Texas All-Hazards Incident Management Team Standard Operating Procedures

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The Incident Management Team (IMT) concept was initiated post World War II era, by veterans employed by wildland fire organizations to develop a command and control system, designed to manage large wildfire incidents. This institution was first coined as Large Fire Organizations. However, as the concept evolved through the gestation of the Incident Command System (ICS) from Firefighting Resources of Southern California Organized for Potential Emergencies (FIRESCOPE) and the National Wildfire Coordinating Group (NWCG), the first formalized IMT was born. This national resource was originally intended to provide for the management of wildland fires, however as teams gained national recognition from their Mission Assignment (MA) capabilities, they occasionally provided command and management on all-hazard incidents that resulted from other large natural disasters (Hannemann et al., 2018).

In the wake of the September 11 terror attacks, All-Hazard Incident Management Teams (AHIMT) began to form. This became possible through Homeland Security Presidential Directive-5, which mandated the development of a National Incident Management System (NIMS) to "enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system." (Bush, 2003). Following this manmade disaster, it became clear at the federal level that the Incident Command System (ICS) and NIMS should be applied to manage not only wildfires but also all-hazard incidents.

In 2005, Hurricane Rita severely impacted the Texas coast-line, which prompted then-Governor Rick Perry to issue an executive order that designated the National Incident Management System (NIMS) as the incident management system for the State of Texas (Perry, 2005). One year later, Governor Perry issued a second executive order, which directed the Texas Division of Emergency Management (TDEM) to create eight Regional Incident Management Teams. This directive was then tasked to the Texas A&M Forest Service by TDEM's Chief Executive Officer, to provide a formalized IMT program, which would involve the responsibility of training, development, and mobilization of each team.

This was the birth of the Regional Incident Management Team Program for the state. The Texas A&M Forest Service was then given legislative authority for the administration and management of this program, through Texas Education Code § 88.122 Incident Management Teams, which directs the agency to train, maintain, develop, and mobilize IMTs to provide incident support for state, disaster district, or local jurisdiction operations. As subject to this code, "an incident management team maintained under this section may consist of Texas Forest Service employees and other state, local, and volunteer responders." (Texas 82nd Legislature, 2011).

The Texas Incident Management Teams involve the organization and management of a community's most serious, complex, and costly incidents. These incidents must be managed in a safe and economical manner, taking into consideration incident objectives, values at risk, social, environmental, and political issues. The Texas All-Hazards Incident Management Team Program is considered an "all-hazard" discipline, as they may be needed for a variety of emergencies or disasters including hurricanes, storms, tornadoes, floods, terrorist activities, hazardous materials or wildfire incidents. The overall intent of these IMTs is to support the requesting Authority Having Jurisdiction (AHJ) and the Agency Administrators.

The Texas All-Hazards IMT Standard Operating Procedures provides a basis for the development and establishment of a system to coordinate, develop, and maintain a State asset that is capable of augmenting local and state emergency services, with enhanced training and equipment and providing fast, effective and cooperative organization to an agency in need of State assistance, and for the management of emergency incidents.

Questions, comments, and suggested improvements related to this document are encouraged. Any information, requests for change, or comments should be directed to the IMT Program Coordinator with the Texas A&M Forest Service.

Jimmy Mullis
Assistant Chief
IMT Program Coordinator
Texas A&M Forest Service
Mobile: 979-218-2407
Email: jmullis@tfs.tamu.edu

Introduction

The Texas All-Hazards Incident Management Team (AHIMT) Standard Operating Procedures (SOP) are intended to serve as a guiding document for the Texas AHIMTs. This document sets forth standardized expectations and responsibilities, agreed upon by the Texas AHIMT Steering Committee and in response to Tex. Education Code § 88.122 which directs the Texas A&M Forest Service (TAMFS) to train, maintain, develop, and mobilize Incident Management Teams to provide incident support for state, disaster district, or local jurisdiction operations. As subject to this code, "an incident management team maintained under this section may consist of Texas Forest Service employees and other local, and volunteer responders." The Texas Incident Management Teams (IMT) will respond to all-hazards environments and will provide operational coordination to jurisdictions in need.

The Hierarchy of Authoritative and guiding documents related to this document are as follows:

- National Response Framework
- National Interagency Mobilization Guide
- Interagency Standards for Fire & Aviation Operations
- Advancing the Capabilities of Type-3 IMTs
- State of Texas Emergency Management Plan
- State of Texas Firefighting (ESF-4) Annex

Additional authorities specific to this guide, if any, are listed below.

- Chapter 88 (Agencies and Services of the Texas A&M University System), Education Code
- Chapter 418 (Emergency Management)
- Chapter 778 (Emergency Management Assistance Compact)
- Cooperative Agreements with local government, fire departments and Texas A&M Forest Service for the provision of fire suppression services
- Texas Cooperative Wildland Fire Management and Stafford Act Response Agreement – Authorizes the Texas A&M Forest Service to maintain and support all-hazard incident management teams.

Texas AHIMT Priorities, Mission & Vision

The **Priorities** of the AHIMTs are as follows:

1.) Safety
The Texas AHIMT Program places priority emphasis on the safety of the responders and the public and is committed to caring for all incident personnel. Team members will do what is necessary to ensure that every person assigned to the incident receives support to perform their job safely.

2.) Achieve the objectives outlined by the Agency Administrator
The Teams will endeavor to accomplish the objectives outlined in the Letter of Expectation by the host unit's designated Agency Administrator in a timely, efficient, and fiscally responsible manner.

3.) Provide a leadership climate of Duty, Respect, and Integrity
The Teams will treat all incident personnel, cooperators, and the public with respect, develop trust through transparency and accountability, and seek opportunities for improvement.

The **Mission** of the AHIMTs is to safely, effectively, and efficiently manage all incidents that we are assigned by maintaining a cadre of skilled and productive team members. During each team call out, we will strive to successfully complete each mission to achieve our objectives while creating a positive work environment for all personnel, with existing team members or single resources assigned to our team.

The **Vision** is to maintain the AHIMTs as diverse groups that will integrate and uphold the values of Duty, Respect, and Integrity into our mission environment. We are dedicated to encouraging team members and assigned personnel to communicate, coordinate, and cooperate with each other, supporting agencies, and local partners on every assignment.

To achieve our vision, we encourage formal and experience-based training assignments for primary, alternate, and trainee members designed to enhance and improve our teams' leadership and technical development. This vision will be implemented on all assigned incidents/events for the AHIMTs.

Team members should remain aware of local, state, and national incidents to which we may respond and proactively collecting information and making adequate preparations before leaving the home units. We will act as wise stewards of the nation's resources and serve as diplomats for the State of Texas.

Organization & Assignment of Responsibilities

Team Oversight & Management
The Texas All-Hazards IMTs are developed and maintained through coordinated efforts between the Texas AHIMT Steering Committee, the Texas Division of Emergency Management, and the Texas A&M Forest Service, to serve Agency Administrators in the management of complex incidents within their areas of responsibility. The Texas AHIMT Program will apply principles and guidelines set forth in the [State of Texas Emergency Management Basic Plan,](#) Firefighting Annex (ESF 4), [Emergency Management Annex (ESF 5)](#), and the [Advancing the Capabilities of Type-3 IMTs Document,](#) and other agency-specific planning documents and policies, to assure safe, risk-informed, and effective incident management. IMT activities and availability are coordinated through the IMT Coordinator and the Texas Interagency Coordination Center.

TAMFS AHIMT Program Administration
The TAMFS AHIMT Program Administration charters and provides the overall direction, intent, and oversight to the program, and works to support the standing teams when mobilizing for state mission assignments. This is the decision body that provides oversight of the overall program. The Texas AHIMT Steering Committee provides recommendations to the AHIMT Program Administration regarding all aspects of IMT operations.

Texas AHIMT Steering Committee
The objectives of the Texas AHIMT Steering Committee are to provide strategic direction and guidance to the program. This body will set the long-term vision and identify the program's needs, challenges, and changes. They will also be responsible for reviewing ongoing business within the program and making recommendations to the TAMFS AHIMT Program Administration for consideration.

The Texas AHIMT Steering Committee consists of representatives from each of the six Regional AHIMTs and two representatives each from the Texas A&M Forest Service, the Texas Division of Emergency Management, and the Texas A&M Engineering & Extension Service. State agency representation will serve as the voting members to this body and the Team Lead Liaisons will serve as the advisory component to this body.

Team Leads
Team Leads are recruited and recommended by the Texas AHIMT Steering Committee and selected by the Texas AHIMT Administration. They are responsible for building the team and providing oversight, direction, leadership, and creating a cohesive respectful work environment. They interface with the host AAs and are the link between the team, the host unit, and the community, partners, and stakeholders impacted by the incident.

Type 3-R Teams
- These teams are led by a Team Lead and associated Deputy Team Leads, organized by TDEM Regional boundaries.
- May be deployed anywhere in the state of Texas or United States, through the State Operations Center, EMAC, or IROC/ESF 4 Requests.
- Each Regional Team will strive to meet and exceed the standards in the 3-Tier System.
- Deployed as a team to manage major and/or complex incidents/events, requiring a considerable number of local, regional, state, and federal resources and incidents that extend into multiple operational periods and require a written IAP (Incident Action Plan).
- If less than an entire team is needed, single resources or incident management components can be ordered to fill the mission assignment request.
- May be utilized at incidents, such as a natural disaster, man-made disaster, wildfires, and as requested by the Texas State Operations Center (SOC).
- May initially support or manage larger, more complex incidents, prior to the arrival of, and transfer of command to, a Type 2 or Type 1 IMT, respectfully.

Type 3-L Teams
- These teams will be managed and led at the discretion of the local jurisdiction or regional area, such as one of the council of governments.
- These teams may support any local or regional requests but should follow pre-established mobilization procedures as designated by the local authority or regional area.
- The Texas A&M Forest Service will support these local teams, though Incident Qualification System Management, by providing a Qualifications Review Board for member incident qualifications standards, and team and individual team training.

Agency Administrators & Requesting AHJ
- Request and brief the incoming Incident Management Team, providing a clear Letter of Expectations (verbal or written).
- When assigned to an incident, the IMT serves at the discretion and operates under the control and guidance of an Agency Administrator who provides objectives, and operating guidelines applicable to a particular incident.
- The AA provides a performance evaluation for the IMT/IC that focuses on how well the team met the objectives but may not address the efficiency and functionality of the team's internal processes.

Team Management

The Texas All-Hazards IMTs are developed and maintained through coordinated efforts between the Texas AHIMT Steering Committee, the Texas Division of Emergency Management, and the Texas A&M Forest Service, to serve Agency Administrators in the management of complex

incidents within their areas of responsibility. The Texas AHIMT Program will apply guidelines set forth in the [State of Texas Emergency Management Basic Plan](#), Firefighting Annex (ESF 4), [Emergency Management Annex (ESF 5)](#), and the [Advancing the Capabilities of Type-3 IMTs Document,](#) and other agency-specific planning documents and policies, to assure safe, risk-informed, and effective incident management.

Applying for Team Membership

Individuals are welcome to apply for positions for the AHIMTs, during the open application period. Team members are required to reapply annually, and applicants are selected in December for the next calendar year. These rosters are configured by the applicable Team Lead, submitted to the Steering Committee, then approved by the Texas AHIMT Administration. Rosters will become effective January 1, each year and will be posted at [tfsahimt.org](#). Team members should inform the IC through their appropriate chain of command of any change to their qualifications that would affect their ability to fill an assigned position, as well as other qualifications that may be of service to the team's mission assignment.

Recruitment, Retention, and Onboarding Process

Selection of Team Leads and Deputy Team Leads

When a Team Lead vacancy exists, a Vacancy Announcement will be developed, and it will be advertised by the Texas AHIMT Administration. Applications for Team Leads will be submitted via the standard application process at: https://arcg.is/1u90yO. The nomination package will be forwarded to the Texas AHIMT Coordinator who will assign a task group to review and evaluate the nominees. The task group will forward their recommendations to the Texas AHIMT Administration for final approval. The Texas AHIMT Administration will send out acceptance letters to the new Team Lead(s). In the event a Team Lead cannot complete their tenure, the Texas AHIMT Administration will appoint an interim Team Lead for the remainder of the year.

Team Leads will serve for three years contingent upon satisfactory performance. The outgoing Team Lead will serve in this capacity until the new Team Lead selection letter is approved by the Texas AHIMT Administration. The Texas AHIMT Administration approves the annual IMT Rosters. Each Non-Team Lead position within the IMT is required to re-apply annually.

Selection of Incident Management Team Members

Application period for all teams will open October 1st of each year, with selections made in December. Each position on the team(s) is required to re-apply every year at: https://arcg.is/1u90yO. Applications for IMT members for are the responsibility of the individual and their home supervisor. Applicable Team Leads will make selections and team configurations, based off their respective applicant pool, with final rosters approved by the Texas AHIMT Administration. Team rosters will begin January 1st of each year.

While it is desirable to maintain team consistency over consecutive years, selection of team members in future years is not an entitlement. Applicants will be evaluated on an annual basis and must compete with other applicants for the same position among the 6 Texas AHIMTs. Past position specific performance evaluations will be used when making selection decisions, if necessary.

In selecting primary, alternate, and trainees, the Team Leads and Texas AHIMT Administration will strive for the best possible mix of highly qualified and diverse candidate which may require some adjustments within initial team selections. Trainee and mentored positions will be highly encouraged, with an emphasis on developing future team candidates and participation.

If a vacancy occurs after the team application period closes, the Team Leads may select a replacement of a team member by having the individual submit an application. If interested potential members miss the yearly application deadline, Team Leads may request to re-open the application for their team. These members may be placed in an IMT Reserve Status pool to fill needed positions during the team call-out period.

Team Selection Guidance

1. Applications for IMT members with the Texas AHIMT are the responsibility of the individual and their respective employer.
2. The primary goal of team selection is to place skilled individuals in positions for which they are qualified and fit the team concept.
3. In selecting primary team members and trainees, the Team Leads will strive for the best possible mix of highly qualified and diverse candidates, which may require adjustments to initial team selections.

Selection Process for Applicants

1. Qualified (Position Task book Completed)
2. Trainee (Position Task book Open)
3. Position-specific training and experience (Prior experience/response should always be considered.)
4. AHIMT personnel will demonstrate the necessary knowledge, skills, and abilities to function in a forward deployment environment. At a minimum, AHIMT members will present a functional understanding of the position and have completed specific emergency management and NIMS/ICS training. Candidates for these positions must meet all the prerequisite training and be evaluated for position-specific training and experience.
5. Some applicants of the AHIMT program may not have a formal background or meet the qualifications for a position. These individuals will serve as technical specialists, until the individual is able to identify a position and open a task book. These individuals should work with a mentor to identify a functional pathway.

Trainee and mentored positions will be encouraged, emphasizing developing future team candidates and participation. The trainee should be assigned on a 1:1 ratio with qualified team members.

Membership Requirements

- Forty percent of the rostered team members must participate in two training or planned exercises per year. One of the training or exercise requires producing an Incident Action Plan.
- To maintain membership, each member must attend at least one training or planned exercise annually.
- Must be available for deployment 50% of the team rotations.
- Excused absents must be approved by Team Lead.

After the approval of AHIMT Membership, the Texas AHIMT Administration will distribute a Texas Emergency Management Assistance Team – MOU to the member. The member and employer will need to sign and submit the MOU through the TEMAT portal: https://arcg.is/09KX0f.

Application Process & Timeline

Early-August: When a Team Lead vacancy exists, a Vacancy Announcement will be developed, and it will be advertised by the Texas AHIMT Administration. Applications are due Mid October.

Mid-August: Texas AHIMT Program Administration will send out the team application letter to agencies within in Texas.

Early-September: Texas AHIMT Program Administration will select Team Leads for each region.

Mid-September: Steering Committee Meeting with Team Leads.

Early-October: Team application period opens.

December 1st: Team applications close. Steering Committee Members and Team Leads select Team Members.

January 1st: Team Meetings, Team Workshop, and Trainings begin. This may be done via webcast, on-line meeting and informational web site.

Tracking of Team Members

Incident Management Team Members will be tracked by tenure, qualification development skills and ability so that the Texas AHIMT Program can provide successional planning for the future of our teams. This will also allow for opportunities for trainees who have been signed off to replace team members who have a long-standing tenure or are advancing to the next level. Once members are fully accepted into the program, AHIMT Administration will ensure the issuance of PIV-I Cards to each member through coordination with TDEM. If removed from team, then the PIV-I Card must be retrieved and revoked immediately. The Administrator must retrieve the card and notify TDEM for immediate revocation.

Team Configurations

The requesting unit's Agency Administrator has the authority to increase or decrease the number of ordered positions. The SOC in consultation with TAMFS, will negotiate any changes to team configurations with the ordering unit. To produce desired results for team successional planning and future incident assignments, the inclusion of IMT trainees will be highly encouraged for all deployments. Rostered Team members will follow standards set in the Texas AHIMT Qualifications Guide, to the greatest extent possible.

Although these teams are scalable based on mission requirements, standard team configurations are as follows for the AHIMT Program:

Planning Module
Planning Section Chief (1)
Resource Unit Leader (1)
Situation Unit Leader (1)
Intent: Provide planning support for requesting AHJ through IAP Development, Resources Tracking, Intelligence Gathering and/or Situation Reports.

Short Team
Team Lead/Incident Commander (1)
Operations Section Chief (1)
Planning Section Chief (1)
Logistics Section Chief (1)
Finance Section Chief (1)

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Technical Specialist/Subject Matter Expert (1)
Intent: Provide incident management support to requesting AHJ through expertise in Operations, Planning, Logistics, and Finance. The short team will work with the Agency Administrator to accomplish the objectives outlined in the Delegation of Authority or Letter of Expectation, and they will provide support through IAP Development, assist, or integrate with local operations chief, provide logistical support, and provide incident finance support as needed.

Long Team
Team Lead/Incident Commander (1)
Safety Officer (1)
Liaison Officer (1)
Public Information Officer (1)
Operations Section Chief (1)
Division/Group Supervisor (2)
Planning Section Chief (1)
Resource Unit Leader (1)
Situation Unit Leader (1)
Geographic Information System Specialist (1)
Technical Specialist/Subject Matter Expert (1)
Logistics Section Chief (1)
Ground Support Unit Leader (1)
Facilities Unit Leader (1)
Finance Section Chief (1)
Intent: Provide incident management support to requesting AHJ through expertise in Operations, Planning, Logistics, and Finance. The short team will work with the Agency Administrator to accomplish the objectives outlined in the Delegation of Authority or Letter of Expectation, and they will provide support through IAP Development, assist, or integrate with local operations chief, provide logistical support, and provide incident finance support as needed.

Length of Assignment

Generally, the standard length of an in-state or out-of-state assignment is 14 days, exclusive of travel to and from home unit, with possible extensions identified below. An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and the commencement of return travel to the home unit. Time spent in staging and preposition status counts towards the 14-day limit.

Assignment Extension

Prior to assigning incident personnel to back-to-back assignments, their health, readiness, and capability must be considered. The health and safety of incident personnel and resources will not be compromised under any circumstance. Assignments may be extended when:

1. Life and property are imminently threatened
2. Objectives are close to being met
3. Replacement resources are unavailable or have not yet arrived.

When an incident management team is in place, the Section Chief or Incident Commander will identify the need for assignment extension, in coordination with the State Operations Center. The Incident Commander will approve the extension using the NWCG Length of Assignment Extension Form and will obtain the affected resource's concurrence, along with documentation of his/her home unit supervisor's approval. If the potential exists for reassignment to another incident during the extension, the home unit supervisor and affected resource will be advised and must concur prior to reassignment. The State Operations Center will also need to approve the extension request.

Team Member Removal Process

There will be zero tolerance of any acts of discrimination, drugs or alcohol, sexual harassment, or intimidation. Because teams are mobilized to respond to emergencies, it is our policy that no alcohol will be consumed while team members are in pay status, on-call, or in a base camp situation. The duration of an assignment is ended when we are released to our home unit at the end of the assignment. Team members are expected to use good judgment while in travel status, R&R, or other off-duty activities to ensure that a professional image of team members and the team is maintained. Possession or use of non-prescription unlawful drugs is not allowed.

A team member may be removed from the team for issues related to performance, conduct, availability, and/or team membership and overall team performance. Team members may also be

discharged for issues related to attitude, initiative, consideration for personnel welfare, physical ability for the job, and/or safety.

The team member would be advised of the shortcomings in writing on the [ICS 225 Performance Rating](#) and orally by the appropriate C&G Staff member and/or IC. The final decision will be made by the Team Lead after consultation with the appropriate C&G Staff team members.

The Texas AHIMT Administration will consult with voting members of the Steering Committee, to determine removal or replacement of Team Leads due to poor performance or the same considerations listed above.

Members of the AHIMT Program may resign or be discharged from the Team for reasons that my or may not be public in nature. The separation of members from the program will not be posted to the program's website nor will it be posted on Social Media sites without the written consent of the member.

Resignations by AHIMT Program members shall be in written form (email or letter) and be addressed to the AHIMT Program Administration/IMT Program Coordinator.

Discharged of members shall be for cause. Examples of discharge reasons include but are not limited to the following: poor performance, violation of TAMFS, AHIMT Program, and TAMU policies, or an infraction of code of conduct.

Upon separation from the team, Program Administration will collect any issued program equipment, uniforms, or identification.

Team Mobilization

Team Ordering & Notification Process

There are 4 ways, in which a Texas AHIMT Type 3 may be ordered:

1.) Through the Texas State Operations Center via State of Texas Assistance Request (STAR) process, in support of a State of Texas All-Hazard Mission Assignment;

2.) Through the Texas State Operations Center via EMAC Request, made by another state for All-Hazards or Wildfire response;

3.) Through the Texas A&M Forest Service to support wildfire response for the state of Texas;

4.) Through the USFS/ESF-4, which may be made through IROC, to support

- o Another state for response
- o A federal agency for response
- o To support a FEMA Supplemental Response Team (SRT).

In any case, the team will be mobilized, with each individual team member to receive a Resource Order that will specify the Order Number, Ordering Agency and sub-unit, and Travel Arrangements, Destination and Departure Time and Date.

Notifications

Initial notifications will be made through TDEM's Blackboard Connect Notification System to the team members and coordination will be conducted through the IMT chain of command for specific needs of travel, lodging, accommodation, and logistical items to bring. Team Pre-order procedures will be coordinated through the Texas A&M Forest Service Emergency Operations Center.

Rotation Model

The Texas IMT Program will implement a one-week 'on-call' period for all six teams. This will determine which team is first up, and may be called during an alert or activation notice. The 'on-call' team will be notified first. The 'standby' team will be notified next and the stand-down team notified last. The team rotation can be obtained from the TICC website: tfsahimt.org. The AHIMT Program Administrator will notify all team members on the first 'on-call' day of each month, with current rotation status.

Alert

An alert will be issued to all IMTs from the AHIMT Program Administration. The alert is only intended to apprise the members of an occurrence of an event and does not constitute a directive to begin any mobilization activities.

Activation Procedures

This procedure is applicable to the State of Texas All-Hazard IMT (AHIMT) teams for notification and activation for deployment.

AHIMT team activation will be through the Blackboard Connect (BBC) system. BBC is a web-based, mass notification system that provides the ability to send emergency activations and updates to members of an AHIMT team via email, telephone, and SMS text message.

All AHIMT personnel are required to have their preferred method of emergency contact through email addresses, and phone numbers.

Upon authorization from the Texas Division of Emergency Management (TDEM) to activate an AHIMT team the Texas A&M Forest Service (TAMFS) will begin the vetting process. The appropriate team leader will be notified. Vetting will be conducted by a team lead and a member of the AHIMT program coordinators. Once the appropriate team response is determined TAMFS EOC will notify via BBC the appropriate team for response.

Once the notification is sent, team members will contact their section chief or team lead for additional information.

Work/Rest Ratio

Responders should plan for and ensure that all personnel are provided a minimum 2:1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest). Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours, except for special circumstances (with prior approval of TAMFS Program Administration/incident chain-of-command). However, in situations where this does occur, incident management personnel will resume the 2:1 work/rest ratio as quickly as possible. The Incident Commander or TAMFS AREP must justify work shifts that exceed 16 hours and those that do not meet 2:1 work to rest ratio. Justification will be documented in the daily incident records. Documentation shall include mitigation measures used to reduce fatigue. Finance/Time Unit Leader's approval of the Emergency Firefighter Time Report (OF-288), or other agency pay document, certifies that the required documentation is on file and no further documentation is required for pay purposes.

Incident Operations Driving

These guidelines address driving by personnel actively engaged in all-hazard activities, including driving while assigned to a specific incident (check-in to check-out).

- No driver should drive more than 10 hours (behind the wheel) within any duty day.
- Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.
- A driver should drive only if they have had at least eight consecutive hours off duty before beginning a shift. Exception to the minimum off-duty hour requirement is allowed when essential to:

- o Accomplish immediate and critical objectives.
  - o Address immediate and critical firefighter or public safety issues.
- As stated in the work/rest ratio section above, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16-hour work shifts. This is required regardless of whether the driver was still compliant with the 10-hour individual (behind the wheel) driving time limitations.
- Manage fatigue; every effort should be made to avoid mobilization and demobilization travel between 2200 hrs and 0500 hrs.

Planning Cycle

Agency Administrator Briefing
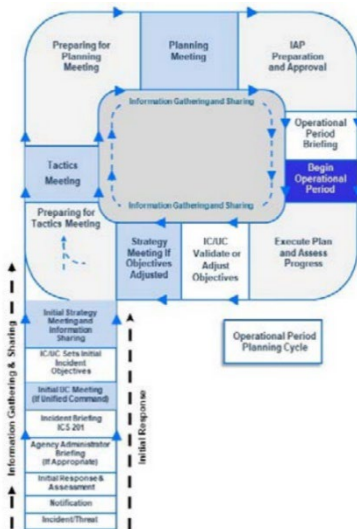
All team members on resource orders, particularly C&G, should plan to travel in as timely a manner as possible to be present at the Agency Administrator Briefing/Executive (AA) for the Authorities having Jurisdiction (AHJ). The Agency Administrators Briefing is used to convey critical information that the incoming IC or AHIMT needs to safely and efficiently assume command of the incident and achieve the management goals and objectives of the Agency Administrator. A Letter of Expectation or Delegation of Authority (DoA) should be coordinated with the Agency Administrator and the Incident Commander or IMT, to establish incident priorities and needs, scope of incident complexity, management goals and objectives, and concerns or sensitive areas surrounding incident.

Team members should hold questions until after the briefing when the IC can call on each Section Chief for questions. Keep question and answer period to reasonable length. When room or other considerations make entire team attendance impractical, the C&G Staff positions should attend the briefing. When this occurs, the rest of the team should be briefed afterwards by the Plans Chief, their Unit Leader, Section Chief, or IC.

Incident Command

Incident Command is the organizational element with the ICS structure responsible for the overall management of the incident. It consists of the Incident Commander (or Unified Command), and any additional Command Staff that have been activated. The Incident Commander or Unified Command establishes the incident objectives, and this typically focuses on saving lives, reducing the immediate hazard, protecting property and the environment, stabilizing the incident, and restoring normal operations.

Unified Command

Once the scope of the incident is established it should be determined the involvement of multiple entities, and jurisdictions who may have responsibility for the incident outcome. This should determine

the use of Unified Command (UC). UC will be utilized to allow all entities with jurisdictional responsibility for an incident, either geographical or functional, to participate in the management of the incident through a common set of incident objectives, strategies, and a single Incident Action Plan (IAP) implemented by a single Operations Section, which each retains its authority, responsibility, and accountability. Unified Command will be used to bring together the "ICs" of all entities that have jurisdictional/functional authority for the incident to coordinate an effective response while carrying out their own organization's responsibility.

Strategy Meeting

Strategy meetings will be held after the administrative briefing to review the Letter of Expectation and/or Delegation of Authority, and to set the strategy and incident objectives. Attendance at the strategy meetings will be the C&G Staff. The team will review the strategy and incident objectives at each planning meeting to ensure that these are still current and applicable. Additional strategy meetings will be held as needed to adjust the strategy according to situational changes.

Command and General Staff Meetings

Command and General Staff meetings will be held daily as needed to share information, address safety concerns, and review tactics. All Command and General Staff or their designees should attend. This meeting will be facilitated by the Planning Section Chief. A time limit of one-half hours will be followed for these meetings. Information flow is critical to the effective function of the team. The Chiefs should in turn share the results of the Command and General Staff meetings with their section staff.

Tactics Meeting

A tactics meeting will be held for each Operational Period to complete the agreed upon Strategies and, in turn, the Incident Objective(s) in preparation for the Planning Meeting. The tactics meeting will be facilitated by the Planning Section Chief or Planning Section Resource Unit Leader and will be attended by Planning Operations, Safety Officer, Logistics Section Chief, and others as needed. The entire Command and General Staff is not needed for the tactics meeting.

Planning Meeting

A planning meeting will be held for each operational period. The purpose of this meeting is to approve the plan for the next operational period. The planning meeting will be facilitated by the Planning Section. It will be kept to 30 minutes maximum in length. All Command and General Staff or designated representatives will attend. In addition, the Resource Unit Leader, and any Agency Representatives may attend as needed. Issues not directly affecting the plan for the next operational period should be addressed in other conversations or in the Command and General Staff meeting.

Incident Transition

Once the Operations Chiefs are projecting accomplishment of the assigned mission, a transition schedule will be prepared several days in advance to reach the appropriate resource level for incident transition. The schedule will provide for demobilization of all resources not needed by the succeeding incident management organization.

The IC will discuss this schedule well in advance, with the Agency Administrator/Requesting AHJ to be sure both parties are comfortable with the proposed schedule and approach. The schedule will be kept flexible and will not be allowed to dictate team actions. To ensure a smooth transition, the IC and C&G Staff should monitor this period of the incident very closely.

Agency Administrator/Requesting AHJ De-briefing

As part of the transition schedule, the IC will plan for a debriefing by the AHJ. If possible, the entire team will attend the debriefing; however, that decision is up to the AHJ. If only the Command and General Staff attend the de-briefing the planning section will be responsible for taking notes so that the information can be shared (either verbally or in writing) with the entire team later.

At the de-briefing, each member of the Command and General Staff should be prepared to give a brief summary of the activities of the section, concentrating on things that "went well" and things that "need to improve." It is important that these presentations be kept positive and constructive, in tone. The PSC shall have an "Incident Summary and Transition Plan" compiled from Section Chief Reports for the closeout. This plan will contain pertinent information needed by the incoming IMT or organization for continued management of the incident. The final fire package should be delivered to the hosting agency at the debriefing.

The agency administrator will provide the IMT with a completed IMT Performance Evaluation and the PSC will email the completed form to the AHIMT Training & Qualifications Coordinator.

Team AAR

The ICS will have the PSC schedule and facilitate a team critique after transitioning from the incident(s) and before team members depart for home bases. All team members should attend. This needs to be held in a quiet, private place where the team can let their hair down and talk about specifics – both good and bad.

Before the team fully demobilizes from the incident, the requesting entity, section chief, or team lead will complete an ICS 225 for their subordinates, prior to demobilization. After completion, these should be packaged and sent to AHIMT@tfs.tamu.edu for all participating members.

Texas AHIMT Programmatic Specific Positions

Incident Commander/Team Lead

The Incident Commander is not part of either the General or Command Staff. The Incident Commander manages the incident through the Command and General Staff. The IC/Team Lead is responsible for:

- Interfacing with the Agency Administrator/Requesting AHJ.
- Having clear authority and knowing agency and programmatic policy.
- Ensuring incident safety.
- Establishing an Incident Command Post.
- Establishing Leader's Intent, Setting Priorities, and Determining Incident Objectives and Strategies to be followed.
- Establishing the ICS Organization needed to manage the incident.
- Approving the Incident Action Plan and Demobilization Plan.
- Coordinating Command and General Staff activities.
- Approving resource requests and use of volunteers and auxiliary personnel.
- Ensuring After-Action Reports are completed.
- Authorizing Public Information Officer to release information to the media (in coordination with the TAMFS EOC).
- Ordering demobilization of resources as needed.

Command Staff Positions

Public Information Officer

The Public Information Officer interfaces with the public, media, and/or with other agencies with incident-related information needs. The Public Information Officer gathers, verifies, coordinates, and disseminates accessible, meaningful, and timely information on the incident to both internal and external audiences.

The Public Information Officer also monitors the media and other sources of public information. They collect relevant information and transmit it to the appropriate segments of the incident management organization. In incidents that involve Public Information Officers from different agencies, the Incident Commander or Unified Command designates one as the lead Public Information Officer. All Public Information Officers should work in a unified manner, speak in one voice, and ensure that all messaging is consistent. Information efforts must be coordinated across all command and coordination entities, not just within the incident command. The Public Information Officer does not have independent authority to release information. The Incident Commander or Unified Command approves the release of incident-related information based on the guidance and direction they have been given by the Agency Administrator or the MAC Group.

In large-scale incidents where a Joint Information Center is established, the Public Information Officer participates in or leads the Joint Information Center (JIC). The Public Information Officer may have assistants (not deputies).

Other Public Information Officer duties include:

- Determining any restrictions on information release according to direction form the Incident Commander based on the guidance and direction of the Agency Administrator.
- Obtaining the Incident Commander's approval of news releases.
- Conducting periodic media briefings.
- Arranging tours and other interviews or briefings that may be required.
- Maintaining current information, summaries, and/or displays on the incident.
- Making information about the incident available to incident personnel.
- Participating in planning meetings.

Safety Officer

The Safety Officer monitors incident operations and advises the Incident Commander or Unified Command on matters relating to the health and safety of incident personnel. The Safety Officer reports to the Incident Commander or Unified Command and is responsible for establishing the systems and procedures necessary to assess, communicate, and mitigate hazardous environments.

This includes developing and maintaining the incident Safety Plan, coordinating multiagency safety efforts, and implementing measures to promote the safety of incident personnel and incident sites. The Safety Officer stops and/or prevents unsafe acts by providing safety guidance to the ICS Organization as well as personally monitoring incident activities for safety. Agencies, organizations, or jurisdictions that contribute to joint safety management efforts do not lose their responsibilities or authorities for their own programs, policies, and personnel. Rather, each contributes to the overall effort to protect all personnel involved in the incident. Ensuring safety is the responsibility of all incident personnel. The Safety Officer may have assistants (not deputies).

Other Safety Officer duties include:
- Ensure the Incident within an Incident and Medical 206 are followed
- Ensuring that safety messages are published, and briefings are conducted.
- Exercising emergency authority to stop and prevent unsafe acts.
- Reviewing the Incident Action Plan for potential safety implications.
- Assigning assistants qualified to evaluate special hazards.
- Initiating preliminary investigation of accidents within the incident area.
- Reviewing and approving the Medical Plan.
- Participating in planning meetings.

Liaison Officer

Under either an Incident Commander or a Unified Command, representatives from assisting or cooperating jurisdictions and organizations coordinate through the Liaison Officer. The Liaison Officer is the incident command's point of contact for representatives of governmental agencies, jurisdictions, NGOs, and private sector organizations that are not included in the Unified Command. These

representatives provide input on their agency, organization, or jurisdiction's policies, resource availability, and other incident-related matters through the Liaison Officer. The Liaison Officer may have assistants (not deputies).

Other Liaison Officer duties include:

- Assisting in setting up and coordinating interagency contacts.
- Monitoring incident operations to identify current or potential inter-organizational problems.
- Participating in planning meetings, providing current resource status, including limitations and capabilities of agency resources.
- Providing agency-specific demobilization information and requirements.

Texas A&M Forest Service Agency Representative (AREP)

An Agency Representative is an individual assigned to an incident by an assisting or cooperating agency. The Agency Representative must be given authority to make decisions on matters affecting that agency's participation in the incident. Agency Representatives are not a formal part of the ICS Organization but are there to represent agencies with resources deployed to the incident. Agency Representatives report to the Liaison Officer or the Incident Commander (in the absence of a Liaison Officer).

Major responsibilities of the TAMFS REP include:

- Serves as the TAMFS AREP and spokesperson, and negotiates the Letter of Expectation or Delegation of Authority – along with the IC
- Communicates with the TAMFS Forest Resource Protection Division throughout the assignment.
- Communicates with the AHJ to confirm mission assignment and receive any special instructions.
- Develops emergency procedures for all IMT members and follow's procedures in the [TAMFS Workman's Compensation Manual](#) for any IMT member that sustains an injury or illness as result of a deployment.
- Coordinates the need for and ordering of Critical Incident Stress Management program (if needed).
- Approves and coordinates all requests for purchases by IMT members.
- Assures IMT personal needs are met under the circumstances.
- Monitors team conduct and performance.
- Assures that IMT has the necessary supplies and equipment for assignment.
- Along with the Team Leaders, communicates daily with the AHJ concerning appropriateness and quality of the assignment.
- Conducts, in conjunction with the Team Leaders, daily team briefings and status assessments.
- Along with Team Leader, conducts the assignment debriefing, critique, and evaluation and After Action Report.
- Assures that position task books are reviewed and initialed or signed as appropriate.

- Coordinates demobilization information and assures that all time and reimbursement documentation are prepared and completed.

General Staff & Other Positions

Operations Section

Operations Section staff are responsible for tactical activities that typically focus on saving lives, reducing immediate hazards, protecting property and the environment, establishing situational control, and restoring normal operations. Lifesaving and responder safety are always the highest priorities. The responsibility and composition of the Operations Section change according to incident type and complexity.

Operations Section Chief (OSC)

The Operations Section Chief is responsible for managing all tactical operations at an incident and the Incident Action Plan (IAP) provides the necessary guidance. The need to expand the Operations Section (e.g., activate branches or divisions and/or groups) is generally dictated by the number of tactical resources involved and is influenced by the span of control considerations. The Operations Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the IAP as necessary, and reports such to the ICs. The Deputy Operations Section Chief may be assigned for specific tasks – i.e., *Planning Operations*, *Day/Night Operations*, etc.

Major responsibilities of the Operations Section Chief are to:

- Assure the safety of tactical operations.
- Develop the operations portion of the Incident Action Plan and complete the appropriate ICS Form as appropriate.
- Brief and assign Operations Section personnel in accordance with the IAP.
- Develop primary and alternate strategies, tactics, and contingency plans for the incident.
- Plan for the next operational period and develop the operations portion of the IAP.
- Supervise the execution of the operations portions of the IAP.
- Request additional resources to support tactical operations.
- Approve release of resources for active operational assignments.
- Make or approve expedient changes to current operations based on the complexity or magnitude of the incident and reports those changes to the IC.
- Maintain close contact with the IC, subordinate Operations personnel, and other Command & General Staff Members, and other agencies involved in the incident.
- Adhere to local policies for ordering, use, and release of resources
- Identify jurisdictional boundaries and which authorities/agencies should be involved, including strategic objectives and management requirements for relevant within the planning area.
- Evaluate consistency between strategic objectives and management requirements as stated in the objectives for the incident.
- Utilize risk assessments for the incident based on values, hazards, and probability.

- Identify special areas of concern and describe management actions to address concerns.
- Ensure assigned resources have all necessary equipment and supplies to meet tactical objectives. Estimate immediate and long-range operational resources and logistical requirements. Think strategically.
- Evaluate the current situation and determine if the present plan of action will meet incident objectives. Advise IC and other appropriate IMT personnel.
- Personally observe and review current operations to prepare tactics for the next operational period planning meeting.
- Gain familiarity with pertinent parts of Delegation of Authority decisions as directed by the IC.
- Establish and maintain an appropriate span of control.
- Obtain regular updates from assigned resources.
- Inform IC regularly or as needed:

  - Status updates.

  - Evolving conditions or hazards that may require action.

  - Problems or unresolved issues.

  - Accomplishments.

- Report special occurrences (e.g., structure/improved property loss or damage, accidents, incident within an incident, political contacts) to supervisor.

- Coordinate with assigned resources and provide Planning Section Chief a list of excess personnel and other resources.

Division/Group Supervisors

The Operations Section Chief establishes divisions and groups when the number of resources exceeds a manageable span of control. Divisions always refer to geographic assignments, and groups always refer to functional assignments. Both divisions and groups may be used in a single incident.

Divisions separate physical or geographic areas of operation within the incident area. Divisions can be established according to political or natural terrain boundaries or other prominent geographic features, such as rivers, major roadways, or floors in a multistory building response. Division Supervisors manage tactical operations and supervise resources, (e.g., task forces, 437 strike teams, crews/teams, single resource) in their assigned geographical area in 438 accordance with the IAP. Divisions are designated by capital letters, e.g., DIV-A, DIV-C.

Major responsibilities of the Division/Group Supervisors are to:

- Identify assigned resources and maintain accountability. Confirm that IAP or relevant plan has all assigned resources listed. Report any missing resources up chain of command.
- Ensure assigned resources have all necessary equipment and supplies to meet tactical objectives. Establish long-term, multiple-shift logistical needs. Plan ahead and think strategically.
- Identify and anticipate operational needs and request additional resources and/or replacements as needed.
- Obtain regular updates from subordinates and/or adjacent resources.

- Brief Assigned personnel using IAP and/or [Incident Response Pocket Guide (IRPG)](#) Briefing Checklist (or similar).

Planning Section

Planning Section personnel collect, evaluate, and disseminate the incident situation information to the Incident Commander or Unified Command and other incident personnel. The staff within this section prepare status reports, display situation information, maintain the status of assigned resources, facilitate the incident action planning process, and prepare the IAP based on input from other sections and Command Staff and guidance from the Incident Commander or Unified Command.

Planning Section Chief (PSC)

The Planning Section Chief is in charge of incident-related data collection and analysis relating to incident operations and allocated resources, as well as facilitating incident action planning meetings and preparing the IAP for each operational period. This individual normally comes from the jurisdiction or organization with primary incident responsibility and may have one or more deputies who may come from other participating jurisdictions or organizations.

The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be through a combination of the Incident Action Plan (IAP), formal briefings, maps, and other physical or electronic incident status displays.

Major responsibilities of the Planning Section Chief include:
- Collect and manage all incident-relevant operational data.
- Supervise preparation of the Incident Action Plan.
- Provide information to the Incident Commander and Operations during the preparation of the Incident Action Plan.
- Incorporate Traffic, Medical, and Communications Plans and other supporting materials into the Incident Action Plan.
- Conduct and facilitate planning meetings.
- Reassign personnel within the ICS Organization.
- Compile and display incident status information.
- Establish information requirements and reporting schedules for units (e.g., Resources Unit and Situation Unit).
- Determine requirements for specialized resources.
- Assemble and disassemble Task Forces and Strike Teams (or law enforcement Resource Teams) not assigned to Operations.
- Establish specialized data collection systems as necessary (e.g., weather).
- Assist with/coordinate other types of plans, e.g. contingency, transition, long-range strategic planning.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report significant changes in incident status.
- Oversee preparation of the Demobilization Plan.

Situation Unit Leader (SITL)

The Situation Unit collects, processes, and organizes ongoing situation information; prepares situation summaries; and develops projections and forecasts of events related to the incident. The Situation Unit also prepares maps and gathers and disseminates information (and possibly investigation-related intelligence) for use in the Incident Action Plan. This unit produces Situation Reports (SITREP) as scheduled or at the request of the Planning Section Chief or Incident Commander.

To perform its role, the Situation Unit may require the expertise of Technical Specialists and Operations and Information Security Specialists. The Situation Unit frequently includes Geographic/Geospatial Information Systems (GIS) Specialists, who produce maps, and other technical specialists. The Situation Unit may also include Field Observers to gather information on the incident and/or response. The Situation Unit leader manages a staff that gathers, analyzes, and disseminates the data needed for Operations and by the other incident personnel.

Responsibilities of the Situation Unit Leader include:
- Collecting, analyzing, processing, organizing, disseminating, and maintaining incident information.

- Prepare future projections of incident growth, maps, and essential information.

- Integrate data from various sources into meaningful information required by operations personnel. Sources could include infrared data, aerial photographs, unmanned aircraft systems (UAS), GIS, GPS, verbal reports from FOBS, etc.

Resource Unit Leader (RESL)

The Resources Unit tracks the location and status of all resources assigned to an incident. They ensure all assigned resources and all assigned personnel have checked in at the incident.
This unit creates a tracking system that displays the resource status of all resources at the incident (Available, Assigned, and Out of Service).

The Resources Unit also maintains a master list of all resources. When a resource's status changes (e.g., a unit that was previously "out of service" is now "available"), the Unit Leader or the supervisor who approved the status change immediately notifies the Resources Unit Leader, who documents the status change.

Some key responsibilities of the Resources Unit Leader include:
- Retrieve resource status information.
- Obtain and track the status of all operational resources.
- Create and maintain a list of resources based on information gathered from on-scene incident personnel.
- Respond to requests about resource status and location.

Note that the Resources Unit tracks resources assigned to an incident, but Logistics Section staff track resources that have been ordered but have not yet arrived at the incident.

Geographic Information System Specialist (GISS)

The Geographic Information System Specialist (GISS) is responsible for providing timely and accurate spatial information about the incident to be used by all facets of the Incident Management Team (IMT) and the national coordination system. The GISS reports to the Situation Unit Leader (SITL) or other assigned supervisor and works in the Planning functional area.

The GISS will operate according to the [NWCG Standards for Geospatial Operations, PMS 936](#), and should review the publication annually.

Some key responsibilities of the Geographic Information System Specialist include:

- Data Preparation
- Edit Incident Data
- Update Master Incident Geodatabase (GDB)
- Create Incident Maps and Digital Products
- Backup and Sharing
- Transition
- Advanced Duties:
    - Manage incident data in the ArcGIS Online Organization using web maps and apps.
    - Work with ArcGIS Online and manage mobile devices using the Collector for ArcGIS application (iOS & Android).
    - Work with the Survey123 for ArcGIS application and national surveys (e.g., structure triage, accountable property).
    - Make incident maps available for, and assist incident personnel in using, the Avenza Maps application (iOS & Android).
    - Troubleshoot hardware and software problems sufficient to stay operational. (e.g., basic software installs, license management, printer drivers, and plotter connection).

Technical Specialist/Subject Matter Expert

Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. No specific qualifications are prescribed, as technical specialists usually perform the same duties during an incident as they perform in their everyday jobs, and they are typically certified in their fields or professions. Technical specialists are activated only when needed.

Technical specialists may serve anywhere within the organization depending on factors such as complexity, the span of control, lines of communication, and subject matter expertise. They are often assigned to a specific area (section, branch, division, group, or unit) where their services are needed. Technical specialists assigned to the Command Staff are called command advisors. In some situations, they are assigned to a separate unit within the Planning Section, much like a talent pool, and are assigned to various jobs temporarily.

Generally, if the expertise is needed for only a short time and involves only one individual, that individual is assigned to the Situation Unit. If the expertise is needed on a long-term basis and necessitates several persons, a separate Technical Specialists Unit is established in the Planning Section.

Logistics Section

Logistics Section staff provide for all the incident's support needs, such as ordering 3 resources and providing facilities, transportation, supplies, equipment maintenance and 4 fuel, communications, and food and medical services for incident personnel. The Logistics 5 Section can be organized into two branches and six units.

Logistics Section Chief (LSC)

The Logistics Section Chief is responsible for ensuring that incident personnel have the equipment, supplies, transportation, rest, and nutrition they need to meet incident objectives. The Logistics Section supports the entire ICS Organization, but their primary workload is directed at keeping the Operations Section functioning efficiently and effectively by providing resources.

The Logistics Section Chief is responsible for providing for all incident support needs except logistical support for air operations. Logistics is not typically responsible for aviation-specific support. This responsibility belongs to the Air Operations Branch Director or Air Support Group Supervisor within the Operations Branch. Logistics normally provides non-aviation logistical support such as meals, portable toilets, vehicles, and wash stations for aviation operations.

Major responsibilities of the Logistics Section Chief include:
- Providing facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and off-incident resources.
- Managing all incident logistics.
- Providing logistics input to the Incident Action Plan.
- Providing Land Use Agreement information to the Finance/ Administration Section's Procurement Unit Leader.
- Briefing Logistics Staff as needed.
- Identifying anticipated and known incident service and support requirements.
- Requesting additional resources as needed.
- Ensuring and overseeing the development of the Communications, Medical, and Traffic Plans as required.
- Overseeing demobilization of the Logistics Section and associated resources.

Ground Support Unit Leader (GSUL)

Ground Support Unit staff provide ground transportation in support of incident operations. They maintain and repair vehicles and mobile ground support equipment and perform inspections on all ground equipment assigned to the incident. The staff is in charge of supplying fuel for incident mobile equipment and developing and implementing the incident Traffic Plan. Additionally, during major incidents, Ground Support Unit staff maintain a pool of vehicles (e.g., cars, buses, pickup trucks) suitable for transporting personnel, as opposed to tactical vehicles such as ambulances. Ground Support Unit staff also provide information to the Resources Unit on the location and status of vehicles assigned to the Ground Support Unit.

The Ground Support Unit Leader is responsible for anything related to transportation needs (vehicles, boats, etc.), number, type, how to repair, where to park, separate parking for overhead personnel, ingress and egress, and fueling stations, among other matters.

Key responsibilities of the Ground Support Unit Leader include:

- Developing and implementing the Incident Transportation Plan in coordination with the Operations, Planning, and Logistics Sections.
- Planning of traffic flow in camps and bases.

Facilities Unit Leader

The purpose of the Facilities Unit is to provide incident personnel with incident facilities. Facilities can include but are not limited to the Incident Command Post (ICP), incident base, camps, and staging areas. Facilities also include sleeping and sanitation facilities. Securing facilities can take time.

A key responsibility of the Facilities Unit Leader is to outline incident facilities and determine the requirements for each facility in coordination with Command and General Staff. To effectively fulfill this function, the Facilities Unit Leader must be able to forecast facilities requirements before they are needed. To accomplish this, the Facilities Unit Leader:
- Identifies facilities requirements
- Prepares layouts of incident facilities
- Notifies all Command and General Staff of the facility layout
- Activates incident facilities

Finance Section

The Finance/Administration Section is responsible for managing all financial aspects of an incident. The Incident Commander or Unified Command establishes a Finance/Administration Section when on-site financial and/or administrative services are needed to support incident management activities. Large or evolving scenarios generally involve significant funding from multiple sources. A Finance/Administration Section would not be required in every incident. The Section will be activated only when the involved agencies have a specific need for financial services.

Finance Section Chief (FSC)

The Finance/Administration Section Chief monitors multiple funding sources and tracks and reports accrued costs to the Incident Commander or Unified Command. This allows the Incident Commander or Unified Command to forecast the need for additional funds before operations are negatively affected. This is particularly important if significant operational resources are provided under contracts.

The Finance/Administration Section Chief oversees expenditures to ensure that they are in accordance with applicable laws, policies, and procedures. Close coordination with the Planning and Logistics Sections is essential so that operational records can be regulated with financial documents.

Major responsibilities of the Finance/Administration Section Chief are to:
- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the incident.
- Gather pertinent information from briefings with responsible agencies.
- Meet with assisting and cooperating agency representatives as needed.
- Maintain daily contact with agency(s) headquarters on finance matters.

- Ensure that personnel time records are completed accurately and transmitted to home agencies, if needed.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
- Provide input to the IAP.
- Coordinate procurement, contracting, and financial agreements, (e.g., land use, cost apportionment, etc.) as needed.

Memorandum of Understanding

The current Texas Emergency Management Assistance Teams (TEMAT) Program MOU outlines provisions and responsibilities of IMT activities performed at the request of the State of Texas, under various authorities. This includes training and deployments within or outside of the state of Texas, as sanctioned by the State of Texas and through the Texas A&M Forest Service. This agreement is between TEMAT Administrator, the TEMAT Administrator Member, and the Participating Jurisdiction/Employer. For members without an employer, the MOA is between TAMFS and the individual IMT Member.

Please refer to Appendix E for a Sample MOU.

Reimbursement

1. Costs will be reimbursed in accordance with the Texas Emergency Management Division's mutual aid reimbursement policy upon receipt of an accurately completed (all documentation included) reimbursement request.

2. All guidelines and procedures for requesting reimbursement will be maintained in the TEMAT Business and Operational Manual.

3. All financial commitments herein are subject to the availability of funds from the state.

Categories of Cost Reimbursement

1. Force Account Labor, which is the labor and benefit costs of a jurisdiction's employee deployed on a TEMAT mission/assignment. Labor reimbursement will be based on jurisdiction policies and rates, including labor reimbursement for portal-to-portal pay. Eligible backfill labor costs will also be reimbursed.

   The State, through the AHIMT Program Administration, has no obligation to make any payments to or on behalf of a member except as expressly stated in the MOU. The state will not withhold any amount that would normally be withheld from an employee's pay, and the member will not participate in any benefits the State offers to its employees.

2. Travel reimbursement will be based on the jurisdiction's travel policy to include per diem rates and receipt submitted.

3. Force Account Equipment will be paid and is usage of usage of jurisdiction owned equipment by a member while on a AHIMT Mission Assignment. All equipment used will be based on hours used and reimbursed based on the current FEMA Schedule of Equipment Rates. If no rate is available, see the appropriate section of the TEMAT Business and Operation Manual for the rate.

4. Damages equipment costs will be reimbursed after submission of documentation showing damage occurred during the AHIMT Mission Assignment less any insurance proceeds. The TEMAT Business and Operations Manual will provide a process for reporting damages as it relates to repairs or equipment unable to be repaired.

5. Materials costs will be reimbursed based on jurisdiction policies and cost documentation that materials were purchased for use on the incident or taken form inventory for use on the incident.

6. Rentals will be reimbursed based on jurisdiction policies and itemized invoice documentation from the rental vendor and proof of use on the incident.

7. Contracts will be reimbursed based on jurisdiction policies and itemized invoice documentation from rental vendor and proof of use on the incident.

IMT Ordering & Purchasing During an All-Hazard Incident

The STAR is the State's delegating authority for that agency to respond, per the parameters set forth in the request. The parameters should include the number of personnel, positions, length of assignment, date and time needed, etc. Below are the ordering and purchasing procedures that are to be followed when operating under a STAR:

- The IMT has the Authority to Purchase:
    - o Consumable office supplies – through normal IMT ordering procedures with an approved ICS 213 (a STAR is not necessarily required)
    - o Hotels
    - o Meals
- If there is no documentation for the purchase, then it will not be reimbursed
- There will be (2) sets of documentation – one for TAMFS and one for TDEM (an additional set will be required for the USFS, if the team is ordered through ESF 4/IROC)
- Anything other than what is stated above, will need to follow the below steps:
    - o Item(s) of request and justification will be written on an ICS 213 and given to the TAMFS AREP
    - o The TAMFS AREP will then submit a STAR to TDEM.
    - o TDEM will either approve or deny the request
        - ➢ If approved, a STAR number will be assigned, and the State of Texas will order and pay for the resource
        - ➢ TDEM will notify the TAMFS AREP that it has been ordered and when it will arrive. **The team only manages and tracks the resource**.

Other Items Eligible for Reimbursement

Items such as consumables, materials, rentals will be reimbursed on an actual costs basis. All request for reimbursement of these types will include a written justification stating the necessity for these costs being incurred during the incident. Documentation will include itemized receipt with proof of payment.

Social Media

The line separating "personal" and "professional" social media use is continually blurring. On your personal social media accounts, you may receive questions/comments about your IMT position or the team at large. Feel free to talk about your role on the team and how it contributes to the larger emergency management system. If someone asks you a question you are unsure of, please coordinate the team Public Information Officer.

When you are activated on a state deployment, you may never submit any photos or video to social media/public sites. If you have photos or video you believe to be of interest to the public, please contact the Public Information Officer, who may filter it through the Texas A&M Forest Service's public social media outlets or for use in post deployment galleries.

Remember, social media gives you a great opportunity to direct your family, friends, and media to either the AHIMT's website or official social media sites:

- www.tfsweb.tamu.edu
- https://www.facebook.com/texasforestservice
- https://twitter.com/allhazardstfs?lang=en

Guidelines

- Only write facts
- Never speculate or post rumors, (i.e., 'I heard we're getting demobilized tomorrow.")
- Do not reveal any non-public information about your job responsibilities or projects
- If you are unsure about a post or comment, please coordinate with the team's Public Information Officer

Summary

- You may use social media while on state deployment
- You may write about your position/responsibilities with the IMT
- You may not post any deployment photos or videos

Incident within an Incident (IWI)

An emergency such as a helicopter accident, firefighter entrapment or burnover, camp evacuations, vehicle accident, medical emergency or other unknown emergency condition could occur on any of the incident that teams are assigned. This may result in serious injuries or fatalities, and periods of extreme stress. This is called an "incident within an incident (IWI)."

Assignments that may be in remote or severely impacted locations that result in longer than normal response times for local emergency response personnel; therefore, the team is responsible for handling the situation professionally, timely, and effectively. The intent of the IWI Plan is to establish a protocol to effectively manage an IWI, while continuing to manage the primary incident with minimum distractions.

General Procedures

In the event of an emergency IWI, an on-scene IWI Incident Commander will be determined or designated by chain of command. This will typically be the appropriate Division/Group Supervisor (DIVS). If DIVS cannot be contacted, the highest qualified operations person or safety officer on-scene should assume the role of IWI IC for the emergency and take appropriate action. The IWI IC's role for emergency IWI's that occur at the incident facilities (i.e., base camp, helibase, ICP) will be handled by the appropriate chain of command.

The IWI IC will:

- Take charge of the scene and identify/determine who is in charge of the assessing and treating the patient
- Use the Medical Incident Report to relay critical information regarding patient assessment, transportation, and resource needs
- Coordinate the request transportation and/or other resources based on patient assessment
- Ensure that information about patient assessment, transportation or other resource needs is transmitted directly to the Incident Command Post in order to reduce the time it takes to communicate essential information and to limit the potential for miscommunication.

The Incident Commander, Medical Unit Leader, and Safety Officer will be notified promptly. Names of the injured or deceased individuals will not be transmitted on the radio. To aid in an investigation, deceased individuals or their personal effects will not be moved except to accomplish rescue work or to protect the health and safety of others. Those directly involved will provide written documentation of their actions. An ICS 214 may be utilized for the initial documentation, but a subsequent narrative should be required. The TAMFS AREP will work to ensure documentation procedures are followed in the [TAMFS Worker's Compensation Manual](#) for IMT Members.

An After Action Review or Facilitated Learning Analysis may be conducted after each emergency IWI to determine what went well, any needed improvements, and to provide lessons learned.

Medical Incident Report

FOR A NON-EMERGENCY INCIDENT, WORK THROUGH CHAIN OF COMMAND TO REPORT AND TRANSPORT INJURED PERSONNEL AS NECESSARY.

FOR A MEDICAL EMERGENCY: IDENTIFY ON-SCENE INCIDENT COMMANDER BY NAME AND POSITION AND ANNOUNCE "MEDICAL EMERGENCY" TO INITIATE RESPONSE FROM IMT   COMMUNICATIONS/DISPATCH.

Use the following items to communicate situation to the Incident Command Post:

1. **Contact ICP/TAMFS EOC** (verify frequency prior to starting report)*Ex: "ICP, Div. Alpha. Stand-by for Emergency Traffic."*
2. **Incident Status: Provide incident summary (including number of patients) and command structure.** *Ex: "ICP, I have a Red priority patient, unconscious, struck by a falling tree. Requesting air ambulance to Forest Road 1 at (Lat/Long). This will be the Trout Meadow Medical, IC is TFLD Jones. EMT Smith is providing medical care."*

Severity of Emergency / Transport Priority	☐ RED / PRIORITY 1 Life or limb threatening injury or illness. Evacuation need is IMMEDIATE *Ex: Unconscious, difficulty breathing, bleeding severely, 2º – 3º burns more than 4 palm sizes, heat stroke, disoriented.* ☐ YELLOW / PRIORITY 2 Serious Injury or illness. Evacuation may be DELAYED if necessary. *Ex: Significant trauma, unable to walk, 2º – 3º burns not more than 1-3 palm sizes.* ☐ GREEN / PRIORITY 3 Minor Injury or illness. Non-Emergency transport *Ex: Sprains, strains, minor heat-related illness.*	
Nature of Injury or Illness & Mechanism of Injury		*Brief Summary of Injury or Illness (Ex: Unconscious, Struck by Falling Tree)*
Evacuation Request		*Air Ambulance / Short Haul/Hoist Ground Ambulance / Other*
Patient Location		*Descriptive Location & Lat. / Long. (WGS84)*
Incident Name		*Geographic Name + Medical (Ex: Trout Meadow Medical)*
On-Scene Incident		*Name of on-scene IC of Incident within an Incident (Ex: TFLD Jones)*
Patient Care		*Name of Care Provider (Ex: EMT Smith)*

3. INITIAL PATIENT ASSESSMENT: *Complete this section for each patient as applicable (start with the most severe patient)*

Patient Assessment:

Treatment:

4. EVACUATION PLAN:

Evacuation Location (*if different*): (*Descriptive Location (drop point, intersection, etc.) or Lat. / Long.*) Patient's ETA to Evacuation Location:

Helispot / Extraction Site Size and Hazards:

5. ADDITIONAL RESOURCES / EQUIPMENT NEEDS:

Example: Paramedic/EMT, crews, immobilization devices, AED, oxygen, trauma bag, IV/fluid(s), splints, rope rescue, wheeled litter, HAZMAT, extrication

6. COMMUNICATIONS: Identify State Air/Ground EMS Frequencies and Hospital Contacts as applicable

Function	Channel	Receive (RX)	Tone/NAC *	Transmit (TX)	Tone/NA
COMMAND					
AIR-TO-GRND					
TACTICAL					

7. CONTINGENCY: <u>*Considerations:*</u> *If primary options fail, what actions can be implemented in conjunction with primary evacuation method? Be thinking ahead..*

8. ADDITIONAL INFORMATION: *Updates/Changes, etc.*

REMEMBER: Confirm ETAs of resources ordered. Act according to your level of training. Be Alert. Keep Calm. Think Clearly. Act Decisively.

Health & Wellness

Good health, both physical and mental, as well as preventive wellness practices, ensures that team members are ready for the stressors and potential hazardous work environment of an incident. It shall be the policy of the Lone Star State Incident Management Team to recommend that each member complete an annual wellness screening/physical exam by a licensed healthcare provider, as well as ensuring they are up-to-date with recommended immunizations. Each member will follow their local agency's policy and procedures on compliance with Health/Wellness Screening and Immunizations.

Emergency Notification Procedures

While on an incident with the IMT, if a team member becomes ill or has a reportable accident, that member shall immediately notify their Section Chief/Chain of Command.

Should a member have a family emergency, which will/might require them to demobilize from the incident/event, they shall immediately notify their Section Chief/Chain of Command.

All team members are required to maintain and update their emergency notification information and submit this to their respective Section Chief/Chain-of-Command.

Security

The logistics section should coordinate security measures, as necessary to protect accountable property items and equipment that are assigned to the IMT to manage. This may be provided by local or state law enforcement, depending on the situation.

Sensitive/Confidential Documents and Information

- Sensitive/confidential documents (marked Confidential) should be handed off to appropriate agency official at closeout.
- Except for the Final Statement of Costs, DO NOT MIX Finance Section (Fiscal) records with other records.
- Sensitive/Confidential Records covered by the Privacy Act of 1974, i.e. personally identifiable information must be protected (to include, but not limited to SS #s, tax ID #s, personal phone numbers/address). DO NOT leave in file. Hand off to appropriate agency official on the host unit.

40

- Human Resource Significant Events and Critical Incident Stress Management (CISM) documentation should be placed in a sealed envelope and delivered to a responsible agency official.
- Original Patient Evaluation (PE) forms should be given to employee to submit to employer. The PE copy retained by the Medical Unit MUST be protected for duration of the incident. Post-incident, copies should be destroyed by Medical Unit or the incident agency. DO NOT leave in incident documentation package.
- The IT Support Specialist should organize Electronic Records to mirror the Master Documentation Index. Electronic files should be segregated and handed off to the home unit, NOT intermingled with paper records. It is preferred to file all electronic records on an external hard drive.

GISS Sensitive Material

- Sensitive data include but are not limited to cultural and archeological resources, and/or sensitive, threatened, and endangered species and/or data subject to the Privacy Act (containing personally identifiable information). These data are usually obtained from the local agency and are returned to the agency at the end of the incident.
- Certain agencies may be more restrictive with sensitive data and even place extreme restrictions on their use. Adhere to agency requests while on the incident.
- A procedural document for the incident may be created in cooperation with the local unit and SITL to ensure the proper handling of sensitive data.
- Remove sensitive data from hardware that leaves the incident.
- The GISS should check with the SITL about how to label sensitive data on incident map products; maps containing these data are for incident operational purposes only and must not be shared or posted to public-facing FTP sites or websites.
- Sensitive data are not retained with the incident archive. Sensitive data should be flagged in some manner, to ensure that they are not shared or archived, or they should be kept in a specific folder, such as \base data\SENSITIVE.
- Some data (e.g., IR data) may be considered sensitive or "For Official Use Only" on incidents where homes and structures are threatened. It is imperative that the GISS communicate with the SITL and/or the PSC and Incident Commander to ensure that only approved information is posted.

Paul Pape
Bastrop County Judge

October 16, 2015

TO: Paul Hannemann, Chief of Fire Operations, Texas A & M Forest Service

       Mark Morales, Incident Commander, Southern Area Interagency Blue Team

FROM: Paul Pape, Bastrop County Judge

RE;   Memorandum of Expectations Concerning Hidden Pines Fire

On October 14, 2015, I declared a state of emergency existed in Bastrop County as a result of the ongoing wildfire known as the Hidden Pines Fire. A formal request was submitted to the Governor's Office for state assistance in managing this incident. Since that time, Bastrop County has been working with the Texas A & M Forest Service personnel to manage and suppress the fire.

At this point, the incident's complexity, potential, and logistical needs have grown to a point where a Type I Incident Management Team is needed. The Southern Area Interagency Blue Incident Management Team, led by Mark Morales, will be providing assistance to the Texas A & M Forest Service in incident management to manage the incident in cooperation with Bastrop County and the State of Texas.

Bastrop County has the following expectations with regard to management of this incident:

1. Operations will be conducted in a unified command structure between Bastrop County (County Emergency Management & County Sheriff) and the State of Texas (Disaster District Chairman & Texas A & M Forest Service) and the Blue Team, in accordance with the practices of the incident command system and the National Incident Management System (NIMS).
2. All operations will be conducted with the safety of the public and responders in mind. The primary goal of operations shall be the protection of lives and property.
3. While it is understood that successful firefighting operations in the field requires a level of discretion be delegated to the operations chief and his personnel, the following areas are of special concern and shall addressed as follows:
   a. Tactical burnouts are essential for containment of fire, however, these burnouts must be kept as conservative as possible.
   b. Large scale backfires, ignited without properly tying in each end and appropriately suppressing the fire's leading edge are not authorized unless specially approved by the unified command structure in each instance. In no event should fire be ignited which cannot reasonably be controlled.
   c. Bulldozers should be used in a manner that causes the least amount of damage while at the same time securing good fire breaks.
   d. Private property is to be respected. Please make every attempt to minimal damage to roads, fences, water lines, etc.
   e. Vehicle traffic should be restricted to existing roads where possible.

804 PECAN STREET · BASTROP, TX 78602 · 512/332-7201 · METRO 512/581-7101 · FAX 512/581-7103

4. Bastrop County Emergency Management personnel be available at all times to discuss any aspect of the ongoing operations with the Texas A & M Forest Service or Blue Team personnel. I expect to be kept informed as to operational status throughout the day, and I expect to be consulted prior to any major changes in the approved operational plan.
5. Bastrop County consists State, Federal, and private property. Utilize Bastrop County personnel to ensure that relationships with these entities are kept in a professional manner and that misunderstandings do not develop.
6. Bastrop County has nine combination/volunteer fire departments. The members of these departments are, for the most part, extremely experienced, trained firefighters. These fire departments are coordinated by the Bastrop County Emergency Management Coordinator.
7. For Public Information purposes, we would ask that any and all press releases related to this incident go through the County and be approved by the Unified Command.
8. In event that I am unavailable for any reason, Mike Fisher is authorized as my deputy to act on my behalf in accordance with his position.

Signed this _16th_ day of October, 2015
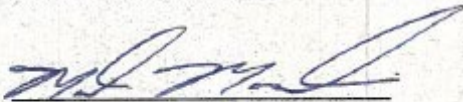
Paul Pape
County Judge
Bastrop County, Texas

ACCEPTED:

Paul F. Hannemann

Chief of Fire Operations

Texas A & M Forest Service

Mark Morales

Incident Commander

Southern Area Interagency Blue Team

Appendix B: Agency Administrator Briefing Checklist

Sample Agency Administrator/Executive's Briefing Checklist

Incident Name: _____ Incident #: _____ Date _____

Agency Administrator/Official: _____ Incident Commander: _____

- ☐ Incident Description (Incident Status Summary, ICS Form 209) & IAP
- ☐ Incident Summation & General Information
- ☐ Location/Population Affected
- ☐ Organization Charts (Incident Briefing, ICS Form 201)
- ☐ Threats (current/immediate)
- ☐ Political & Community Concerns
- ☐ Financial Considerations
- ☐ Jurisdiction Participants
- ☐ Regulatory/ARARs Considerations
- ☐ Response Options/Proposed Actions
- ☐ Resource Needs (e.g., Contractors)
- ☐ Policy Issues
- ☐ Stakeholders (Who are they and have they been notified?)
- ☐ Priorities
- ☐ Key Issues
- ☐ Health/Safety (includes H&S Plan)
- ☐ Schedule (Assume Command? IC Briefing? Planned Public Meeting? etc.)
- ☐ Management Objectives, limitations or constraints
- ☐ Visuals (maps, photos, etc.)
- ☐ Need for Inter/Intra-Agency Support
- ☐ Media Interest? How to handle release of information (Agency or IMT?)
- ☐ Technical Data/Monitoring Information Availability and Location
- ☐ Local and Residential/Businesses Affected (area & degree)
- ☐ Other Available Resources (water plans, city equipment, etc. and location or method of obtaining)
- ☐ Community Relations Issues (fact sheets)
- ☐ Deficiencies in Information – Data Gaps
- ☐ Other Command Post Locations or Facility Recommendations?
- ☐ PRP and Enforcement Information
- ☐ Special Information on Finance/Administration (burn rates, source of money, in-kind services ceilings)
- ☐ Reporting requirements
- ☐ What Briefings, to whom it was/will be delivered, Media Interests, and Briefing Schedule
- ☐ Scope of Work (as defined) (Action Memos, Delegation of Authority, Mission Assignments)
- ☐ Logistics Concerns and Needs

Incident Management Team Performance Evaluation

Team IC		Incident Type	
Incident Name		Incident Number	
Assignment Dates		Total Acres	
Host Agency		Evaluation Date	
Administrative Unit		Sub-Unit	

At the conclusion of each incident management team (IMT) assignment, the agency administrator or representative should complete this initial performance evaluation (sections 1 – 5). This evaluation should be discussed directly with the incident commander. The initial performance evaluation should be delivered by the agency administrator without delay to the incident commander, the state/regional fire management officer, and the chair of the IMT's home geographic area multi-agency coordination group to ensure prompt follow-up to any issues of concern.

Complete the follow evaluation narratives and rating for each question

0 – did not achieve expectations   3 – met expectations   5 – excelled

1. How well did the Team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator Briefing?

Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5

(Explain)

2. How well did the Team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues identified and documented for the Agency Administrator i.e.; invoices, OWCP and vendor issues?

Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5

(Explain)

3. How did the Team demonstrate sensitivity to resource limits/constraints and environmental concerns?						
Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
(Explain)						

4. How well did the Team deal with sensitive political and social concerns?						
Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
(Explain)						

5. Was the Team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the Team handle transition either to another IMT or in returning the incident the hosting agency?						
Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
(Explain)						

6. How well did the Team anticipate and respond to changing conditions, was the response timely and effective?						
Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
(Explain)						

7. How well did the Team place the proper emphasis on safety?						
Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
(Explain)						

8. Did the Team activate and manage the mobilization/demobilization in a timely and cost effective manner?

Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5

(Explain)

9. How well did the Team use local resources, trainees, and closest available forces?

Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5

(Explain)

10. How did the Team notify the incident agency regarding triggers for initiating a cost share agreement or large fire cost review? How were those recommendations implemented?

Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5

(Explain)

11. Was the IC engaged and in charge of the Team and the Incident? How well did the IC function and operate as a leader?

Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5

(Explain)

12. How timely was the IC in assuming responsibility for the incident and initiating action?						
Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
(Explain)						

13. How did the IC show sincere concern and empathy for the hosting unit and local conditions?						
Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
(Explain)						

14. Did the Incident Management Team provide an organized financial package (comps/claims documentation completed, payment documents forwarded, I-suite updated, etc.) to the host unit or next IMT prior to demobilization?						
Check one	_____ 0	_____ 1	_____ 2	_____ 3	_____ 4	_____ 5
(Explain)						

15.   Other comments:

Agency Administrator or Representative:		Date:	
Incident Commander:		Date:	

Memorandum of
Understanding Between

[Texas Emergency Management Assistance Teams Program Administrator]
And
Texas Emergency Management Assistance Teams Employee Member
And
Participating Jurisdiction/Employer

This memorandum of understanding (MOU) is entered into this ____ day of _____,__, and becomes effective the date of final signature, by and between the Texas Emergency Management Assistance Teams (TEMAT) state agency and/or nonprofit program administrator(s) the Texas Division of Emergency Management (TDEM), a member of The Texas A&M University System and agency of the State of Texas; the Texas A&M Engineering Extension Service (TEEX), a member of the Texas A&M University System and agency of the State of Texas; the Texas A&M Forest Service (TFS), a member of the Texas A&M University System and agency of the State of Texas; and _____ (member) and his/her employer, a TEMAT participating jurisdiction/employer,_____(jurisdiction).

I.   PURPOSE

To delineate responsibilities and procedures for TEMAT activities under the authority of Texas Government Code Chapter 418, Subchapter E-1 Texas Statewide Mutual Aid System, and the State of Texas Emergency Management Plan.

TEMAT programs in the table below are administered by the state agency administrators (administrators) also listed below:

TEMAT Program	State Agency Program Administrator	Program Summary
Disaster Recovery Task Force	Texas Division of Emergency of Management (TDEM)	Provides support through multiple areas of expertise not listed below.
Public Works Response Team (PWRT)	Texas A&M Engineering Extension Service (TEEX)	Provides support for critical infrastructure systems

Texas Task Force Search and Rescue Teams	Texas A&M Engineering Extension Service (TEEX)	Provides search and rescue support through Texas Task Force One, Texas Task Force Two, and Texas Task Force Three
All-Hazards Incident Management Teams (AHIMT)	Texas A&M Forest Service (TFS)	Provides incident command post and emergency operations support
Texas Intrastate Fire Mutual Aid System (TIFMAS)	Texas A&M Forest Service (TFS)	Provides wildland and fire department support
Communications and Coordinator Group (CCG)	Texas Division of Emergency of Management (TDEM)	Provides mobile and other communication technology support during emergency operations

II. SCOPE

The provisions of this memorandum of understanding apply to TEMAT activities performed at the request of the State of Texas at the option of the participating jurisdiction/employer. These activities may be in conjunction with, or in preparing of, a local, state or federal declaration of disaster. The scope of this MOU also includes training activities sponsored by local jurisdictions and administrators to maintain TEMAT operational readiness.

III. PERIOD OF PERFORMANCE

This MOU commences on the date of the last signature and continues for a period of five (5) years unless terminated earlier in accordance with section VIII.B. of this MOU.

IV. DEFINITIONS

A. Administrator: State agency and/or nonprofit administrative body participating in the program or administering the program on behalf of the State of Texas.

B. Backfill: The assignment of personnel by a participating jurisdiction to meet their minimum level of staffing to replace a deployed TEMAT member.

C. Member: An employee of a jurisdiction/employer who has been formally accepted into a TEMAT program and is in compliance with all program requirements (for both TEMAT overall and specific requirements for the program(s) for which they are a member and who has executed a separate individual agreement for their participation in a TEMAT program with the concurrence of their jurisdiction/employer.

D. Participating Jurisdiction/Employer (Jurisdiction): A TEMAT member's employer, which, by the execution of this MOU, has provided official approval of their employee's membership involvement with TEMAT.

E. Program: One of the TEMAT programs listed in the above table and administered by a Texas state agency and/or nonprofit administrative body to provide assistance during an emergency event or disaster.

F. TEMAT: Any response team administered by a state Jurisdiction of Texas to provide response assistance to local jurisdictions.

G. TEMAT Training and Exercises – Jurisdiction Sponsored: Training and/or exercises performed at the direction, control, and funding of a participating jurisdiction in order to develop and maintain capabilities of the member and TEMAT.

H. TEMAT Training and Exercises – Administrator Sponsored: Training and/or exercises performed at the direction, control, and funding of the administrator. TEMAT sponsored training shall be coordinated prior to the event with TDEM and/or administrators to receive written authorization to conduct such training.

I. Disaster Recovery Task Force (DRTF): The section of TDEM responsible for maintaining all TEMAT program information to include but not limited to this MOU and the TEMAT Business and Operation Manual.

J. PIV-I: Personal Identification Verification Interoperability card should be issued to all first responders.

V. RESPONSIBILITIES

A. The DRTF shall be responsible for the following:

1. Provide and maintain administrative and personnel management guidelines and procedures related to TEMAT and this MOU.

2. Maintain, in coordination with administrators, a TEMAT Business and Operation Manual to provide standard operating procedures that are current and readily available to administrators, jurisdictions, and members.

3. Provide training to members. Training shall be consistent with the objectives of the TEMAT program overall to include but not limited to State Operations Center functions, financial reimbursement, and other training.

4. Work with administrators to ensure all administrative, fiscal, and personnel management guidelines are consistent across all TEMAT programs.

5. Provide coordination between the administrators, other relevant

governmental and private entities, participating jurisdiction/employer, and member.

6. Maintain overall TEMAT contact list for all participating jurisdictions and members.

7. Maintain personnel files for all Disaster Recovery Task Force members to maintain training records, emergency notification information, and other documentation required by the administrators.

B. The administrator shall be responsible for the following:

1. Recruit and manage TEMAT members according to guidelines outlined in the TEMAT Business and Operations Manual.

2. Produce related portion of TEMAT Business and Operation Manual to provide standard operating procedures that are current and readily available to members.

3. Provide and maintain qualifications, training, and operational guidelines and procedures related to the TEMAT program they administer.

4. Provide upon approval of membership and then collect upon separation from the program equipment, uniforms, and identification issued on behalf of TEMAT.

5. Provide training to members. Training must be consistent with the objectives of developing, increasing, and maintaining individual skills necessary to maintain operational readiness related to emergency management response.

6. Develop, implement, and exercise an internal notification and call-out system for members.

7. Provide coordination between administrator(s), other governmental and private entities, participating agency/employer, and member. Administrators will notify jurisdictions of the need for activation of members.

8. Maintain and submit to, on an as-needed basis, a primary contact list for their respective program, for all participating jurisdictions and members, to the state.

9. Maintain personnel files on all members of administered programs for the purpose of documenting training records, qualifications, emergency notification, and other documentation as required by administrators.

10. Ensure the issuance of PIV-I to each member through coordination with TDEM. If removed from team then the PIV-I must be retrieved and revoked immediately. Administrator must retrieve the PIV-I and notify TDEM for immediate revocation.

C. The jurisdiction shall:

1. Determine which TEMAT programs the jurisdiction will support by providing members and being able to respond as requested by the administrator(s).

2. Upon signature, the jurisdiction will submit a roster within 14 calendar days of final signature to the administrator(s). Maintain a roster of all its personnel participating in TEMAT activities and will submit that roster no less than twice a year on May 31 and December 31.

3. Ensure that each TEMAT member meets the necessary professional qualification requirements and experience level with his/her position on each TEMAT program in accordance with the TEMAT Business and Operation Manual.

4. Provide a primary point of contact to the administrator(s) for the purpose of notification of TEMAT activities and for administrative activities.

5. Provide administrative support to member(s) of TEMAT, i.e., time off when fiscally reasonable to do so for TEMAT activities such as training, meetings, and actual deployments.

6. Ensure all reimbursement claims meet the requirements of the TEMAT Business and Operation Manual.

7. Upon notification by the administrator(s), the jurisdiction will determine which members within jurisdiction are qualified and available for deployment. Jurisdiction determines which qualified members deploy.

D. Member shall:

1. Perform duties, as required by their membership in a TEMAT program, when requested and deployed by TEMAT.

2. Maintain knowledge, skills, and abilities necessary to operate safely and effectively in the assigned position and conduct themselves in accordance with the TEMAT Code of Conduct in the TEMAT Business and Operation Manual.

3. Advise the administrator of any change in the notification process, i.e., address, change of employment, or phone number changes.

4. Ensure availability for immediate call-out during the period in which a member's assigned TEMAT is first on the rotation for activation.

5. Maintain, for deployment, all equipment issued by TEMAT and advise

administrator of any lost, stolen, or damaged items assigned to member.

6. Maintain support of jurisdiction for participation in TEMAT activities.

7. Keep jurisdiction advised of TEMAT activities that may require time off from work.

8. Be prepared to operate in a disaster environment, which may include living and working in austere conditions.

9. During any period in which TEMAT is activated by the State of Texas or during any TEMAT sponsored or sanctioned training, member shall be acting as a representative of the State of Texas.

VI. QUALIFICATIONS, TRAINING, AND EXERCISES

A. Training and Exercises

<u>TEMAT Training and Exercises – Jurisdiction Sponsored:</u>

Periodically, members will be requested and/or invited to attend local jurisdiction-sponsored training and/or exercises. These trainings and/or exercises shall be performed at the direction, control, and funding of the local jurisdiction in order to develop the technical skills of members

<u>TEMAT Training and Exercises – Administrator Sponsored</u>:

Periodically, members will be required and/or invited to attend administrator training and/or exercises. These trainings and exercises shall be performed under the direction, control, and funding of the administrator in order to develop and maintain the incident support capabilities of the TEMAT. Allowable costs will be listed in the TEMAT Business and Operation manual.

B. Minimum Qualification and Training Requirements

Participating jurisdictions shall allow members appropriate time to maintain the qualifications required for each position a member fills in the TEMAT programs.

Members are required to attend available TEMAT training and exercise opportunities provided for the assigned TEMAT position to ensure the maintenance of position qualifications. Failure to attend or maintain qualifications may result in dismissal from the TEMAT program when qualifications are no longer valid.

VII. ADMINISTRATIVE, FINANCIAL, AND PERSONNEL MANAGEMENT

A. Reimbursement of Administrators/Jurisdiction

1.   Costs will be reimbursed in accordance with the Texas Emergency Management Division's mutual aid reimbursement policy upon receipt of an accurately completed (all documentation included) reimbursement request.

2.   All guidelines and procedures for requesting reimbursement will be maintained in the TEMAT Business and Operation Manual.

3.   All financial commitments herein are made subject to the availability of funds from the state.

B. Categories of Cost Reimbursement

1.   Force Account Labor, which is the labor and benefit costs of a jurisdiction's employee deployed on a TEMAT mission/assignment. Labor reimbursement will be based on jurisdiction policies and rates, including labor reimbursement for portal-to-portal pay. Eligible backfill labor costs will also be reimbursed.

The state, through the administrators, has no obligation to make any payments to or on behalf of a member except as expressly stated in this MOU. The state will not withhold any amount that would normally be withheld from an employee's pay, and the member will not participate in any benefits the State offers to its employees.

2.   Travel reimbursement will be based on the jurisdiction's travel policy to include per diem rates and receipt submission.

3.   Force Account Equipment will be paid and is the usage of jurisdiction owned equipment by a member while on a TEMAT mission/assignment. All equipment used will be based on hours used and reimbursed based on the current FEMA Schedule of Equipment Rates. If no rate is available, see the appropriate section of TEMAT Business and Operation Manual for the rate.

4.   Damaged equipment costs will be reimbursed after submission of documentation showing damage occurred during TEMAT mission/assignment less any insurance proceeds. The TEMAT Business and Operation Manual will provide a process for reporting damages as it relates to repairs or equipment unable to be repaired.

5.   Materials costs will be reimbursed based on jurisdiction policies and cost documentation that materials were purchased for use on the incident or taken from inventory for use on the incident.

6.   Rentals will be reimbursed based on jurisdiction policies and itemized invoice documentation from the rental vendor and proof of use on the incident.

7.   Contracts will be reimbursed based on jurisdiction policies and itemized invoice documentation from rental vendor and proof of use on the incident.

Note: Refer to the individual program's Business and Operation Manual for specific details on the allowability of costs.

    C.   Medical Care for Injury or Illness

During any period in which TEMAT is activated by the state of Texas or during any TEMAT sponsored or sanctioned training, TEMAT members shall be included in the coverage provided under Chapter 501 of the Texas Labor Code in the same manner as an employee, as defined by Section 501.001.

VIII. CONDITIONS, AMENDMENTS, AND TERMINATION

A. This MOU may be modified or amended only by the written agreement of all parties.

B. This MOU may be terminated by any signing party, upon thirty (30) days written notice.

C. The state complies with the provisions of the Department of Labor Executive Order 11246 of September 24, 1965, as amended and with the rules, regulations, and relevant orders of the Secretary of Labor. To that end, the State shall not discriminate against any employee or Member on the grounds of race, color, religion, sex, or national origin. In addition, the use of state or federal facilities, services, and supplies will be in compliance with regulations prohibiting duplication of benefits and guaranteeing nondiscrimination. Distribution of supplies, processing of applications, provisions of technical assistance, and other relief assistance activities shall be accomplished in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality, sex, age, or economic status.

D. This MOU is governed by the laws of the state of Texas. (but not its conflict of laws statutes and principles). Pursuant to Section 85.18 (b), Texas Education Code, venue for a state court suit filed against any member of The Texas A&M University System, or any officer or employee of The Texas A&M University System is in the county in which the primary office of the chief executive officer of the system or member, as applicable, is located.

E. The parties expressly acknowledge that the state agency administrators are agencies of the State of Texas and nothing in this MOU will be construed as a waiver or relinquishment by any state agency administrator of its right to claim such exemptions, privileges, and immunities as may be provided by law.

F. By executing this MOU, all parties and each person signing on behalf of each party certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, that to the best of their knowledge and belief, no member of The Texas A&M University System or The A&M System Board of Regents, nor any employee, or person, whose salary is payable in whole or in part by The Texas A&M University System, has direct or indirect financial interest in the award of this MOU, or in the services to which this MOU relates, or in any of the profits, real or potential, thereof.

G. Each party is responsible to ensure that employees participating in work for any of The Texas A&M University System members have not been designated by a member of The Texas A&M

University System as Not Eligible for Rehire (NEFR) as defined in System policy 32.02, Section 4. Non-conformance to this requirement may be grounds for termination of this agreement. In event a system member becomes aware that a contracting party has any employees that are designated as NEFR under this MOU, the nonconforming employee is immediately required to be removed from all performance duties upon demand by a system member.

IX. JURISDICTION DECLARATION OF PARTICIPATION IN TEMAT

Jurisdiction agrees to abide by the terms and conditions of this MOU and the TEMAT Business and Operation Manual. Jurisdiction agrees to allow employees/members to serve as TEMAT members for the approved TEMAT Programs checked below:

TEMAT Program	Check for Participation	Jurisdiction Point of Contact Initials
Disaster Recovery Task Force	☐	
Public Works Response Team (PWRT)	☐	
Texas Task Force Search and Rescue Teams	☐	
All-Hazards Incident Management Teams (AHIMT)	☐	
Texas Intrastate Fire Mutual Aid System (TIFMAS)	☐	
Communications and Coordinator Group (CCG)	☐	

X. POINTS OF CONTACT

[TDEM]

Name:	Chief Nim Kidd
Title:	Chair – Texas Emergency Management Council
DRTF Div. Chief	Kharley Smith
Address Line 1:	1033 La Posada Dr
Address Line 2:	
City, State, Zip:	Austin, TX 78752
Phone Number:	512-424-2436
Email:	Nim.kidd@tdem.texas.gov

[Administrator 2]

Name: _____
Title: _____
Address Line 1: _____
Address Line 2: _____
City, State, Zip: _____
Phone Number: _____
Email: _____

[Jurisdiction]

Name: _____
Title: _____
Address Line 1: __
Address Line 2: __
City, State, Zip: __
Phone Number: __
Email: _____

[Member]

Name: _____
Title: __
Address Line 1: _____
Address Line 2: _____
City, State, Zip: _____
Phone Number: _____
Email : _____

XI. GENERAL PROVISIONS

a. This MOU, with the rights and privileges it creates, is assignable only with the written consent of the parties.

b. Pursuant to Texas Government Code Section 321.013, acceptance of funds under this MOU constitutes acceptance of the authority of the State, the Texas State Auditor's Office, or any successor agency (collectively, "Auditor"), to conduct an audit or investigation in connection with those funds under Texas Education Code Section 51.9335(c). Member shall cooperate with the Auditor in the conduct of the audit or investigation, including without limitation, providing all records requested.

c. Pursuant to Texas Government Code Sections 2107.008 and 2252.903, any payments owing to the member under this MOU may be applied directly toward certain debts or delinquencies that member owes the state of Texas or any agency of the state of Texas regardless of when they arise until such debts or delinquencies are paid in full.

d. To the extent applicable, the member shall use the dispute resolution process provided in Chapter 2260, Texas Government Code, and the related rules adopted by the Texas Attorney General to attempt to resolve any claim for breach of contract made by Member that cannot be resolved in the ordinary course of business. Member shall submit written notice of a claim of breach of contract under this Chapter to the state's designated official, who will examine the claim and any counterclaim and negotiate in an effort to resolve the claim.

XI. ENTIRE AGREEMENT

This MOU, along with the following Attachments, reflects the entire agreement between the parties:

Attachment A, TEMAT Business and Operation Manual

Administrator, member, and jurisdiction hereby acknowledge that they have read and understand this entire MOU. All oral or written agreements between the parties hereto relating to the subject matter of this MOU that was made prior to the execution of this MOU have been reduced to writing and are contained herein. Administrator, member, and jurisdiction agree to abide by all terms and conditions specified herein and certify that the information provided to the state is true and correct in all respects to the best of their knowledge and belief.

This MOU is entered into by and between the following parties:

[STATE ADMINISTRATOR 1]
Signature:_____
Name: W. Nim Kidd
Title: Chief, Division of Emergency Management
Date: _____

[STATE ADMINISTRATOR 2 – IF APPLICABLE]

Signature:_____

Name: _____

Title: _____

Date: _____

JURISDICTION

Signature:_____

Name: _____

Title: _____

Date: _____

TEMAT PROGRAM MEMBER

Signature:_____

Name: _____

Title: _____

Date: _____

Appendix E: Logistical Readiness

IMT Logistical Push Package

It is recognized that the Type 3 IMT is a quick-deployable team that is expected to operate in a multitude of environments. The need for an efficient logistical support package is important for the success of the team's mission. The following "push-package" should be sent on all Type 3 Long Team Missions as the basic support equipment:

ITEM DESCRIPTION	UOM	ON HAND	Used
AA BATTERIES	CASE	1	
BAG, TRASH 33 GALLON	ROLL	1	
CAN, GAS SAFETY 5 GALLON	EACH	1	
CAN, TRASH 33 GALLON	EACH	2	
CHAIRS, FOLDING	EACH	12	
CLAMP, METAL SPRING 2"	EACH	8	
CLEANING, CANNED AIR DUSTER	CAN	0	
CLEANING, CLOROX WIPES	CONT	3	
CLEANING, COMPUTER SCREEN WIPES	CONT	0	
CLEANING, HAND SANITIZER 8OZ BOTTLE	BOTTLE	8	
CLEANING, HEAVY DUTY WIPE-ALLS	BOX	2	
CLEANING, SIMPLE GREEN	BOTTLE	0	
CLIPBOARD STANDARD LETTER SIZE	EACH	3	
CRADLE-POINT ROUTER IN PELICAN BOX	EACH	1	
DISPLAY, DRY ERASE 36"X24"	EACH	2	
DISPLAY, DRY ERASE 36"X48"	EACH	0	
DISPLAY, EASEL STAND ADJUSTABLE HEIGHT	EACH	6	
DISPLAY, LG 29" LCD MONITOR WITH HDMI CABLE	EACH	1	
DISPLAY, POST-IT SUPER STICKY EASEL PAD 25"X30"	PAD	4	
ELECTRIC FAN	EACH	1	
ENVELOPES, DOCUMENT SIZE MAILING	BOX	1	
ENVELOPES, INTEROFFICE MAIL	BOX	1	
EXTENSION CORD, 12GA 100'	EACH	1	

EXTENSION CORD, 18GA 25'	EACH	2	
FOLDERS, FILE 3 TAB MANILA 9.5"X11.6'	BOX	1	
FOLDERS, LETTER SIZE GREEN HANGING FILE	BOX	1	
GENERATOR, ADAPTER TO RUN DUAL GENERATORS	EACH	2	
GENERATOR, OIL 10W-30	QUART	2	
GENERATOR, PORTABLE 2300 WATT	EACH	2	
HEADLAMP LED (AA)	EACH	6	
ICS FORMS BOX (10 COPIES EACH FORM IN FOLDERS)	EACH	1	
ID PRINTER, CARD HOLE PUNCH	EACH	1	
ID PRINTER, ID CARDS CR-80	EACH	150	
ID PRINTER, ID LANYARDS	EACH	200	
ID PRINTER, USB DRIVE W/ WIN10 PRINT DRIVERS	EACH	1	
ID PRINTER, ZEBRA 800017-248 COLOR RIBBON	EACH	2	
ID PRINTER, ZEBRA P120i PRINTER	EACH	1	
LABEL MAKER, BROTHER PT-D210	EACH	1	
LABEL MAKER, LABEL TAPE CARTRIDGE 12MM WHITE	EACH	4	
LARGE ICE CHEST	EACH	1	
PRINTER, LASER BLACK AND WHITE BROTHER DCPL5500DN	EACH	1	
PRINTER, LASER COLOR MULTI FUNCTION WIFI CAPABLE	EACH	1	
PRINTER, LASER COLOR TONER CARTRIDGE	EACH	2	
PRINTER, LASER TONER CARTRIDGE BROTHER TN-850	EACH	2	
LED LIGHT WITH STAND	EACH	2	
MRE	CASE	4	
LAMINATING MACHINE, LETTER SIZE WITH SHEETS	EACH	1	
OFFICE SUPPLY, ¾" SCOTCH TAPE	ROLL	2	
OFFICE SUPPLY, DRY ERASE MARKER	EACH	12	
OFFICE SUPPLY, HI-LIGHTERS	BOX	1	
OFFICE SUPPLY, LARGE CAPACITY STAPLER	EACH	0	
OFFICE SUPPLY, LARGE CAPACITY STAPLES	BOX	0	
OFFICE SUPPLY, PENS	BOX	1	
OFFICE SUPPLY, POST-IT NOTES 3"	PAD	6	

OFFICE SUPPLY, PRINTER PAPER 8.5"X11"	REAM	10	
OFFICE SUPPLY, SCISSORS	EACH	1	
OFFICE SUPPLY, SHARPIE BLACK FINE POINT	BOX	0	
OFFICE SUPPLY, SHARPIE BLACK WIDE POINT	BOX	0	
OFFICE SUPPLY, STAPLER	EACH	1	
OFFICE SUPPLY, STAPLES	BOX	1	
OFFICE SUPPLY, VIS-A-VIS WET ERASE MARKER	EACH	12	
P-CORD	FEET	100	
PLOTTER, HP 711XL BLACK INK CARTRIDGE	EACH	7	
PLOTTER, HP 711XL CYAN INK CARTRIDGE	EACH	4	
PLOTTER, HP 711XL MAGENTA INK CARTRIDGE	EACH	4	
PLOTTER, HP 711XL YELLOW INK CARTRIDGE	EACH	4	
PLOTTER, HP DESIGNJET T130	EACH	1	
PLOTTER, Q1412B PAPER ROLL 24"X100'	ROLL	4	
POP-UP TENT 10'X10'	EACH	2	
POWER STRIP	EACH	4	
PRINTER USB CABLE 25'	EACH	2	
PRINTER USB CABLE 3'	EACH	2	
PROJECTOR SCREEN	EACH	1	
PROJECTOR WITH HDMI CABLE	EACH	1	
RATCHET STRAP 10'	EACH	8	
SIGN, LAMINATED 24"X36" ICS-215	EACH	1	
SIGN, LAMINATED 24"X36" ICS-215A	EACH	1	
SIGN, LAMINATED 48"X36" ICS-215	EACH	1	
SIGN, LAMINATED 8.5"X11" "FINANCE/ADMINISTRATION"	EACH	0	
SIGN, LAMINATED 8.5"X11" "INCIDENT COMMAND POST"	EACH	0	
SIGN, LAMINATED 8.5"X11" "INCIDENT COMMANDER"	EACH	0	
SIGN, LAMINATED 8.5"X11" "LOGISTICS"	EACH	0	
SIGN, LAMINATED 8.5"X11" "OPERATIONS"	EACH	0	
SIGN, LAMINATED 8.5"X11" "PLANS"	EACH	0	
SIGN, LAMINATED 8.5"X11" "SAFETY"	EACH	0	

SIGN, VINYL 36" ROLL UP WITH STAND "COMMAND POST"	EACH	0	
TABLE, FOLDING 6'	EACH	6	
TAPE, 1" BLUE PAINTERS	ROLL	4	
TAPE, 2" BLUE PAINTERS	ROLL	4	
TAPE, 2" CLEAR PACKING	ROLL	1	
TAPE, 2" PINK GAFFERS	ROLL	2	
TAPE, 3" BLACK GAFFERS	ROLL	4	
TAPE, 3" YELLOW GAFFERS	ROLL	4	
TAPE, FLAGGING 1"	ROLL	12	
TOILET, PORTABLE WITH BAGS AND LITTER	EACH	1	
TOILET, PAPER ROLLS	ROLL	12	
TRAILER SUPPORT, 4-WAY LUG WRENCH	EACH	1	
TRAILER SUPPORT, COMBINATION LOCKS	EACH	3	
TRAILER SUPPORT, RECEIVER HITCH WITH 2-5/16 BALL	EACH	1	
TRAILER SUPPORT, SPARE TIRE ST205/75R15	EACH	1	
TRAILER SUPPORT, TONGUE LOCK BRACKET	EACH	1	
TRAILER SUPPORT, TRAFFIC CONES	EACH	12	
USB CHARGING STATION	EACH	1	
WATER, BOTTLED ½ LITER	CASE	4	
WESTERN SHELTER HO-20, BAG A COMPLETE MAIN FRAME	SET	1	
WESTERN SHELTER HO-20, BAG B VINYL ROOF PANEL	PANEL	1	
WESTERN SHELTER HO-20, BAG C COMPLETE WALL SET	SET	1	
WESTERN SHELTER HO-20, BAG D DOUBLE DOOR WS-D46	SET	1	
JACK, FLOOR	EACH	1	
IMPACT, ELECTRIC 1/2" DRIVE WITH SOCKETS	EACH	1	
CUBEES, WATER JUGS, 5 GAL	EACH	5	

*Additionally, the team may request any one or more of the agency's mobile command posts, western shelter tents, shower/bathroom trailer, or other logistical support items.

Individual Member Logistical Readiness

Individual IMT Equipment (*Bold indicates **essential** items*)
ICS Forms for your positions, paper & electronic
Cell phone & charger
Flashlight & charger or spare batteries
Utility tool (e.g., Leatherman)
Team ID or TDEM Issued PIV Card
Driver's License
IMT Safety Vest
Pens/Pencils
Notebook, pocket
Laptop computer/tablet & power cord
Drive, USB/thumb drive/memory stick
GPS
Compass (position specific)
Helmet, Hard Hat (position specific)
Forms, complete, electronic ICS
Forms, position specific Checklists
Flashlight, head lamp
Glasses, sun
Radio, portable & charger
Map, state roads, paper
Camera & charger
Bag, small backpack or briefcase

Individual IMT Work Clothing (*Bold indicates **essential** items*)
Glasses, reading/prescription, as needed
Boots, comfortable work/utility (1pr)
Pants, khaki work (2 pr)
Shirt, team polo
Shirt, team t-shirt
Underclothing (5 pr)
Socks
Belt
Rain gear, lightweight
Jacket, warm/seasonal
Gloves, work

Glasses, safety
Socks, wool
Cap, team
Pants, work
Hat, wool/winter
Shirts
Shorts
Sweater
Underclothing, thermal
Coat, heavyweight
Personal Protective Equipment (position specific)

Individual Personal (*Bold indicates **essential** items*)
Medications & Med List
Cash or travelers checks
Water bottle
Sleeping bag
Pillow, small travel/camping
Shoes, walking/hiking
Toiletry items
Towel & wash cloth
First aid kit, personal with moleskin
Sunscreen
Lip balm
Insect repellent
Soap, laundry
Toilet paper, travel package
Shoes, shower/flip-flops
Clothing, off duty
Snacks
Reading material
Music/earphones
Sleeping pad
Blanket, thermal/space
Handkerchief/bandana (3)
Trash bag, large

Appendix F: AHIMT Program Contacts

Program Administration Contacts

Jimmy Mullis
Assistant Chief
IMT Program Coordinator
jmullis@tfs.tamu.edu
979-218-2407

Gabe Mahlum
Assistant Chief
State Operations Center – ESF 4
gmahlum@tfs.tamu.edu
254-2205138

Chelsea Fikes
Fire Training Specialist
Training & Qualifications
cfikes@tfs.tamu.edu
979-458-7350

Jared Karns
Department Head
Planning & Preparedness
jkarns@tfs.tamu.edu
979-458-7345

Regional IMT Team Leads

Larry McRae
Region 1 Team Lead
lmcrae@mpcity.org
903-563-0084

Charlie Martin
Region 2 Team Lead
bpulley@cebridge.net
832-986-1992

Rick Trevino
Region 3 Team Lead
rtrevino@cctexas.com
361-442-7309

Justin Bunch
Region 4 Team Lead
jbunch@mcounty.com
432-640-9330

Casey Ramsey
Region 5 Team Lead
William.ramsey@wichitafallstx.gov
940-733-7479

Aubury Holmes
Region 6 Team Lead
aholmes@wilco.org
512-688-0142