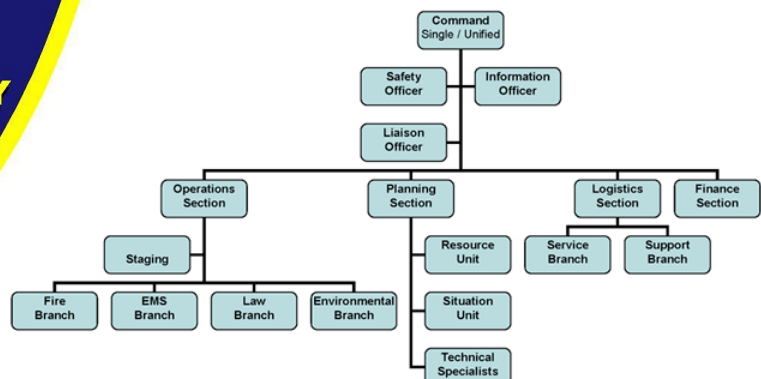


HUNTERDON COUNTY DIVISION OF EMERGENCY MANAGEMENT

INCIDENT MANAGEMENT ASSISTANCE TEAM(IMAT)

ORGANIZATIONAL DOCUMENT





HUNTERDON COUNTY DIVISION OF EMERGENCY MANAGEMENT INCIDENT MANAGEMENT ASSISTANCE TEAM

Introduction

A. Purpose

The purpose of this manual is to describe the Hunterdon County Division of Emergency Management Incident Management Assistant Team (IMAT) makeup, management functions and its' operations during emergency and non-emergency responses. This document details the methods of operation, organization, position descriptions, qualifications, operational checklists, equipment, general guidelines, preparedness activities, and integration into the Incident Management System.

B. Background

The Hunterdon County Division of Emergency Management's IMAT was developed to provide a group of highly qualified personnel readily available for response to a major incident, disaster, or long-term event as support staff for the Incident Commander. The intent of establishing this team is to provide command staff support during large scale, complex, and long-term incident or pre-planned event. It is not the function of this team to take the lead as the Incident Commander, rather to support the authority having jurisdiction by providing staff for selected positions within the Incident Management System and to assist the Incident Commander in achieving a positive, coordinated and documented conclusion to an incident.



HUNTERDON COUNTY DIVISION OF EMERGENCY MANAGEMENT INCIDENT MANAGEMENT ASSISTANCE TEAM

General Operations

A. Incident Management Assistance Team Capabilities

Based on the needs of the incident, the primary types of assistance provided by the IMAT could include the following areas:

- Providing management and coordination of resources
- Identifying the staff & support needs of the Incident Commander including;
 - o Safety Officers
 - o Accountability Officers
 - o Photographers
 - o Scribes
 - o Communications Operators
 - o Agency Liasons
 - o Public Information Specialists
 - o Finance and Administration Section
 - o Planning Section
 - o Logistics Section
- Assigned to Local or County Emergency Operations Center, Multi-Agency Coordination Center, or Incident Command Post

Note: The role of the IMAT is not to replace the functions of the County Fire Coordinator, County EMS Coordinator, or County Office of Emergency Management. The IMAT has been developed to enhance the areas of the incident command system that are presently understaffed as well as provide trained members to fill roles that are not often utilized.

B. Activation

Upon receipt of a request for IMAT, Hunterdon County Communications shall make notification to the Hunterdon County Emergency Management Coordinator or Deputy and explain the circumstances of the request. On their approval, the dispatcher shall dispatch IMT into the CAD system. This will have a text message go to the IMAT member's cellphones. IMAT members shall utilize Iamresponding to advise of their availability.



HUNTERDON COUNTY DIVISION OF EMERGENCY MANAGEMENT INCIDENT MANAGEMENT ASSISTANCE TEAM

C. Interaction

Once the IMAT is established in the field, the IMAT Coordinator or Deputy shall:

- Act as the liaison between the IMAT and the Incident Commander.
- Order additional or replacement IMAT members as needed.
- Set a schedule for IMAT members should the operation need to go beyond 1 operational period.
- Demobilize IMAT members when no longer required.

Position Descriptions & Responsibilities:

A. Standing Positions

These positions are assigned to individuals for the administrative function of the team. These individuals can take on other operational responsibilities when the team is activated as the needs of the incident dictate.

IMAT Coordinator

Selected and appointed by the Hunterdon County Emergency Management Coordinator, this subject is the head of the team. The IMAT Coordinator is responsible for the administrative record keeping of the team, scheduling of meetings, drills, and non-emergency events, operational deployments of the team, liaison at the incident, and overall functionality of the team.

Deputy IMAT Coordinators

Four Deputy IMAT Coordinators are selected and appointed by the Hunterdon County Emergency Management Coordinator in consultation with the IMAT Coordinator. The Deputy IMAT Coordinators are assigned duties by the IMAT Coordinator and shall take on all duties of the IMAT Coordinator in their absence. The Deputy IMAT Coordinators shall be assigned as 1st, 2nd, 3rd, and 4th as to designate their rank. Duties of the Deputy IMAT Coordinators include:

1. Planning Section
2. Logistics Section
3. Finance/Admin Section
4. Command Staff / Operations Section



HUNTERDON COUNTY DIVISION OF EMERGENCY MANAGEMENT INCIDENT MANAGEMENT ASSISTANCE TEAM

B. Operational Positions

Liaison Officer

The Liaison Officer (generally a single resource) reports directly to the Incident Commander and is the primary point of contact for personnel assigned to the incident by an assisting or cooperating agency that has no direct tactical assignment. Examples of an assisting or cooperating agency are the American Red Cross, utility companies, site owner or operator.

Safety Officer

The Safety Officer reports directly to the Incident Commander. The Safety Officer develops and recommends measures for assuring personnel safety and anticipates and assesses hazardous or unsafe situations. The Safety Officer may have Assistants.

Planning Section Chief

The Planning Section compiles and distributes the incident action plan. The Planning Section is also responsible for the collection, evaluation, and dissemination of information regarding the incident. The Planning Section Chief manages the Planning Section and reports to the Incident Commander.

Written documents are required for effective incident action plans and strategic and operations planning. The Planning Section is responsible for the following:

- Developing a written Incident Action Plan (ICS Forms 202, 203, 204, 205, and 206)
- Developing written objectives for the current operational period including critical issues (ICS Form 202)
- Tracking personnel and need for replacement (ICS Form 214)

Resource Unit Leader

The Resource Unit Leader is responsible for maintaining the status of all assigned resources at an incident. This is achieved by overseeing the check-in of all resources, maintaining a status keeping system indicating current location and status of all resources, and maintenance of a master list of all resources. Prepares ICS Forms 203, 204, 207, 215, and 215a.

Check-In / Status Recorder

Check-In/Status Recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for. Prepares ICS Forms 211 and 219.



HUNTERDON COUNTY DIVISION OF EMERGENCY MANAGEMENT INCIDENT MANAGEMENT ASSISTANCE TEAM

Staging Area Manager

The Staging Area Manager is responsible for managing all activities within a staging area. Maintain and provide status for all resources to the Resource Unit Leader. Develop Strike Teams and Task Forces as directed by the Operations Section Chief.

Situation Unit Leader

The collection, processing, and organizing of all incident information takes place within the Situation Unit. The Situation Unit Leader may prepare future projections of incident growth, maps, and intelligence information. Prepares ICS Form 209.

Display Processor

The Display Processor is responsible for the display of incident status information obtained from the Field Observers, resource status reports, maps, IAP, and posting of T-Cards.

Field Observer

The Field Observer is responsible to collect situation information from personal observations at the incident and provide this information to the Situation Unit Leader.

Documentation Unit Leader

The Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files. Duplication services will also be provided. Incident files will be stored for legal, analytical, and historical purposes.

Logistics Section Chief

The Logistics Section is responsible for providing incident resources with facilities, services, and materials for the immediate or anticipated needs of the incident. The Logistics Section Chief manages the Logistics Section and reports directly to the Incident Commander. The Logistics Section Chief also works in close consultation with the Finance/Administration Section Chief to ensure the needs are met and that procurement principals are followed. The Logistics Section is further broken down into a Medical Unit, Resources Ordering Unit, Communications Unit, and Transportation Unit.

Medical Unit Leader

The Medical Unit functions under the Logistics Section Chief and anticipates the need for medical supplies and services for the emergency services personnel as well as providing EMS operations with required supplies and resources. The Medical Unit documents any injury or illness incurred by the emergency services personnel during the incident and



HUNTERDON COUNTY DIVISION OF EMERGENCY MANAGEMENT INCIDENT MANAGEMENT ASSISTANCE TEAM

works closely with Safety Officers in performing a health risk assessment of the incident site to provide recommendations for mitigation of any identified risks.

Resource Ordering Unit Leader

The Resource Ordering Unit functions under the Logistics Section and coordinates, tracks, and records all requested resources and supplies. The process for ordering supplies, equipment, and personnel may vary depending on the size and complexity of the incident; however, basic ordering principals and procedures should be followed regardless of the situation.

Communications Unit Leader

The Communications Unit functions under the Logistics Section and is responsible for communications equipment distribution, maintenance, inventory, and planning. Communications needs are planned for in advance and requires the Communications Unit to work closely with outside agencies such as State Police, DEP, Forestry, etc.

When appropriate, the need for communications equipment, maintenance, and repair is anticipated by having extra equipment to provide rotation and by having technicians available to make repairs. Equipment inventory includes a tracking process to assure prompt return of all communications and related equipment and to provide accountability in case equipment is not returned.

Transportation Unit Leader

The Transportation Unit functions under the Logistics Section and coordinates transportation for incident resources in order to minimize confusion and congestion. The Transportation Unit Leader, through contact with the Logistics Section Chief, assures that transportation is available when and where needed and works closely with the Resource Unit Leader to assure status is maintained on transportation resources assigned.

Members of the Transportation Unit may also be assigned to assist in coordinating evacuation of civilians or the transportation of victims of a mass casualty incident.

Hunterdon County Division of Emergency Management-IMAT Deployable Resources:

CP-86 – Command Vehicle / Field Communications
Car 861– County Coordinator /
Car 862 – Communications Technical SUV
Car 863 – County Fire Coordinator SUV
Car 865 - EMS Coordinator SUV
Special Service 86 – Training Academy Pickup Truck
IST Trailer
Trailer 86-5 – Staging Area Management Trailer
Trailer 86-1 – Gator with Med-Bed
Light Tower Trailers (2)



HUNTERDON COUNTY DIVISION OF EMERGENCY MANAGEMENT INCIDENT MANAGEMENT ASSISTANCE TEAM

Hunterdon County Division of Emergency Management - IMAT Member Requirements

All members of the HCIMAT shall have the following minimum training to be considered for membership:

ICS I-100, I-200, I-300, I-400

NIMS IS-700

NRP IS-800

EOC Management & Operations IS-775

NOTE: Members will be required to complete intense, extended training for their respective positions. These courses could be held during daytime work hours and require attendance during consecutive days.

Member Selection:

Applications for team membership shall be forwarded to the County Emergency Management Coordinator and addressed as shown below:

Hunterdon County Division of Emergency Management
C/O Brayden Fahey
PO Box 2900
Flemington, NJ 08822

The County Emergency Management Coordinator, County IMAT Coordinator, and County IMAT Deputy Coordinators will review the applications, interview the candidates, and make the final decision on membership approval.



HUNTERDON COUNTY DIVISION OF EMERGENCY MANAGEMENT INCIDENT MANAGEMENT ASSISTANCE TEAM
