL NOT SELF-DEPLOY.

IMT members will provide twenty-four (24) hour contact information to the IMT Program Manager. Each member shall be responsible for notifying their agency regarding deployment.

IMT members not immediately deployed may be placed on standby. The standby period will be determined by the IMT IC and team members will be notified. On-call status will be reevaluated as needed.

While on standby, an IMT member should be on the scene of an incident occurring in their region within eight (8) hours of notification. Allowances for weather, road closings and travel time outside the IMT members region will be made.

When accepting an assignment to respond to an incident, IMT members are committing to a maximum of eight days. Team members will not return to their homes or leave to conduct personal business during deployment work hours, without prior authorization from the IC. IMT members should have clothing, documentation, credentials, equipment, personal hygiene items, and medications sufficient to last for that period of time.

Section 10: Operating Procedures

The IMTs will perform utilizing the NIMS *Emergency Responder Field Operating Guide (ERFOG)* (Appendix 5).

