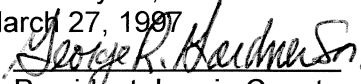


# LORAIN COUNTY FIRE DEPARTMENTS

## Standard Operating Guidelines

Incident Management Assistance Team	SOG: 001 Effective Date: January 27, 2005 Supersedes: March 27, 1997 Approved:  President, Lorain County Fire Chiefs' Association  Page 1 of 4
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**1.0 PURPOSE**

To provide command level assistance and consultation to the Incident Commander of a large scale or protracted emergency incident, by filling positions within the Incident Management System (IMAT) at the level of Section, Division, Group, or any other position of responsibility as requested by the Incident Commander.

**2.0 DIVISIONS AFFECTED**

All Fire Department personnel

**3.0 RESPONSIBILITY**

3.1 All Officers are responsible to comply with and ensure that personnel under their command are adequately trained, fully understand, and comply with this guideline.

3.2 All members have the responsibility to learn and follow this guideline.

**4.0 IMAT MEMBERS**

4.1 Membership on the IMAT is for trained and experienced chief and command level officers only. It is imperative that the members of IMAT understand that they will be relied upon to perform in any one of a variety of incident management system positions. Team members will serve at the will of the Incident Commander of the jurisdiction to which they respond.

4.2 In addition to written authorization from the Chief of the candidate's sponsoring department, the prerequisites for IMAT membership are as follows:

Classification	Rank(s)	Training and Experience
II	All Chief Officers	NFA ICS 100, 200 and 300 courses (or equivalent) and minimum 5 years experience.
I	Chief Officers, Captains, Lieutenants	NFA ICS 100 and 200(or equivalent) and minimum 3 years experience.

\* Equivalency will be determined by the Mutual Aid Subcommittee

- 4.3 All those eligible for IMAT membership will complete an application, a one day orientation program, and a knowledge based written examination to determine the candidate's IMAT classification.
- 4.4 To assure current ICS knowledge each member will need to demonstrate attendance in a program directly related to incident management, at a minimum of four (4) hours every two (2) years.

**5.0 QUALIFICATIONS FOR ACTIVATION**

- 5.1 IMAT assistance must be requested by the Incident Commander or designee to respond for the following:
  - Large scale incidents that exceed the command structure of the department managing the scene.
  - Incidents for which the time for resolution will exceed the reasonable time frame during which command staff will retain the ability to remain alert and capable of making effective decisions.
- 5.2 The requesting agency must agree to operate under the National Incident Management System and to utilize the Lorain County personnel accountability system.

**6.0 ACTIVATION PROCEDURE**

- 6.1 Activation of the Incident Management Assistance Team (IMAT) shall be made through the Lorain County 9-1-1 Communications Center via radio or phone direct at 322-5888. The Incident Commander or his designee must make the request.
- 6.2 Requests for IMAT must include a brief description of the incident, the location of the incident, and a specific request for the classification of IMAT members and the number of each classification that are needed. This will determine the level of training of response personnel, and the number of personnel needed for that incident.

<b>IMAT Classifications</b>	<b>Positions</b>
II	Chief Level positions (IC, Operations, Planning, Logistics and Finance) - - including Safety, Liaison, and Public Information Officers.
I	Director and Supervisor Level Positions - Branches, functions of Command (Safety, Liaison, PIO), Divisions, Groups, Strike Team and Task Force Leaders

6.3 The dispatcher shall obtain a call-back phone number of the requesting Incident Commander or designee, location of the command post, preferred route to the incident, and the operating radio frequency.

6.4 The dispatcher shall page the IMAT Members through the appropriate alpha paging system. This page shall include the number and classification of IMAT members needed.

EXAMPLE: "2 Class 1, and 3 Class 2 IMAT members needed for Haz-Mat incident in Columbia Township. Available IMAT members contact 9-1-1 communications center at 322-5888."

6.5 Available IMAT members shall call the communications center within 10 minutes to report availability. The IMAT member must also indicate to the dispatcher their IMAT classification.

6.6 Once the proper number and classification of IMAT members has been obtained, or 10 minutes has elapsed, the dispatcher shall then contact the requesting agency and indicate the number and classifications of personnel available to respond.

6.7 Upon arrival at the command post, IMAT members shall be briefed and assigned by the Incident Commander or his designee.

## 7.0 GENERAL PROCEDURES

7.1 At all times and under all conditions IMAT members will function under the direction of the Incident Commander.

7.2 All IMAT members shall report to assignments appropriately dressed, with full protective clothing, the IMAT Command Guide Pack and the IMAT ID Card clipped to the shirt or jacket in plain view. The IMAT ID shall be worn in full view during the entire incident unless operating in an area or environment that prevents it.

7.3 IMAT members will conduct themselves in a courteous and professional manner at all times, and function in their assigned jobs to the best of their ability until properly relieved by the Incident Commander.

LORAIN COUNTY FIRE CHIEFS' ASSOCIATION  
 INCIDENT MANAGEMENT ASSISTANCE TEAM  
 RESPONSE REPORT

(Please complete within 72 hours after team activation and forward to the Mutual Aid Committee)

Date \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Incident Description \_\_\_\_\_

Dept. of Jurisdiction \_\_\_\_\_

Requested By \_\_\_\_\_

Number of Members Requested \_\_\_\_\_ Levels Requested \_\_\_ (1) \_\_\_ (2) \_\_\_ (3)

IMAT Member Responding	Arrived	ICS Position Filled	Departed

**Incident Critique**

Was the detail dispatched correctly? \_\_\_\_\_

Was the response by members timely? \_\_\_\_\_

Did the local jurisdiction use an accountability system? \_\_\_\_\_

Did the local jurisdiction use NICS? \_\_\_\_\_

Did IMAT personnel work well with the jurisdiction's personnel? \_\_\_\_\_

What went right? \_\_\_\_\_

What went wrong? \_\_\_\_\_

What can be done better? \_\_\_\_\_

Completed By: \_\_\_\_\_

(Please include additional comments on the reverse side.)