

# **Master Plan**

## **Texas All Hazard Incident Management Team Program**

### **Mission Statement**

To provide qualified Type 3 All-Hazards Incident Management Teams (AHIMT) for the State of Texas and its political subdivisions capable of supporting and assisting in the management of natural and manmade emergencies, disasters, and acts of terrorism.

### **Definition of Program**

To provide guidelines, direction, and oversight for the development, operation, and maintenance of Texas Type 3 AHIMTs based on National Incident Management System (NIMS) standards and the State of Texas operational requirements.

### **Background**

The purpose of an AHIMT is to assist any jurisdiction confronted with an incident beyond its capabilities in either complexity or duration. The team would bring some of the following capabilities to an incident:

AHIMT will bring a robust management framework to support the jurisdiction in stabilizing or bringing an incident to conclusion. The Type 3 Team can assist in Planning and documentation to include assistance in development of Incident Action Plans, Site Safety Plans, and resource tracking. They can provide Logistical support, Public information & notification, as well as Operational support and expertise.

The local requesting Authority Having Jurisdiction will define the AHIMT's role:

The AHIMT may provide a support role for the local Incident Command System structure if necessary. In the event the local authority requests the AHIMT to support the management of the incident they will provide a letter of expectations to the AHIMT and if appropriate, Unified Command will be used.

## **Definitions**

A Type 3 AHIMT:

- Is a multi-agency/multi-jurisdiction team for extended incidents, formed and managed at the State or regional level.
- Is deployed as a team of 8\* or more personnel to manage major and/or complex incidents requiring a significant number of local, regional, state and possibly federal resources, and incidents that extend into multiple operational periods and require a written IAP.
- In the event less than a full team is needed single resources can be ordered to manage the need.
- May be utilized at incidents such as a tornadoes, earthquake, flood, or multi-day hostage/standoff situation, special situations or at planned mass-gathering events.
- May initially support or manage larger, more complex incidents prior to arrival of and transfer of command to a National/State Type 1 or Type 2 IMT.
- May be deployed anywhere in the State of Texas upon request from the State Operations Center.

\*Teams shall strive to maintain all positions 3 deep (e.g., A Type 3 AHIMT will roster 3 members for each ICS position) may also include other ICS positions if requested or needed. Texas AHIMT Steering Committee will provide Administrative Oversight.

### **Texas AHIMT Steering Committee**

The Texas AHIMT Steering Committee consists of representatives of various disciplines and organizations who are stakeholders in the AHIMT program. Stakeholders are the primary users of and providers of personnel for the AHIMT.

The Texas AHIMT Steering Committee consists of the following positions:

- Texas AHIMT Administrator
- Steering Committee Chair
- Steering Committee Vice-Chair
- Steering Committee Recorder
- Steering Committee Members

Officers will rotate up at the end of each year. Then an election of three new officers will occur with the new Steering committee.

The membership of the Texas AHIMT Steering Committee shall minimally consist of representatives from:

- Texas Division of Emergency Management (TDEM)  
*One member from the Texas Division of Emergency Management Command & General Staff*
- Texas A&M Forest Service (TFS)  
*One member from the Incident Response Department*
- Texas Department of State Health Services (DSHS)  
*One member representing DSHS*
- Texas Department of Public Safety (DPS)  
*One member representing all the District Disaster Chairmen*
- Emergency Management Coordinator  
*One local EMC nominated by EMAT*
- AHIMT Team Leaders  
*One AHIMT Team Leader/Training Coordinator from each of the DPS Regions*
- At Large Team Leader/ Training Coordinator  
*One AHIMT Team Leader representing all Private, Volunteer, Non-Governmental, or Faith Based Teams.*

1. Each member will serve a term of no longer than three years.
2. The Region Representative will rotate within the Region every two years, with the Team Leaders from a different team. Initial rotation period will begin for even numbered Regions in 2013 and odd numbers Regions in 2014.
3. The At large Team Representative will rotate with a different team every two years.

### **Texas AHIMT Steering Committee Goals**

The Steering Committee will be an active, decisive body that will represent the stakeholder disciplines and/or agencies, which are the primary participants in and/or users of, All-Hazards Incident Management Teams. The Committee will provide oversight to the operations of the AHIMTs in accordance with the AHIMT Master Plan.

### **Texas AHIMT Steering Committee Objectives**

1. Ensure that AHIMT members are provided with validated training.
2. Ensure that qualified individual(s) are selected for the position of Team Leaders.
3. Ensure AHIMT Team Manuals are consistent with the Texas AHIMT Master Plan.
4. Provide oversight for the state credentialing process which follows national guidelines.
5. Develop overall guidance for program strategic plan, policies and guidelines.

### **Texas AHIMT Steering Committee Operating Procedures**

1. The Committee will have equal authority vested to each member.
2. The Committee members or designee will endeavor to meet and participate at Committee meetings.
3. The Committee will meet quarterly in October, January, April, and July, or as needed as determined by the Committee.
4. There will need to be a quorum established, of a simple majority of seven (7) members of the Steering Committee in order to vote on issues.
5. Members need to physically attend a minimum of 2 meetings per year and may utilize electronic or other methods to voice votes.
6. In between scheduled meetings the Chairman may call for a special meeting, via electronic communications to put forth issues for consideration.
7. In the event of a member not complying with the standards the member will be considered for removal by the standing committee.

### **Texas AHIMT Steering Committee Responsibilities**

1. The Committee will annually review the AHIMT Master Plan and make necessary revisions.
2. The Committee will review and approve AHIMT Team Manuals and any revisions that are made.
3. The Steering Committee may have Working Groups comprised of one Steering Committee member, to serve as chairperson, to work on specific

projects or issues related to the AHIMT Program, with members from other AHIMT.

4. Provide guidance for the state credentialing process ensuring it follows national guidelines.

### **Texas A&M Forest Service (TFS)**

The Texas A&M Forest Service is responsible for:

1. Ensuring all NIMS Compliance and coordination for the AHIMT program.
2. Oversight of NIMS/ICS training in the State of Texas including instructor credentialing, in cooperation with the State of Texas Training Office.
3. Oversight of All-Hazards Incident Management Team (AHIMT) training including position specific training and Position Task Books, in accordance with the State of Texas Training Office and Emergency Management Institute (EMI) guidelines.
4. Oversight of the All-Hazards Incident Management Team (AHIMT) course (O-305) following the guidance and recommendations of the AHIMT Steering Committee and meeting United States Fire Administration (USFA) standards.
5. Providing for the development of the Memorandum of Understanding (MOU) with the AHIMT members.
6. Collecting, Credentialing, and recording into the Incident Qualifications System, in conjunction with Team training Coordinator, all AHIMT members training and qualifications.
7. Issuing Credentials in the form of Identification Cards or Qualification Cards.
8. Provide a State AHIMT Coordinator.

### **Team Leader**

Each AHIMT will require a Team Lead/designee responsible for managing administrative needs. They will handle administrative matters relating to the team and provide off-site coordination and support of the team when it is deployed.

The Team Leader duties and responsibilities include:

- Team Manual development and maintenance.
- Team roster
- Team call-out roster

- Team training schedule
- Forward and disseminate Team related information to team members concerning meetings, publications and articles of interest, safety items, etc.

## **AHIMT Master Plan**

The AHIMT Master Plan is developed and maintained by the Texas AHIMT Steering Committee. The Master Plan is the governance document for all Texas AHIMT Program. Team Manuals must be consistent with the Master Plan. AHIMTs must comply with the Master Plan.

## **Creating a recognized Texas Type 3 All-Hazards Incident Management Team**

### **Identifying Stakeholders and Participants in an AHIMT**

When creating a team begin by identifying the stakeholders or participating agencies and jurisdictions. If unsure who to involve in the team, then the Capabilities Aggregation Method (CAM C-3) approach may be of assistance in this process.

Capability Center – This implies immediate jurisdictional boundaries with Cities, counties, or tribes that adjoin your jurisdictional boundaries.

Capability Cluster – Regional jurisdictions – cities, counties, or tribes that adjoin your Capability Center.

Capability Contour – Cities, counties, or tribes that adjoin your Capability Cluster.

### **AHIMT Memorandum of Understanding (MOU)**

Deployable Team members in the All-Hazards Incident Management Team Program must have Memorandums of Understanding (MOU) in place with the Texas A&M Forest Service.

An MOU is the governance document for the AHIMT that voluntarily unites all stakeholders and participants that have agreed and consented to pursue and participate in the AHIMT.

The MOU is a contract which documents in writing the good faith intentions of each stakeholder and participant by specifying the tenets upon which each stakeholder and participant has agreed and consented to voluntarily unite.

See Appendix A – Sample MOU.

### **AHIMT Team Manual**

Each AHIMT is required to develop a Team Manual. The Team Manual must be consistent with the Texas AHIMT Master Plan.

The Team Manual is the governance document for the team and sets forth the rules, guidelines, policies, and procedures adopted by the stakeholders and participants in dealing with activation, deployment, operations, and routine matters.

The Team Manual helps facilitate the efficient and orderly performance of the team. It helps to memorialize the roles, responsibilities, and expectations with regard to the team, which reduces the likelihood of future misunderstandings concerning the performance and operation of the team.

See Appendix B - AHIMT Team Manual Contents for recommended contents of the AHIMT Team Manual.

### **AHIMT Purpose and Function**

An AHIMT primarily deploys to support and assist an existing Incident Command.

An AHIMT may deploy to assume Incident Command and manage/support an incident, but only after receiving a Letter of Expectations from the Authority Having Jurisdiction (AHJ).

Sample Appendix F

## **AHIMT Organization**

A Type 3 AHIMT will minimally be comprised of the following Command and General Staff ICS positions:

- Team Leaders
- Public Information Officer
- Liaison Officer
- Safety Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

\* Intelligence/Investigation Section Chief (Optional depending on incident)

In addition to the eight Command and General Staff positions a Type 3 Team may also elect to have the following Positions:

- Staging Area Manager
- Division/Group Supervisor
- Resource Unit Leader
- Situation Unit Leader
- Communications Unit Leader
- Medical Unit Leader
- Food Unit Leader
- Supply Unit Leader

Additional ICS Positions may be added as necessary depending on the kind and type of event or incident.



## **AHIMT Staffing and Personnel Selection**

Individuals from a broad cross section of disciplines and jurisdictions including law enforcement, fire, EMS, public works, emergency management, public health, finance, and general administration will staff the teams.

Any person who meets the minimum requirements, as specified below in the Prerequisite Training for AHIMT Membership, is eligible to join an AHIMT.

It will be the goal of each AHIMT to identify and designate at least three (3) qualified individuals for each identified core team position. This will allow for a rotational schedule for individuals and additional teams.

Candidates for AHIMT positions must meet all the prerequisites of training and experience, including agency specific supplemental requirements when appropriate. The basic requirements for each team member are described below in Training.

They must have a Memorandum of Understanding (MOU) on file with the Texas A&M Forest Service in order to be deployed under State activation.

### **Application and Selection Process**

#### **1. Letter of Support**

Each Applicant is required to submit Letter of Support signed by the head of their authorizing organization. This letter ensures their authorizing organization has authorized their participation, supports it, and will provide the Applicant with all protections under their Worker's Compensation during training, response, and/or deployment

**See Appendix C – Sample Letter of Support.**

#### **AHIMT Application**

Each Applicant is required to submit a completed AHIMT Application. This application provides basic information about the applicant, their training, and experience. It is used to make sure they meet the minimum requirements for the AHIMT.

**See Appendix D – Sample Application.**

## 2. Resume and Letters of Reference

Each Applicant is required to submit a professional resume and at least three letters of professional reference.

The resume is used to review the Applicant's level of experience and training as it relates to their career field and the Incident Command System. The letters of professional reference attest to the Applicant's professional performance and conduct in their career field and the Incident Command System.

Each Applicant's resume will be evaluated on the following criteria:

- Career experience
- ICS experience in an ICS team leader, unit leader, general staff, or command staff position
- Experience with the ICS planning process and development of an Incident Action Plan and/or Incident Briefing Form (ICS 201).
- Training and professional development including all NIMS/ICS related training courses.

## 3. Skills and Experience

Each applicant is required to submit any documentation showing their experience serving in a command or general staff position on an actual incident. This could include copies of:

- ICS 214 – Unit Log
- Position Task Books
- Incident Action Plan (IAP)
- ICS 201 – Incident Briefing Form

## 4. Interview (Optional)

Applicants may be interviewed by a panel from the Local AHIMT committee.

## 5. Selection

- Actual selection is subject to approval by the respective AHIMT Command and General Staff.
- Preference will be given to those candidates with the most NIMS-ICS knowledge, experience, and training.

### **Removal from Team**

An AHIMT member can be removed from an AHIMT for documented cause. This may include:

- Failing to complete required training
- Repeated failure to participate in team training.
- Repeated failure to respond to call-outs when in “on-call” status.
- Poor performance during deployments.
- Alcohol/Drug abuse on deployment /assignment
- Any significant human resource (HR) infraction based on team, state or home agency policy.
- Violation of the Code of Conduct.

If for any reason a person must be removed from the AHIMT, then all team members and the removed team member’s parent organization will be notified.

### **Training**

Training requirements are based on U.S. Department of Homeland Security, Federal Emergency Management Agency, U.S. Fire Administration, Type 3 Incident Management Team (IMT) Program guidelines. The Steering Committee may require more than the minimum guidelines.

### **Prerequisite Training for AHIMT Membership**

Personnel assigned to an AHIMT must complete the following training:

- NIMS ICS-100, 200, 300, and 400 (Pre-requisite for AHIMT membership)
- NIMS IS-700 and 800 (Pre-requisite for AHIMT membership)

## **Training after Joining AHIMT**

Required:

All Hazard Incident Management Team Course (O-305)

- Minimum 36 hours
- Includes evaluated functional exercise on last day ICS Position Specific Training

Position Specific Courses for the members assigned position.

- These courses vary by position.\*
- The courses taken will be sponsored by the Emergency Management Institute (EMI), United States Coast Guard (USCG) or National Wildfire Coordination Group (NWCG).

\*Actual training hours may vary as requirements may change over time.

## **Position Task Books (PTB)**

AHIMT members will complete a Position Task Book for the position they will be assigned.

Completion of Position Task Books (PTB) could include demonstration of competencies and behaviors while participating in full-scale exercises and actual planned events and incidents.

## **Historical Recognition**

Team members who have performed a Command, General Staff, or Unit Leader position at past events or incidents within the last five years may receive credit for the assignment on their current task book. However, they may only count two assignments toward that taskbook.

## **Qualified Evaluator**

A Qualified Evaluator is a person who is qualified in the ICS position they are rating or the Team Leaders or Deputy Team Leaders.

## Final Evaluator

The Final Evaluator is a person who is qualified in the ICS position they are rating or the Team Leaders or Deputy Team Leaders and is the last person to evaluate the IMT member and complete the Position Task Book.

## Cross Training

AHIMT members should be trained and qualified to perform more than one ICS position. However, team members will only appear on the roster once. This will help to ensure succession planning for the continued sustainment of the team.

## Continuing Education

Team members will maintain annual continuing education requirements (16 hours minimum annually). Continuing education must be related to ICS, Emergency Management, Emergency Operations Center, Multiagency Coordination, position specific training, exercises, and/or actual incidents.

The Team Training Coordinator will monitor compliance with the Continuing Education requirement. The Team Training Coordinator will maintain training records on each team member, which are kept by the AHIMT.

Teaching courses can be considered as continuing education. Self-study courses will also be considered for CE credit.

## Funding and Reimbursement

Except as provided by a Memorandum of Understanding, all funding for AHIMT activities, equipment, and related expenses shall be the responsibility of the individual team member and/or the member's sponsoring organization.

If requested for deployment, reimbursement for personnel, travel/lodging/per diem, and operating costs will be pursuant to any mutual aid agreement or the Emergency Management Assistance Compact.

In all other situations the following procedure will be followed:

The AHIMT Finance Section Chief/Team Leader will track all costs for the team's activation, response, operations, and demobilization.

The AHIMT Finance Section Chief/Team Leader will prepare an invoice for the identified costs, which will minimally include:

- Members name and ICS position title
- Hours worked by each member
- Hourly rate for each member based on the member's parent organization's collective bargaining agreement/rate of pay
- Each member's vehicle description and mileage to and from the incident

The AHIMT Finance Section Chief/Team Leader will process the invoice according to established procedures and submit to the TFS Chief of Party, who will deliver it to the proper business manager for processing.

The AHIMT Host Agency may choose to submit the invoice to the Texas A&M Forest Service.

The requesting jurisdiction pays the AHIMT Host Agency in accordance with Memorandums of Understanding, Mutual Aid Agreements, or other agreements.

The AHIMT Host Agency shall distribute reimbursement funds to the individual member's parent organizations.

### **Position Responsibilities**

AHIMT Position Responsibilities are based upon existing NIMS ICS doctrine, principles, and guidance.

**See Appendix E – ICS Position Responsibilities.** When functioning in a supporting or assisting role, they may fill subordinate positions within their regular Command or General Staff Position.

Team Leaders may function as:

- Deputy Team Leaders
- Public Information Officer
- Liaison Officer
- Safety Officer

Operations Section Chief may function as:

- Deputy Operations Section Chief
- Branch Director
- Division or Group Supervisor

Planning Section Chief may function as:

- Deputy Planning Section Chief or any Planning Section Unit Leader position.

Logistics Section Chief may function as:

- Deputy Logistics Section Chief or any Logistics Section Unit Leader position.

Finance/Administration Section Chief may function as:

- Deputy Finance/Administration Section Chief or any Finance/ Admin. Section Unit Leader position.

## **LOCAL Deployment**

The AHIMT Team Leaders authorizes the activation and response of the AHIMT.

AHIMT members do not have to have a MOU with the Texas A&M Forest Service to make a local response.

Upon receiving the request for an AHIMT, the Team Leaders will contact the requesting on-scene Team Leaders and gather additional information about the incident situation, the AHIMT mission, and other information necessary to complete a Deployment Briefing. After gathering this information the AHIMT Team Leaders will decide whether or not the AHIMT will respond to the request.

Each AHIMT will maintain a readiness schedule, rotating members between being available and response ready. Each AHIMT will determine the length of availability and response ready, and off-duty status for their members.

Response ready – Members who are in response ready status is prepared and ready to respond to an activation and call-out. Team leaders will develop a response ready roster and send to the TFS IMT Coordinator

Off-Duty – Members in Off-Duty status are not prepared nor expected to respond to relieve the On-Call or Standby AHIMT members.

If the Response ready AHIMT Team Leaders decides the AHIMT will respond to the incident, then he/she will:

- Contact the other On-Call AHIMT members and provide them with a Deployment Briefing.
  1. AHIMT members are activated from a roster of qualified personnel on a rotating basis.
  2. Each team shall attempt to maintain a well-balanced team with at least 50% of the members having previous response experience. This procedure ensures that the same individuals are not always selected, thereby providing an opportunity for more team members to gain experience.
- Notify TFS State AHIMT Coordinator of the activation.

Once all of the Response ready AHIMT members have been notified and activated, the AHIMT Team Leaders will confirm to the requesting jurisdiction the status of the Team and their estimated time of arrival at the incident scene.

Once AHIMT members have been notified and activated they will:

- Respond directly to the incident scene or report to a Point of Departure whichever the AHIMT Team Leaders designates depending on the situation and nature of the mission.
- Be suitably equipped with clothing, medical, and personal needs for the possible duration of the assignment.
- Be suitably equipped with the STAR approved materials, equipment, and supplies to perform their ICS position responsibilities and tasks.
- Provide their own transportation unless other arrangements have been made. Team members are encouraged to carpool.
- Team leader and team members will notify their respective supervisor they have been deployed.
- Team leader will notify their respective local DC of their deployment.



When warranted, an AHIMT may be pre-positioned for anticipated major emergencies, disasters or events. During pre-positioning, information flow and coordination with decision makers is critical for timely and effective decisions on the nature and extent of an AHIMT response. The AHIMT will receive situation reports and other appropriate information during the pre-positioning period.

Upon arrival at the incident scene, the AHIMT Team Leaders will meet with the current on-scene Team Leaders and receive a situational briefing to further assess the situation. After assessing the situation, the AHIMT Team Leaders will decide whether or not the AHIMT will continue to respond.

If the decision is for the AHIMT to continue their response to the incident scene, then the AHIMT Team Leaders will contact the responding Response ready AHIMT members and provide them with an updated Deployment Briefing.

If the AHIMT Team Leaders decides to cancel the AHIMT response, then he/she will notify the Response ready AHIMT members and AHIMT POC to cancel and if already enroute, to turn around and return home.

### **Notification of Request for IMT Resources for State Deployment**

- The State Operations Center issues a STAR for the number of teams, number of team members, length of assignment and mission.
- State AHIMT Coordinator requests availability of team resources from Team Leaders. Only team members with active MOU on file maybe deployed.
- All Team Leaders will provide availability roster within two hours of request to the State AHIMT Coordinator.
- State AHIMT Coordinator will configure teams and will then notify TFS EOC and STAR is completed, with cost estimates for team members and any additional equipment.
- TFS EOC coordinates with TICC for the processing of resource orders.
- The State AHIMT Coordinator notifies Texas SOC of Estimated Time of Arrival of AHIMT to Incident.

## **Prior to Arrival that Assignment Location**

- Prior to arrival in assigned area, State IMT Coordinator will provide a copy of the approved State of Texas Assistance Request (STAR), resource orders and any other pertinent information to the responding jurisdiction and Team Leaders.
- State IMT Coordinator will provide a copy of resource orders with last four digits of the SSN to TWIRP for WebEOC user accounts.

## **Texas A&M Forest Service Chief of Party Duties & Responsibilities**

- Serves as TFS representative and spokesperson and negotiates Letter of Expectation along with Team Leader
- Communicates with TFS Incident Response Department throughout the assignment
- Communicates with DDC and/or local jurisdiction to confirm mission assignment and receive any special instructions
- Confirms that all IMT members have active Memorandums of Understanding (MOU)
- Develops emergency procedures for all IMT members
- Approves and coordinates all request 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 DDC and/or local jurisdiction representative concerning appropriateness and quality of assignment
- Conducts, in conjunction with the Team Leaders, daily team briefing and status assessment
- Along with the Team Leader, conducts the assignment debriefing, critique, evaluation and after action report
- Assure that position task books are reviewed and initialed or signed as appropriate

- Coordinates demobilization information and assures that all crew time reports have been submitted and Emergency Firefighter Reports are prepared and completed

### **Work/Rest, Length of Assignment, and Days Off**

- Type 3 Teams may deploy for more than one operational period and up to 14 days at the incident exclusive of travel.
- AHIMTs will ensure all personnel are provided a minimum 2:1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour 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.
- The AHIMT Team Leaders or Team Leader must justify work shifts that exceed 16 hours and those that do not meet the 2:1 work/rest ratio.

### **Single Site Events**

Major emergencies and disasters involving a single site or small geographical area will have a single IMT established to facilitate the management and coordination of resources.

### **Multiple Site Incidents/Events**

Incidents or events involving multiple sites or large geographical areas may require major or complex incident/event management:

- Combining several incidents into an incident complex
- Dividing an incident into two or more single incidents
- Expand the planning capability
- Adding a second Operations or Logistics Section
- Activating an Area Command

If the Team is tasked to manage multiple sites, the AHIMT Team Leaders should confer with the local jurisdiction and request an additional AHIMT to assist with the management of the multiple sites, incidents, or events.

When there are multiple incidents generally in the same area that are each being managed by an IMT or a very large incident that has multiple IMTs assigned to it, there may be a need to establish an Area Command. The Team Leaders for each team involved in management of such incidents/events should confer with the local jurisdiction and make a decision to establish an Area Command or Unified Command.

### **Delegation of Authority or Letter of Expectations**

A Delegation of Authority is only used when an AHIMT is being asked to take over management of the incident. A Letter of Expectations shall be used when an IMT is in a supporting role to a local jurisdiction or DDC.

The Texas A&M Forest Service Chief of Party will determine if the AHIMT needs to develop a Delegation of Authority or a Letter of Expectations. The Chief of Party with the AHIMT Team Leaders will cooperatively develop and submit for signature to the local Agency Representative a written Delegation of Authority (DOA) or Letter of Expectations (LOE). The DOA or LOE is required to assure that there is a complete understanding by all parties of the scope, nature, and requirements of the assignment. A written DOA or LOE is preferred, but at the very least an oral agreement must be made as to the expectations by all parties involved.

See Appendix F – Sample Delegation of Authority and Letter of Expectations.

### **Incident Management**

The incident will be managed in accordance to the fundamental features, concepts, and principles of the Incident Command System. The incident management will be consistent with the team members NIMS/ICS training.

### **Demobilization**

IMT components will be demobilized in accordance with the demobilization plan prepared by the IMT Planning Section, approved by the AHIMT Team Leaders, and implemented and managed by the IMT Logistics Section.

The considerations for AHIMT demobilization can be found in Appendix B.

The AHIMT is not completely demobilized until all IMT resources have returned to their home jurisdiction.

## Performance Evaluation

Prior to demobilization, the AHIMT Team Leaders should discuss overall Team Performance with the Authority Having Jurisdiction (AHJ). This discussion provides an opportunity to cover important aspects of team performance, such as:

- Accomplishment of Agency goals and objectives
- Effective incident management, team leadership, and professionalism
- Sensitivity to local concerns, resource limits, environmental, political and social concerns, and cost
- Recognition of changing conditions and effective use of local resources
- Proper emphasis on safety and initiating action

**See Appendix G – Sample Incident Management Team Evaluation Form.**

In addition, each supervisor should evaluate the performance of all Team members using ICS Form 226 — Individual Performance Rating. Each team member and their supervisor will sign the rating form at the conclusion of the rating discussion. A separate form is completed for each IMT position held. Section Chiefs should review all appraisals for team members in their section. The AHIMT Team Leaders will review and countersign all ratings where the overall rating is outstanding or unsatisfactory. Each team member should be given a copy of their appraisal at the end of their assignment.

Copies of the completed evaluation forms are forwarded to the AHIMT Team Training Coordinator for inclusion in Team records/files.

## **Release and Return to Home Unit**

The final item on the AHIMT Team Leaders checklist prior to departure from an incident is the Release and Return to Home form. By signing this form, the Agency Administrator agrees that the Team:

- Has accomplished the stated mission and objectives and is approved for release
- Has documented all consumable/disposable supplies used, and if the local jurisdiction will reimburse the Team for their replacement if necessary
- Will forward a copy of the final After-Action Report to the Authority Having Jurisdiction (AHJ).

If a Delegation of Authority or Letter of Expectations was issued to the team, then this document returns the authority and responsibility for the management of the incident to the local jurisdiction's Agency Administrator or DDC.

**See Appendix H – Sample Release and Return to Home Unit Form**

## **After-Action Review Process**

Just as the demobilization process begins with the activation, so does the after-action process. The Planning Section Chief should constantly reinforce the need for IMT personnel to document any issues or items that may be included or reviewed in the after-action process.

The debriefing may be conducted in a two-stage process with the first phase beginning prior to the release of the IMT from the incident, preferably prior to transport home. If required, the second phase is the more detailed debriefing that occurs after the IMT personnel have time to rehabilitate themselves after returning from their assignment.

The After-Action Process and After-Action Report will be conducted and developed in accordance with the principles and practices of the Homeland Security Exercise and Evaluation Program (HSEEP).

## **Phase One — Hot Wash**

At the earliest convenient opportunity after conclusion of incident management activities and while still on-scene, the AHIMT Planning Section Chief should conduct a Hot Wash.

The Hot Wash is intended to provide AHIMT members an opportunity to express their concerns and identify action items.

The Hot Wash is normally done by function, starting with the planning function and concluding with the AHIMT Team Leaders. This will introduce issues that need to be discussed while the focus is still on the mission and issues are still fresh in the minds of the team members.

Issues that surface will be documented and serve as the basis for the AHIMT After-Action Report.

## **Phase Two — Debriefing**

The AHIMT Team Leaders will evaluate the need for a Formal Debriefing and determine the appropriate level of participation based on the incident scope and complexity. If needed, this meeting should be scheduled as soon as possible following demobilization from the incident.

The input from the Phase One – Hot Wash will provide the basis for the Debriefing Agenda. Output from this Debriefing will be used to prepare the AHIMT After-Action Report to be submitted to the Texas AHIMT Steering Committee.

The Debriefing should address at a minimum, the following topics:

- Strengths
- Areas for improvement
- Lessons Learned and best practices
- Need for Critical Incident Stress Management debriefing for the team or individual team members

## **After-Action Report**

The AHIMT Team Leaders will ensure the Planning Section Chief develops an AHIMT After-Action Report, which includes a documentation of activities, strengths or positive aspects, areas for improvement, and recommended corrective action. The AHIMT Team Leaders shall present the After-Action Report to the Texas AHIMT Steering Committee within 30 days of AHIMT demobilization from an incident.

The final After-Action Report should minimally include:

- An executive summary
- A chronology of events including alert, activation, mobilization, on-site operations, and post- mission activities
- Strengths
- Areas for improvement
- Lessons learned and best practices
- Improvement Plan (IP)

## **Complaints**

Complaints regarding the performance of the AHIMT during an incident will be directed to the TFS. The TFS will conduct an inquiry into the complaint. Upon completion of the inquiry the TFS will determine if the complaint is sustained or unfounded. If the complaint is sustained, then the TFS will recommend appropriate corrective action to the AHIMT Team Leaders to improve the team's performance.

Complaints regarding an individual member's performance will be directed to the AHIMT Team Leaders. The AHIMT Team Leaders will conduct an inquiry into the complaint. Upon completion of the inquiry the AHIMT Team Leaders will determine if the complaint is sustained or unfounded. If the complaint is sustained, then the AHIMT Team Leaders will recommend appropriate corrective action to improve the team member's performance.

Complaints of misconduct by an individual member of the AHIMT will be directed to the member's parent organization for investigation, disposition, and any corrective action.



## **Reports**

### **Incident Briefing Forms (ICS 201) and Incident Action Plans (IAP)**

- The Team Leaders or Planning Section will complete the Incident Briefing Form or Incident Action Plan, whichever is appropriate for the situation.
- The Incident Briefing Forms and Incident Action Plans will be completed in accordance with Incident Command System training.
- The completed Incident Briefing Forms and Incident Action Plans will be kept on file in the AHIMT records management system.

### **After Action Reports (AAR) and Improvement Plans (IP)**

- The AHIMT Team Leaders will ensure an AHIMT After Action Report is produced.
- The completed After Action Report and Improvement Plan will be kept on file in the AHIMT records management system.
- The AHIMT Team Leaders shall send a copy of the After-Action Report to the Texas AHIMT Steering Committee Chairman within 30 days of AHIMT demobilization from an incident.

### **AHIMT Records Management System for Incident Assignment**

Each AHIMT shall maintain a records management system to store original documents produced by the team. The following completed original documents should be filed and stored in the AHIMT records management system:

- Memorandums of Understanding
- Member applications
- Member Letters of Commitment
- Team Manual
- Team Rosters
- Call-Out Lists
- Mutual Aid requests
- Delegations of Authority or Letter of Expectation
- Incident Briefing Forms
- Incident Action Plans
- Release and Return Home forms

- Team Evaluations
- Individual Performance Evaluations
- After Action Reports
- Corrective Action Plans
- Completed complaint inquiries

## **Equipment**

### **Issued Equipment**

- AHIMT members may be issued equipment to perform their position functions, duties, and tasks.
- Each member is responsible for the proper care, use, and control of their issued equipment.
- Issued equipment will be inspected and inventoried in accordance with the policies, procedures, and regulations of the Team Manual.

### **Vehicle Operations**

- All vehicles will be operated in accordance with applicable statutes and laws and the AHIMT member's parent organization's policies, procedures, and regulations.
- Traffic collisions and/or damage to any vehicle will be reported immediately and handled in the same manner as the AHIMT member's parent organization's policy and procedure, pursuant to state law.

### **Equipment Accountability and Checkout**

The AHIMT may have equipment under its control. This equipment will be issued/checked-out and checked-in. The AHIMT shall account for all issued, loaned or borrowed equipment.

### **Equipment Maintenance and Repair**

The AHIMT may have equipment under its control. The AHIMT will arrange for or coordinate necessary maintenance and repairs of equipment under their care and control.

## **Texas AHIMT Master Plan Maintenance**

The Texas AHIMT Steering Committee is responsible for the development and maintenance of the Texas AHIMT Master Plan.

The Texas AHIMT Steering Committee will annually review and revise, as needed the Texas AHIMT Master Plan.

This section establishes procedures for interim changes and full updates of the Master Plan.

### **Types of Changes**

Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans contained in statute, Executive Order, or regulation.

### **Submitting Changes**

Any Steering Committee member, AHIMT member, or AHIMT stakeholder or participant may propose a change to the Master Plan.

### **Coordination of Review**

The Texas AHIMT Steering Committee is responsible for coordination of review of the proposed changes. The Texas AHIMT Steering Committee will submit the proposed changes to all participating AHIMTs and ask for their comments and input.

### **Approval**

The Texas AHIMT Steering Committee will review and discuss the proposed change along with any comments and input received from participating AHIMTs. The Texas AHIMT Steering Committee will approve as is, approve with modifications, or disapprove any changes to the Master Plan.

## **Notice of Change**

After approval of the final change language, the Texas AHIMT Steering Committee will issue an official Notice of Change. The notice will provide the change language on one or more numbered and dated insert pages that will replace the pages in the Master Plan. Once published, the changes will be considered part of the Master Plan.

## **Distribution**

The Texas AHIMT Steering Committee will distribute Notices of Change to all participating AHIMTs.

## **Reissuance of the Master Plan**

When the Texas AHIMT Steering Committee deems necessary an entire Master Plan with approved revisions will be distributed to all participating AHIMTs, otherwise it will appear on the Texas Interagency Coordinating website located at <http://ticc.tamu.edu/Response/AHIMT.htm>

## Appendix A

# Memorandum of Understanding Between The Texas A&M Forest Service And Regional Incident Management Team Member And The Participating Agency/Employer

This Memorandum of Understanding (MOU) is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the Texas A&M Forest Service, a member of The Texas A&M University System, an agency of the State of Texas (TFS) and Regional Incident Management Team (RIMT) Member \_\_\_\_\_ (Member) and the Participating Agency/Employer \_\_\_\_\_ (Employer).

### **I. PURPOSE**

To delineate responsibilities and procedures for RIMT activities under the authority of the State of Texas Emergency Management Plan.

### **II. SCOPE**

The provisions of this MOU apply to RIMT activities performed at the request of the State of Texas. The scope of this MOU also includes training activities mandated by the State of Texas and TFS to maintain RIMT operational readiness.

### **III. PERIOD OF PERFORMANCE**

This MOU shall commence on the date of the last signature and shall continue for a period of five years, unless terminated earlier in accordance with section IX.B.

### **IV. DEFINITIONS**

A. Activation: The process of mobilizing RIMT Members to deploy to a designated incident or event site. When the RIMT responds to such a mobilization request, the Member is required to arrive with all equipment and personal gear to the designated Point of Assembly (POA) within two hours of activation notice. The time at which the RIMT Member receives a request for activation and verbally accepts the mission will be considered the time at which personnel costs to be charged to RIMT activities shall begin.

B. Alert: The process of informing RIMT Members that an event has occurred and that RIMT may be activated at some point within the next 24-48 hours.

C. De-Activation: The process of de-mobilizing RIMT Members upon notification from the State to stand down.

D. Director: The Director of TFS.

E. Member: An individual who has been formally accepted into an RIMT, meeting all requirements for skills and knowledge, and is in good standing with regard to compliance with necessary training and fitness.

F. Single Resource: An individual who has been formally accepted into an RIMT, meeting all requirements for skills and knowledge, in good standing with regard to compliance with necessary training and fitness that is not sponsored by a governmental agency or jurisdiction and enters into an MOU with TFS.

G. Participating Agency/Employer: The RIMT Member's employer who, by execution of this MOU, has provided official support of the Member's involvement in the RIMT.

H. State: For the purpose of this MOU, the State of Texas through the Texas Department of Public Safety (DPS), Texas Division of Emergency Management (TDEM).

I. RIMT: An integrated collection of personnel and equipment meeting standardized capability criteria for addressing incident management needs during disasters.

J. TFS/State Sponsored RIMT Training and Exercises: Training and/or exercises performed at the direction, control and funding of TFS and/or the State.

K. Local RIMT Sponsored Training and Exercises: Training and/or exercises performed at the direction, control and funding of a participating agency or RIMT Member in order to develop and maintain the incident management capabilities of the member and the RIMT. RIMT sponsored training shall be coordinated with TFS staff and receive prior written authorization to conduct such training.

## **V. RESPONSIBILITIES**

A. TFS shall:

1. Recruit and organize the RIMT, according to guidelines prescribed by TFS.
2. Provide administrative, financial and personnel management related to the RIMT and this MOU.
3. Provide training to RIMT Members. Training shall be consistent with the objectives of developing, upgrading and maintaining individual skills, as identified in the position description requirements, necessary to maintain operational readiness.
4. Develop, implement and exercise an internal notification and call-out system for RIMT Members.
5. Provide all tools and equipment necessary to conduct safe and effective incident management operations as listed in the current approved RIMT cache list.
6. Maintain all tools and equipment in the RIMT cache in a ready state.
7. Provide coordination between the State, other relevant governmental and private entities, Employer and RIMT Member.
8. Maintain a primary contact list for all RIMT Members.
9. Maintain personnel files on all members of RIMT for the purpose of documenting training records, emergency notification and other documentation as required by the State.

B. The Employer shall:

1. Maintain a roster of all its personnel participating in RIMT activities.
2. Provide a primary point of contact to TFS for the purpose of notification of RIMT activities.
3. Provide administrative support to employee members of RIMT, i.e. "time off" when fiscally reasonable to do so for RIMT activities such as training, meetings and actual deployments.
4. Submit reimbursement claims within thirty (30) days of official deactivation or completion of TFS/State sponsored RIMT training of the RIMT Member.

C. Member shall:

1. Be physically capable of performing assigned duties required in the position description (PD) requirements for the assigned position.
2. Maintain knowledge, skills and abilities necessary to operate safely and effectively in the assigned position.
3. If the Member is a Single Resource, the Member must submit to a background check consistent with Texas A&M System policies. Individuals who refuse to submit to a background check will be denied participation in the RIMT program.
4. Maintain support of Employer for participation in RIMT activities.
5. Keep Employer advised of RIMT activities that may require time off from work.
6. Advise RIMT point of contact of any change in notification process, i.e. address or phone number changes.
7. Be available for immediate call-out during the period Member's assigned RIMT is first on the rotation for call-out.
8. Respond immediately to a mobilization request with acceptance or refusal of current mission request and arriving within 2 hours from time of mobilization request to the assigned POA.
9. Maintain all equipment issued by RIMT in a ready state and advising TFS Manager deployed with RIMT of any lost, stolen or damaged items assigned to Member.
9. Be prepared to operate in the disaster environment.
10. Follow the RIMT Code of Conduct in Attachment A.

## **VI. PROCEDURES**

### **A. Activation**

1. Upon request from the State for disaster assistance, and/or determination that pre-positioning the RIMT is prudent, TFS shall request the activation of the RIMT to respond to a designated POA.
2. TFS shall communicate an Alert and/or Activation notice to RIMT Members through the internal paging and call-out system according to the current approved mobilization plan.

### **B. Mobilization, Deployment and Re-deployment**

1. TFS will notify members of activation of RIMT.
2. Upon arrival at the POA, the State representative will provide initial briefings, maps, food, housing and any other items essential to the initial set-up and support of the RIMT.

3. When RIMT is activated, the RIMT, including all necessary equipment, will move to the pre-designated point of departure (POD) for ground or air transportation.
4. The RIMT shall be re-deployed to the original POA upon completion of the RIMT mission.

#### C. Management

1. TFS will have overall management, command and control of all RIMT resources and operations.
2. Tactical deployment of RIMT will be under the direction of the local Team Leaders and the RIMT Team Leaders assigned to the incident.
3. TFS may remove the RIMT Member from the RIMT at any time with or without cause.

### VII. TRAINING AND EXERCISES

#### A. Local RIMT Sponsored Training and Exercises

Periodically RIMT Members will be requested or required to attend local RIMT sponsored training or exercises. Local RIMT sponsored training or exercises shall be performed at the direction, control and funding of the local RIMT in order to develop the technical skills of RIMT Members. Costs associated with this training or exercises will not be reimbursed by TFS or the State.

#### B. TFS/State Sponsored RIMT Training and Exercises

Periodically RIMT Members will be required and/or invited to attend TFS/State RIMT training and/or exercises. This training and exercises will be performed at the direction, control and funding of TFS, or the State in order to develop and maintain the incident management capabilities of the RIMT. Allowable travel costs associated with this training will be reimbursed by TFS.

#### C. Minimum Training Requirements

Member is required to attend a minimum of 50% of the available RIMT training and exercise opportunities provided for the assigned RIMT position. Failure to attend a minimum of 50% of the training opportunities will result in dismissal from the RIMT. Exceptions may be granted at the discretion of the RIMT Team Leaders.

### VIII. ADMINISTRATIVE, FINANCIAL AND PERSONNEL MANAGEMENT

#### A. Reimbursement to Employer

1. TFS will reimburse Employer for all wages identified and allowed in the RIMT Standard Pay Policy (Attachment B). TFS will reimburse all amounts necessary to fund payroll associated costs of state and/or federal disaster deployments.
2. TFS will reimburse Employer for the cost of backfilling while Member is activated. This shall consist of expenses generated by the replacement of a deployed Member on their normally scheduled duty period/day.



3. TFS will reimburse Employer for salaries and backfill expenses of any deployed Member who would be required to return to regularly scheduled duty during the personnel rehabilitation period described in the demobilization order. If the deployed Member's regularly scheduled shift begins or ends within the identified rehabilitation period, Employer may give the deployed Member that time off with pay and backfill his/her position. If Member is not normally scheduled to work during the identified rehabilitation period, then no reimbursement will be made for Member. TFS will determine the personnel rehabilitation period that will apply to each deployment based on the demobilization order for that deployment.

4. TFS will reimburse Employer for reasonable travel expenses associated with Member's travel for RIMT training or deployment. All travel reimbursements will be in accordance with the State of Texas Travel Allowance Guide, published by the Comptroller of Public Accounts.

5. TFS will reimburse Employer for reasonable (as determined by TFS) personal costs associated with Member's participation in a deployment.

6. TFS will reimburse Employer for emergency procurement of RIMT materials, equipment and supplies purchased and consumed by Member in providing requested assistance on a replacement basis. Prior approval by the TFS manager deployed with the RIMT must be obtained and original receipts for such items must be submitted with reimbursement request to TFS.

7. Employer shall submit to TFS all reimbursement requests within 30 days of Member de-activation or completion of TFS/State sponsored training event.

#### **B. Reimbursement of RIMT Member as an Individual Resource**

1. TFS will pay an individual resource Member for all wages specified in the RIMT Standard Pay Policy (Attachment B). Payment for these wages will be determined based upon the Member's RIMT position in the most current revision of the RIMT Pay Schedule by Position (Attachment C).

2. TFS will reimburse an individual resource Member for reasonable (as determined by TFS) travel expenses associated with Member's travel for RIMT training or deployment. All travel reimbursements will be in accordance with the State of Texas Travel Allowance Guide, published by the Comptroller of Public Accounts.

3. TFS will reimburse an individual resource Member for reasonable (as determined by TFS) personal costs associated with participation in a deployment.

4. TFS will reimburse an individual resource Member for emergency procurement of RIMT materials, equipment and supplies purchased and consumed by Member in providing requested assistance. Prior approval by the TFS manager deployed with the RIMT must be obtained and original receipts for such items must be submitted with reimbursement request to TFS.

5. Individual resource Member must submit to TFS all reimbursement requests within 30 days of Member de-activation or completion of TFS/State sponsored training event.

#### **C. Medical Care for Injury or Illness**

1. If Member incurs an injury or illness during an RIMT training exercise or deployment, TFS will pay for triage medical care to ensure Member is properly treated and medically evaluated. TFS will make a determination as to whether the injury or illness was work related and will notify Employer for proper processing of Workers Compensation claim. Employer will be responsible for handling any additional medical care for work related injuries or illnesses under its Worker Compensation insurance. Member

will be responsible for handling any additional medical care for non-work related injuries or illnesses under his/her personal health insurance.

#### **D. Liability**

1. It is mutually agreed that TFS, Employer and Member shall each be responsible for their own losses arising out of the performance of this MOU.

#### **E. Reimbursement Process**

1. All requests for reimbursement must be submitted using the most current RIMT Travel and Personnel Reimbursement Form (Attachment D).
2. TFS will process payment to Employer or individual resource member for all allowable expenses within 30 days of receipt of the properly completed and supported RIMT Travel and Personnel Reimbursement Form.
3. Neither Member nor Employer will be reimbursed for costs incurred by activations that are outside the scope of this MOU.
4. All financial commitments herein are made subject to availability of funds from the State.

#### **F. Employment Status**

1. The RIMT Member shall remain an employee of Employer and not of TFS at all times, unless working for the TFS as a single resource.
2. TFS has no obligation to make any payments to or on behalf of the RIMT Member except as expressly stated in this MOU. TFS will not withhold any amount that would normally be withheld from an employee's pay and the RIMT Member will not participate in any benefits which TFS offers to its employees.

### **IX. CONDITIONS, AMENDMENTS AND TERMINATION**

- A. This MOU may be modified or amended only by the written agreement of all parties.
- B. Any party, upon 30 day written notice, may terminate this MOU.
- C. TFS complies with the provisions of Executive Order 11246 of Sept. 24, 1965, as amended and with the rules, regulations and relevant orders of the Secretary of Labor. To that end, TFS will 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. Venue for any suits related to this MOU shall be in Brazos County, Texas.

### **X. POINTS OF CONTACT**

#### **TFS Employer**

Chris Angerer  
200 Technology Way, Suite 1162  
College Station, TX 77845  
Tel#: 979-458-7340  
E-mail: cangerer@tfs.tamu.edu

**Member**

**XI. GENERAL PROVISIONS**

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

B. Acceptance of funds under this MOU constitutes acceptance of the authority of TFS, the Texas State Auditor’s Office, or any successor agency (collectively, “Auditor”), to conduct an audit or investigation in connection with those funds under Section 51.9335(c), *Texas Education Code*. RIMT Member and Employer shall cooperate with the Auditor in the conduct of the audit or investigation, including without limitation, providing all records requested.

C. Pursuant to Section 2252.903, *Texas Government Code*, any payments owing to RIMT Member or Employer under this MOU may be applied directly toward certain debts or delinquencies that RIMT Member or Employer 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. A child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25% is not eligible to receive payments from state funds under an agreement to provide property, materials, or services until all arrearages have been paid or the obligor is in compliance with a written repayment agreement or court order as to any existing delinquency. The *Texas Family Code* requires the following statement: “Under Section 231.006, *Texas Family Code*, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.”

E. To the extent applicable, RIMT Member and Employer 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 RIMT Member or Employer that cannot be resolved in the ordinary course of business. RIMT Member or Employer shall submit written notice of a claim of breach of contract under this Chapter to TFS’s designated official, who will examine the claim and any counterclaim and negotiate in an effort to resolve the claim.

**XII. ENTIRE AGREEMENT**

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

Attachment A, RIMT Code of Conduct

Attachment B, RIMT Standard Pay Policy

Attachment C, RIMT Pay Schedule by Position

Attachment D, RIMT Travel and Personnel Reimbursement Form (most current revision)

Employer and Member 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 were made prior to the execution of this MOU have been reduced to writing and are contained herein. Employer and Member agree to abide by all terms and conditions specified herein and certify that the information provided to TFS 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:

TEXAS A&M FOREST SERVICE:

PARTICIPATING AGENCY/EMPLOYER

Signature:

Signature:

Name: Tom G. Boggus

Name:

Title: Director \_\_\_\_\_

Title:

Date:

Date:

RIMT MEMBER:

Signature:

Date:

Name:

## **ATTACHMENT A**

### **RIMT Code of Conduct**

- No transportation/use of illegal drugs/alcohol.
- Firearms are authorized to be carried by only current TCLEOSE certified commissioned officers.
- Normal radio protocol used/traffic kept to a minimum.
- Know your chain of command/who you report to.
- Limit procurement of equipment.
- Do not take things without authorization.
- Act professionally.
- Remain ready even when unassigned.
- Recreation limited to unassigned hours.
- Maintain/wear safety gear/clothing.
- Wear proper uniform.
- Remember your actions reflect your organization and RIMT.

## **ATTACHMENT B**

### **RIMT Standard Pay Policy**

#### **I. Scope**

The provisions of this policy apply to all members of an RIMT.

#### **II. Purpose**

The purpose of this document is to delineate the policy and procedures for payment and/or reimbursement of payroll expenses to include salaries/wages and associated fringe benefits incurred during state activations of a RIMT member (Member).

#### **III. Pay Rate**

A. The Texas A&M Forest Service (TFS) will reimburse Participating Agency/Employer (Employer) for the participation of each Member who is employed by that Employer at the hourly rate or salary identified on the most current payroll printout provided by the Employer requesting salary reimbursement. TFS may also reimburse Employer for the allocable portion of fringe benefits paid to or on behalf of the Member during the period of activation. The actual benefits paid must also be shown on or attached to the Employer payroll printout submitted to TFS.

B. As an individual resource, members without Employer will be paid at a rate identified with his/her RIMT position on the RIMT Pay Schedule by Position (see Attachment C). The individual resource's 40-hour workweek will begin upon acceptance of the mission. The individual will be paid for the first 40 hours at the standard base rate of pay, and at one and one-half (1½) times for all other hours in that same week. The workweek will consist of seven consecutive workdays to include weekends and holidays.

#### **IV. Work Shift**

A. Every day is considered a workday during the Activation until the Activation is over, and the RIMT returns to its original Point of Assembly. Therefore, Saturday, Sunday, holidays and other scheduled days off are also considered workdays during the period of activation.

B. Each Employer or individual resource is assured pay for base hours of work, mobilization and demobilization, travel, or standby at the appropriate rate of pay for each workday.

#### **V. Ordered Standby**

Compensable standby shall be limited to those times when an individual is held, by direction or orders, in a specific location, fully outfitted and ready for assignment.

## ATTACHMENT C

| RIMT PAY SCHEDULE BY<br>POSITION ICS<br>ID<br>COMMAND | POSITION TITLE  | HOURLY<br>RATE |
|---|---|----------------|
| ICT3  | TEAM LEADERS TYPE 3   | 24             |
| IOF3  | INFORMATION OFFICER TYPE<br>3   | 24             |
| LOFR3   | LIAISON OFFICER TYPE 3  | 24             |
| PIO3  | PUBLIC INFORMATION<br>OFFICER 3   | 24             |
| SOF3  | SAFETY OFFICER TYPE 3   | 24             |
| <b>OPERATIONS</b>                                     |   |                |
| DIVS  | DIVISION/GROUP<br>SUPERVISOR  | 24             |
| OSC 3   | OPERATIONS SECTION CHIEF<br>TYPE 3  | 24             |
| STL( )  | STRIKE TEAM LEADER<br>(CREW, ENGINE, DOZER,<br>MILITARY, or TRACTOR-<br>PLOW) | 21             |
| TFLD  | TASK FORCE LEADER   | 21             |
| <b>PLANNING</b>                                       |   |                |
| DMOB  | DEMOBILIZATION UNIT<br>LEADER   | 24             |
| PSC3  | PLANNING SECTION CHIEF<br>TYPE 3  | 24             |
| RESL  | RESOURCE UNIT LEADER  | 24             |
| SITL  | SITUATION UNIT LEADER   | 24             |
| <b>LOGISTICS</b>                                      |   |                |
| COML  | COMMUNICATIONS UNIT<br>LEADER   | 24             |
| FACL  | FACILITIES UNIT LEADER  | 24             |
| FDUL  | FOOD UNIT LEADER  | 24             |
| GSUL  | GROUND SUPPORT UNIT<br>LEADER   | 24             |
| LSC3  | LOGISTICS SECTION CHIEF<br>TYPE 3   | 24             |
| MEDL  | MEDICAL UNIT LEADER   | 24             |
| SUBD  | SUPPORT BRANCH DIRECTOR   | 24             |
| SPUL  | SUPPLY UNIT LEADER  | 24             |
| SVBD  | SERVICE BRANCH DIRECTOR   | 24             |
| <b>FINANCE</b>  |   |                |
| COMP  | COMPENSATION/CLAIMS<br>UNIT LEADER  | 24             |
| COST  | COST UNIT LEADER  | 24             |
| FSC3  | FINANCE/ADMINISTRATION<br>SECTION CHIEF TYPE 3                                | 24             |
| PROC  | PROCUREMENT UNIT<br>LEADER  | 24             |
| TIME  | TIME UNIT LEADER  | 24             |

## Appendix B

### Sample AHIMT Team Manual Table of Contents

#### Texas All-Hazard Incident Management Team

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Section 10 Operating Procedures

Appendix 1 Example Organization Charts

Appendix 2 All-Hazards IMT Technical Assistance Program Team Manual

Appendix 3 IMT Assistance Agreement

Appendix 4 FEMA Incident Management Team Position Task Book

Appendix 5 NIMS Emergency Responder Field Operating Guide

Appendix 6 IMT Member Contact List

Appendix 7 Approved IMT ICS/IAP Forms

## Appendix C

### Sample Letter of Support

#### Letter of Support for Applicants

#### Texas All-Hazards Incident Management Teams

By signing below, \_\_\_\_\_ (Applicant) and the

\_\_\_\_\_ (Applicant's Participating Agency Head) Agree to the following:

---

- Applicant will adhere to the Policies and Procedures set forth by the Texas All-Hazards Incident Management Team (AHIMT) Steering Committee.
- Applicant will attend and successfully complete the following training:
  - NIMS ICS-100, 200, 300 and 400 (Pre-requisite for AHIMT membership)
  - NIMS IS-700 and 800 (Pre-requisite for AHIMT membership)
  - Command and General Staff Functions for Local IMT
  - Position specific training to include classroom instruction, exercises, field experience, and completion of Position Task Books (PTB).
  - Team members will maintain annual continuing education requirements (16 hours minimum annually).
- Applicant and participating agency will maintain the ability for applicant to respond, when activated, for exercises or deployment within a time frame determined by the Texas AHIMT Steering Committee. This ability must be maintained whether the Applicant is at work or on time off—and will be dependent on the Applicant's place on the three shift/three month rotation schedule for deployment—if accepted to an AHIMT.
- Attendance and participation in activation drills, whether deployed or not, for readiness assessment.
- Attendance and participation in AHIMT required training activities consisting of initial and continuing education training. Date and time of training will be scheduled well in advance so both the Applicant and the Participating Agency may make appropriate arrangements.
- Participating Agency will agree to provide the Applicant coverage under Workers Compensation (or equivalent) during any and all training, deployment, drills, and/or exercises.
- Applicant and Participating Agency agree to release the State of Texas, Texas A&M Forest Service and Texas AHIMT Steering Committee, and all sponsoring agencies from any and all claims suffered by the Participating Agency or their employee(s) during any training, deployment, drill, and/or exercise sponsored by/through the AHIMT program. In addition, the Participating Agency must also agree to release any entity with which the AHIMT is working in conjunction during any of the above stated activities from the same.



- Applicant will not suffer any loss of pay, rank, leave time, or opportunity while participating in any training, deployment, drill, and/or exercise sponsored through the AHIMT program. The Applicant will be granted time off, or equivalent, for the duration of the event. The Participating Agency may seek reimbursement from Federal or State agencies to recoup expenses involved in the support of the Applicant provided within the scope of disaster activation.
- Applicant and Participating Agency understand that if accepted to serve as a member of an AHIMT, the Applicant may be deployed for a period of up to fourteen (14) days. Length of deployment will depend on incident type, but Participating Agency must anticipate the maximum duration.
- Applicant and Participating Agency understand that the period of commitment will be two (2) years in length. Commitments will be renewed annually upon mutual agreement of both the Applicant and the Texas AHIMT Steering Committee on or before 31 August.

Applicant

Participating Agency

\_\_\_\_\_

\_\_\_\_\_

Printed Name

Printed Name – Participating Agency Head or Designee

\_\_\_\_\_

\_\_\_\_\_

Signature

Signature

Date \_\_\_\_\_

Date \_\_\_\_\_

# Appendix D

## CHECKLIST

### ALL-HAZARD INCIDENT MANAGEMENT TEAM APPLICATION AND SELECTION PROCESS

Letter of Commitment from Authorizing Organization

AHIMT Application

Professional Resume

Describe your career experience

Describe your ICS experience in an ICS team leader, unit leader, general staff, or command staff position

- List events, actual or exercises; include the date, location, type of incident, and ICS position/function performed.
- Describe your experience with the ICS planning process and development of an Incident Action Plan and/or Incident Briefing Form (ICS 201).
- Describe your training and professional development including all NIMS/ICS related training courses.

Three letters of professional reference

- Letter #1
- Letter #2
- Letter #3

Skills and Experience

- ICS 214 – Unit Log
- Position Task Books
- Incident Action Plan (IAP)
- ICS 201 – Incident Briefing Form

## Appendix E

### Common Responsibilities of all Team Members

The following is a checklist applicable to all ICS personnel:

1. Receive assignment from your agency, including:
  - Job assignment, e.g., Strike Team designation, overhead position, etc.
  - Resource order number and request number
  - Reporting location
  - Reporting time
  - Travel instructions
  - Any special communications instructions, e.g., travel frequency
2. Upon arrival at the incident, check in at designated Check-in location. Check-in may be found at:
  - Incident Command Post
  - Base or Camps
  - Staging Areas
  - Helibases
3. If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
4. Receive briefing from immediate supervisor.
5. Acquire work materials.
6. Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.
7. Organize and brief subordinates.
8. Know the assigned frequencies for your area of responsibility and ensure that communication equipment is operating properly.
9. Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
10. Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
11. Respond to demobilization orders and brief subordinates regarding demobilization.

#### **Unit Leader Responsibilities**

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position Checklists in subsequent sections.

1. Participate in incident planning meetings as required.
2. Determine current status of unit activities.
3. Confirm dispatch and estimated time of arrival of staff and supplies.

4. Assign specific duties to staff and supervise staff.
5. Develop and implement accountability, safety and security measures for personnel and resources.
6. Supervise demobilization of unit, including storage of supplies.
7. Provide Supply Unit Leader with a list of supplies to be replenished.
8. Maintain unit records, including Unit/Activity Log (ICS Form 214).

### **TEAM LEADERS (ICT 3)**

The Team Leaders' responsibility is the overall management of the incident. On most incidents, a single Team Leader carries out the command activity; however, Unified Command may be appropriate. The Team Leader is selected by qualifications and experience. The Team Leader may have a Deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work for, as they must be ready to take over that position at any time.

1. Review Common Responsibilities (See above).
2. Assess the situation and/or obtain a briefing from the prior Team Leaders.
3. Determine Incident Objectives and strategy.
4. Establish the immediate priorities.
5. Establish an Incident Command Post.
6. Consider the need for Unified Command
7. Establish an appropriate organization.
8. Ensure planning meetings are scheduled as required.
9. Approve and authorize the implementation of an Incident Action Plan.
10. Ensure that adequate safety and personnel accountability measures are in place.
11. Coordinate activity for all Command and General Staff.
12. Coordinate with key people and officials.
13. Approve requests for additional resources or for the release of resources.
14. Keep agency administrator informed of incident status.
15. Approve the use of trainees, volunteers, and auxiliary personnel.
16. Authorize release of information to the news media.
17. Ensure Incident Status Summary (ICS Form 209) is completed and forwarded to appropriate higher authority.
18. Order the demobilization of the incident when appropriate.
19. Maintain Unit/Activity Log (ICS Form 214)

### **SAFETY OFFICER (SOF)**

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations. Having full authority of the Team Leaders, the Safety Officer can exercise emergency authority to stop or prevent unsafe acts. Only one Safety Officer will be

assigned for each incident. The Safety Officer may have Assistant Safety Officers as necessary, and the Assistant Safety Officers may also come from assisting agencies or jurisdictions as appropriate. Assistant Safety Officers may have specific responsibilities such as air operations, urban search and rescue, hazardous materials, or for specific geographic or functional areas of the incident.

1. Review Common Responsibilities (See above).
2. Participate in planning meetings.
3. Identify hazardous situations associated with the incident.
4. Review the Incident Action Plan for safety implications.
5. Exercise emergency authority to stop or prevent unsafe acts and communicate such exercise of authority to the Incident Command.
6. Investigate accidents that have occurred within the incident area.
7. Assign Assistant Safety Officers as needed.
8. Conduct and prepare an Incident Safety Analysis (ICS Form 215) as appropriate.
9. Initiate appropriate mitigation measures, i.e., Personnel Accountability, Incident EMT's, Rapid Intervention Team, etc.
10. Develop and communicate an incident safety message as appropriate.
11. Review and approve the Medical Plan (ICS Form 206).
12. Review and approve the Site Safety and Control Plan (ICS Form 208) as required.
13. Maintain Unit/Activity Log (ICS Form 214)

### **PUBLIC INFORMATION OFFICER (IOF)**

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Information Officer may have Assistant Information Officers as necessary, and the Assistant Information Officers may also represent assisting agencies or jurisdictions. Agencies have different policies and procedures relative to the handling of public information. A Joint Information Center may be established and operate in accordance with the Joint Information System. The following are the major responsibilities of the Information Officer that would generally apply on any incident:

1. Review Common Responsibilities (See above).
2. Determine from the Team Leaders if there are any limits on information release.
3. Develop material for use in media briefings.
4. Obtain Team Leaders' approval of media releases.
5. Inform media and conduct media briefings.
6. Arrange for tours and other interviews or briefings that may be required.
7. Obtain media information that may be useful to incident planning.
8. Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.

9. Assign Assistant Information Officers as appropriate.
10. Maintain Unit/Activity Log (ICS Form 214).

### **LIAISON OFFICER (LOFR)**

Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The Liaison Officer is the point of contact for the Agency Representatives assigned to the incident by assisting or cooperating agencies.

1. Review Common Responsibilities (See above).
2. Be a contact point for Agency Representatives.
3. Maintain a list of assisting and cooperating agencies and Agency Representatives.
4. Assist in establishing and coordinating interagency contacts.
5. Keep agencies supporting the incident aware of incident status.
6. Monitor incident operations to identify current or potential inter-organizational problems.
7. Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
8. Assign Assistant Liaison Officer(s) as appropriate.
9. Maintain Unit/Activity Log (ICS Form 214).

### **OPERATIONS SECTION CHIEF (OSC)**

The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission ensuring the overall safety and welfare of all Section personnel. The Operations Chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The Operations Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such to the Team Leaders. The Deputy Operations Section Chief may be assigned for specific tasks, i.e., planning operations, day/night operations, etc.

1. Review Common Responsibilities (See above).
2. Develop the operations portion of the Incident Action Plan and complete the appropriate ICS Form as appropriate.
3. Brief and assign Operations Section personnel in accordance with Incident Action Plan.
4. Supervise Operations Section ensuring safety and welfare of all personnel.
5. Determine need and request additional resources.
6. Review suggested list of resources to be released and initiate recommendation for release of resources.
7. Assemble and disassemble Strike Teams and Task Forces assigned to Operations Section.

8. Report information about special activities, events, and occurrences to Team Leaders.
9. Maintain Unit/Activity Log (ICS Form 214).

### **STAGING AREA MANAGER (STAM)**

The Staging Area Manager is responsible for managing all activities within a Staging Area.

1. Review Common Responsibilities (See above).
2. Proceed to Staging Area.
3. Establish Staging Area layout.
4. Determine any support needs for equipment, feeding, sanitation and security.
5. Establish check-in function as appropriate.
6. Post areas for identification and traffic control.
7. Request maintenance service for equipment at Staging Area as appropriate.
8. Respond to request for resource assignments. (Note: This may be direct from Operations Section or via the Incident Communications Center).
9. Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
10. Determine required resource levels from the Operations Section Chief.

### **PLANNING SECTION CHIEF (PSC)**

The Planning Section Chief, a member of the Team Leaders' General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. The Planning Section Chief is responsible for ensuring the safety and welfare of all Section personnel. Information is needed to: 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies and control operations for the incident.

1. Review Common Responsibilities (See above).
2. Collect and process situation information about the incident.
3. Supervise preparation of the Incident Action Plan.
4. Provide input to the Team Leaders and Operations Section Chief in preparing the Incident Action Plan.
5. Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
6. Establish information requirements and reporting schedules for Planning Section Units (e.g., Resources Unit and Situation Unit).
7. Determine need for any specialized resources in support of the incident.
8. If requested, assemble and disassemble strike teams and task forces not assigned to Operations.
9. Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
10. Assemble information on alternative strategies.
11. Provide periodic predictions on incident potential.
12. Report any significant changes in incident status.
13. Compile and display incident status information.

14. Oversee preparation and implementation of Incident Demobilization Plan.
15. Incorporate plans, (e.g., Traffic, Medical, Communications, Site Safety) into the Incident Action Plan.
16. Maintain Unit/Activity Log (ICS Form 214).

### **LOGISTICS SECTION CHIEF (LSC)**

The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The Section Chief participates in development and implementation of the Incident Action Plan, activates and supervises assigned Branches/Units, and is responsible for the safety and welfare of Logistics Section personnel.

1. Review Common Responsibilities (See above).
2. Plan organization of Logistics Section.
3. Assign work locations and preliminary work tasks to Section personnel.
4. Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
5. Assemble and brief Branch Directors and Unit Leaders.
6. Participate in preparation of Incident Action Plan.
7. Identify service and support requirements for planned and expected operations.
8. Provide input to and review Communications Plan, Medical Plan and Traffic Plan.
9. Coordinate and process requests for additional resources.
10. Review Incident Action Plan and estimate Section needs for next operational period.
11. Advise on current service and support capabilities.
12. Prepare service and support elements of the Incident Action Plan.
13. Estimate future service and support requirements.
14. Receive Demobilization Plan from Planning Section.
15. Recommend release of unit resources in conformity with Demobilization Plan.
16. Ensure general welfare and safety of Logistics Section personnel.
17. Maintain Unit/Activity Log (ICS Form 214).

### **FINANCE/ADMINISTRATION SECTION CHIEF (FSC)**

The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

1. Review Common Responsibilities (See Above).
2. Manage all financial aspects of an incident.
3. Provide financial and cost analysis information as requested.
4. Gather pertinent information from briefings with responsible agencies.
5. Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
6. Determine need to set up and operate an incident commissary.



7. Meet with Assisting and Cooperating Agency Representatives as needed.
8. Maintain daily contact with agencies administrative headquarters on
9. Finance/Administration matters.
10. Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
11. Provide financial input to demobilization planning.
12. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
13. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
14. Maintain Unit/Activity Log (ICS Form 214).

#### **INTELLIGENCE/INVESTIGATION SECTION CHIEF** (Optional depending on incident)

The Intelligence/Investigation (Intel) Section Chief, a member of the General Staff, is responsible for developing and managing intelligence necessary for operations plans as directed by the IC. This may include information security (INFOSEC) and operational security (OPSEC) activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified, law enforcement sensitive, proprietary, or personal information) remains secure yet available to those within the command structure who will need access to mission critical information to enhance safety of operating forces, accomplish incident objectives, and effectively mitigate the incident.

1. Coordinates with IC to determine priority intelligence requirements (PIR).
2. Identifies and communicates threats.
3. Predicts probable course of incident events.
4. Reviews alternative strategies for the incident.
5. Delivers intelligence updates during staff meetings.
6. Conduct intelligence-briefing schedule for current situation and intelligence information.
7. Deploy intelligence groups as needed to collect information.
8. Act as a liaison to the technical specialists needed for control of the incident.
9. Provide periodic information on the incident potential.
10. Ensures normal agency information collection and reporting requirements are met.
11. Immediately reports threat conditions of imminent danger to IC and safety officer.

## Appendix F



### **Letter of Expectation DPS Disaster District \_\_\_\_\_**

I \_\_\_\_\_ have met with Team Leader \_\_\_\_\_ of the \_\_\_\_\_ Type 3 All-Hazards Incident Management Team and expect the following actions to be accomplished by the Team using resources assigned to the District.

1. Provide for responder and public safety.
2. Establish staging and resource check in for Disaster District \_\_\_\_\_.
3. Provide all planning operations for Disaster District \_\_\_\_\_ to include developing all Incident Action Plans (IAP) and conducting all operational period briefings
4. Perform all resource ordering operations for Disaster District \_\_\_\_\_.
5. Manage the all activities in a cost-effective and efficient manner.
6. Manage all activities in accordance to National Incident Management System (NIMS).
7. Establish and manage a Resource Staging Area (RSA) in or near the impacted area.
8. Provide support to \_\_\_\_\_ County Emergency Operations Center as Directed by the \_\_\_\_\_ County Judge or \_\_\_\_\_ County Emergency Management Director.
9. Provide management support to the Points of Distribution (PODS) established in \_\_\_\_\_ County.

\_\_\_\_\_  
DDC Signature

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Team Leader Signature

\_\_\_\_\_  
(Date)

## Sample of Delegation of Authority

For Incident Commander of the Carmona Incident

The following delegation of authority is provided for \_\_\_\_\_ as Incident Commander in Unified Command with Paul Hannemann (TX-TXS) for the Carmona Fire 2011 Incident.

You have full authority and responsibility for managing the fire suppression activities within the framework of applicable laws, policies, regulations, and procedures, and in accordance with directions provided to you by your chain of command.

Your primary responsibility is to organize and direct your assigned resources for the efficient and effective suppression of the fires. You are accountable to me.

Initially, Your area of responsibility as Incident Commander will be the Carmona Fire. If needed to manage additional fires, amendments to the delegation will follow as mutually agreed to. Response for Initial Attack in the area will be coordinated primarily by the TFS District Foresters or designee. For multiple simultaneous or complex fires, coordinate with the Assistant Chief Regional Fire Coordinator, Regional Foresters and Regional Fire Coordinators in the East Branch.

Specific direction covering the management of these suppression activities are:

1. All operations will be conducted with safety of the public and firefighters in mind. Protection of life and private property is your highest priority task.
2. Give special consideration to firefighter safety, especially with respect to aviation operations, working around dozers, snags, extremely flashy fuels and potential entrapment situations. When in doubt, sacrifice acres in your strategic and tactical decisions rather than jeopardizing firefighter and public safety.
3. Operations will be coordinated with the respective Assistant Chief and their Regional Fire Coordinators and fire departments within your area of responsibility.
4. You have the authority to conduct air operations within your area of responsibility. This will be coordinated with the TFS EOC at College Station.
5. We are working for the taxpayers of this state and thus, I expect us to work in a cost effective manner on this incident. Order what you need and release as it becomes surplus.
6. Manage equipment and supplies to ensure losses are within the "Guidelines for Acceptable Fire Loss/Use Rates".
7. Provide public information regarding fire danger to maintain good awareness of the risk and hazards to the public. Coordinate this with TFS Mitigation and Prevention Department and the TFS Communications (Media) branch of the Director's Office
8. Manage the human resources assigned to the fire incident in a manner that promotes mutual respect and is consistent with interagency human resource objectives. The team will handle EEO complaints in consultation with TFS Human Resources involving TFS personnel attached to the team.
9. Coordinate directly with TFS and USFS Law Enforcement personnel for arson or other criminal activities discovered while conducting your operations.

10. Continue partnership and coordination with the appropriate Texas County Judges, Department of Public Safety Disaster District Chairs (DDC) and Regional Liaison Officers (RLO) through the TFS Regional Fire Coordinators and District Foresters
11. Establish and maintain a single ordering point for requests from East Texas Branch resources. Orders for Overhead, Crews, Equipment and Cache Supplies resources will be placed through Texas Interagency Coordination Center. Aircraft and aircraft personnel orders and requests for Texas Intrastate Fire Mutual Aid System (TIFMAS) will be placed through the TFS EOC. Follow the guidelines per the Incident Business Advisor. Orders and any resources utilizing contractors or contracts must be coordinated with the Incident Business Advisor immediately.
12. Maintain resource accountability. All resources assigned to IMT will be tracked separately in I-Suite database maintained by your team or assigned IMTs. Upon demobilization, the I-Suite database and all financial documentation must be closed out with the TFS Incident Business Advisor prior to departure of IMT.
13. Daily Incident Action Plans (IAP) developed by the IMT will be posted daily to the TFS File Transfer Protocol (ftp) site.
14. Conduct an initial orientation briefing for all new resource and personnel checking-in to the incident. This will include conduct equipment inspections to include digital photos.
15. Air Operation requests will be coordinated with the TFS EOC at College Station to insure proper prioritization of aircraft. Dedicated air detection aircraft will be coordinated at the regional and dispatch levels. Air operations will additional be coordinated with other fire operations in area of operations.
16. Texas is a private property rights state and we would ask that the team would treat these individuals with the utmost respect they deserve, which would be how the team members would expect to be treated.

Charles “Boo” Walker will represent me on any occasion that I am not immediately available.

The effective time for transition for IMT will be at 0800 hours June 18, 2011.

\_\_\_\_\_  
Paul F. Hannemann, Chief RFC  
Agency Administrator, Texas Forest Service

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incident Commander

**Appendix G**  
**Sample Incident Management**  
**Team Evaluation Form**

**Incident Management Team Evaluation Incident Management Team Performance Evaluation**

**Team IC**

**Incident Type**

**Incident**

**Case/Incident Number**

**Name**

**Assignment**

**Total Acres (Wildland Fire)**

**Dates**

**AHIMT Host Agency**

**Evaluation Date**

**Agency Having Jurisdiction**

**Sub-Unit (If applicable)**

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 Team Leaders. The initial performance evaluation should be delivered by the agency administrator without delay to the Team Leaders, the AHIMT Host Agency, and Texas AHIMT Steering Committee to ensure prompt follow-up to any issues of concern.

**Complete the follow evaluation narratives and rating for each question**

0 - did not achieve expatiations, 3 - met expatiations, 5 - excelled

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

Circle 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 ie; invoices?

Circle one      0                      1                      2                      3                      4                      5  
(Explain)

3. How did the Team demonstrate sensitivity to resource limits/constraints and environmental concerns?

Circle one      0                      1                      2                      3                      4                      5  
(Explain)

4. How well did the Team deal with sensitive political and social concerns?

Circle one      0                      1                      2                      3                      4                      5  
(Explain)

5. Was the Team professional in the manner in which they assumed management/support of the incident and how they managed or supported the total incident? How did the Team handle transition either to another IMT or in returning the incident the hosting agency?

Circle 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?

Circle one      0                      1                      2                      3                      4                      5  
(Explain)

7. How well did the Team place the proper emphasis on safety?

Circle 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?

Circle one      0                      1                      2                      3                      4                      5  
(Explain)

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

Circle 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?

Circle 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?

Circle one      0                      1                      2                      3                      4                      5  
(Explain)

12. How timely was the IC in assuming responsibility for the incident and initiating action?

Circle 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?

Circle one                    0                    1                    2                    3                    4                    5  
(Explain)

14. Was the agency administrator or designee made aware that the Time Unit closed out/transitioned per unit operating guidelines?  
Example: AD time complete per payment center and agency requirements, cooperators given appropriate documents per agreements, OF 288's complete and returned.

Circle one                    0                    1                    2                    3                    4                    5  
(Explain)

15. Other comments:

Agency Administrator or Representative:

**Date:**

Team Leaders:

**Date:**

**Appendix H**  
**Sample Release and Return to**  
**Home Unit Form**

**RELEASE AND RETURN of AHIMT**

The signing of this document returns the authority and responsibility for the management of the \_\_\_\_\_ Incident to the Agency Having Jurisdiction (AHJ) for the area on which the incident is located.

It is mutually agreed the objectives and management direction have been met and \_\_\_\_\_ All-Hazards Incident Management Team is hereby released effective at \_\_\_\_\_ hours.

\_\_\_\_\_  
**Team Leaders, All-Hazards Incident Management Team**

\_\_\_\_\_  
**Representative, Agency Having Jurisdiction**