Georgia
All Hazards
Type III
Incident Management
Team Guidelines

GEORGIA PUBLIC SAFETY
TRAINING CENTER

GEORGIA FORESTRY COMMISSION

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Suggested revisions to the guide are welcome.

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FOREWORD

Georgia Incident Management Teams (AHIMT's) involve the organization and management of a community's most serious, complex and costly incidents. These incidents must be managed in a safe and economical manner taking into consideration incident objectives, resource values, social, environmental, and political issues. The Type III Georgia Incident Management Teams are considered "all hazard" disciplines, as they may be needed for a variety of emergencies or disasters including earthquakes, hurricanes, storms and tornadoes, floods, dam failures, technological accidents, terrorist activities, mass casualty incidents and hazardous materials releases. The events may be slow in developing, as in the case of hurricanes, or sudden, as in the case of earthquakes.

The role of these AHIMT's is to support local emergency responders' efforts.

The Georgia Incident Management Team (AHIMT) Guidelines have been prepared to guide AHIMT personnel as a result of disaster/emergency responses.

The State of Georgia AHIMT Guidelines provide a basis for the development and establishment of a system to coordinate, develop, and maintain a State asset capable of augmenting local emergency services with enhanced training and equipment and providing fast, effective and cooperative organization to an agency in need of assistance for the management of emergency incidents

Questions, comments, and suggested improvement related to this manual are encouraged. Any information, requests for change, or comments should be directed, in writing, to the AHIMT Coordinator (Fire Services Coordinator), Georgia Emergency Management Agency, P.O. Box 18055, Atlanta, Georgia, 30316-0055.

Ronnie Register
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Introduction

Homeland Security Presidential Directives (HSPD) 5, 8, and the National Response Plan were developed under the George W. Bush administration in large part as a result of the terrorism events that occurred on September 11 of 2001. The intent of HSPD-5 among other things was to establish a National Incident Management System (that "provides a consistent nationwide approach for Federal, State, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity." (Tom Ridge, 2004)

The Georgia State Legislature addressed the issues of HSPD-5 regarding incident management in the 2004 legislative session with SB 245 which was subsequently passed by both bodies of the Legislature and signed into law by the Governor. This provision of the law tasked The Georgia Emergency Management Agency (GEMA) to "...establish and maintain a standardized, verifiable, performance- based unified incident command system; to provide for the implementation of such command system; to provide penalties for local agencies that do not establish such command system (O.C.G.A 38- 3.22). Furthermore O.C.G.A. 38-3-57 was added to the Code and stipulates that GEMA, The Georgia Forestry Commission (GFC), and the Georgia Public Safety Training Center (GPSTC)"... shall develop or adopt a course of instruction for use in training and certifying emergency personnel in unified incident command." This section of the Code also stipulates that GEMA, in collaboration with other state agencies and other appropriate organizations, develop a standardized, verifiable, performance-based unified incident command system which is consistent with the State Emergency Operations Plan and shall be used in response to emergencies and disasters.

The Georgia Fire Academy (GFA), as a component of GPSTC, began meeting with GEMA and the GFC in accordance with O.C.G.A. 38-3-57. Incident Management Team (AHIMT) Steering Committees met on several occasions throughout the State in 2006 to develop the process for identifying, developing, and implementing AHIMT's as directed by Presidential Directives and stipulated in Georgia Code. During this period applications were solicited for team members. Representatives from GEMA, GFA, and the GFC have met regularly to provide oversight and direction for NIMS and AHIMT development and implementation.

The Georgia All Hazards Incident Management Teams (AHIMT) are state resources authorized through GEMA and governed by a Committee comprised of the Georgia Emergency Management Agency (GEMA), Georgia Fire Academy, and the Georgia Forestry Commission. These **All Hazards Incident Management Teams (AHIMT's)** are designed to provide consequence management assistance to first responders during the initial hours of a critical incident, or until substantial State and Federal assistance can arrive. This specialized operational assistance is an augmentation to local IMT's (Type IV and V's) once it is recognized that incident conditions will exceed local asset capabilities and significant regional or state assets will be required. The AHIMT's are also capable of operating on behalf of local jurisdiction

responders (in cooperation with GMAG) when they are either absent or conditions exceed their internal capabilities.

In March of 2007 the AHIMT kick-off meeting was held at Georgia Tech Research Institute (GTRI). During 2007 a Charter was developed for the Georgia Type III All Hazard Incident Management Team and reviewed at the Lake Blackshear Steering Committee meeting. In November of 2007, the GFA commenced offering the Type III AHIMT course. This course was offered twice in 2007 and again in 2009. Following the AHIMT training classes several incidents occurred in 2008 which resulted in team or partial team deployments. While these incidents occurred prior to team members receiving position specific training or shadowing assignments, they nevertheless offered valuable opportunities for team members to begin practicing their skills. Several AHIMT personnel met with representatives from the Georgia Forestry Commission to train and implement the Incident Qualifications System (IQS) for the purpose of tracking qualifications for AHIMT personnel.

During the second half of 2009 GFA began offering position specific training classes for AHIMT personnel. By the end of calendar year 2009, GFA has offered the Type III AHIMT course three times and Position Specific training courses for all Section Chief positions once.

Since 2009, Training classes have continued and team applications have continued to be received. These classes, with assignments on actual incidents, multi-day training exercises, and shadow opportunities during Type 2 incidents, have allowed many of the participants to complete or nearly complete Position Task Books.

During 2012 work was begun on identifying additional needs and opportunities for further team development. This work is continuing in 2013 with the goal of establishing two state Type 3 teams on rotation to cover the year and provide for continuity of training and development to ensure the readiness of the teams for the future.

RECORD OF CHANGES

Change No.	Copy No.	Date Entered	Posted By

Statement of Purpose

AHIMT's have been established to organize and manage our most serious, complex and costly incidents. Incidents will be managed in a safe and economical manner taking into consideration incident objectives, resource values, and social, environmental and political issues. All activities will be conducted in a manner that ensures the safety of all personnel and the general public.

The AHIMT's have the ability to respond to any location within the state. These teams normally function within the existing incident command system established in a jurisdiction as an operational incident support function.

The primary mission of the AHIMT's is to respond to and assist jurisdictions in effectively addressing the consequences of a critical incident. The team will accomplish this mission in collaboration with, and supported by local type IV and V teams as well as by state, and federal resources when state and national declarations have been approved. The response and assistance may include pre-deployment of assets to assist crisis management activities due to a credible threat in Georgia. In addition, the AHIMT's may be utilized to respond to technological and natural incidents in which the team's training, equipment and expertise can be effectively utilized. The AHIMT's are also available for response to jurisdictions outside the state as part of the Emergency Management Assistance Compact (EMAC).

Objectives

- To augment local emergency services with enhanced training and equipment.
- To identify problems associated with natural or man-made disasters and advise the Agency Administrator of appropriate actions.
- To provide fast, effective and cooperative organization to an agency/unit in need of assistance for the management of emergency incidents.
- To provide a safe, clean, healthy, and professional environment in which all communities can display their pride and support.
- To provide a drug-free and alcohol-free work environment for all employees, contractors, and our customers.
- To provide a harassment free environment where people treat each other with respect.
- To maintain "high morals."

Deployment Model

The current plan for managing large-scale emergencies within the state of Georgia calls for the utilization of local resources prior to requesting outside assistance. If the incident is larger or more complex than the local public safety agency can effectively manage with their assigned resources, a call is placed requesting assistance from the adjacent mutual aid organizations within the area. If those mutual aid resources are insufficient, a request for assistance will be made to the county Emergency Operations Center (EOC) or directly to the State Operations Center, via notification of the EMA Director, to request additional resources. The SOC or GEMA Communications Center would notify the GEMA Field Coordinator, and the GEMA Fire Service Coordinator of the resource request using the GEMA notification systems.

When it is determined that an event has overwhelmed the local jurisdiction, a request for assistance (RFA) will be placed to the Georgia Emergency Management Agency (GEMA) State Operations Center (SOC) and subsequently to the appropriate Emergency Support Functions (ESF's), including the Mutual Aid Unit (MAU) for the necessary specialized assets to help mitigate the hazards and provide life and property-saving efforts.

All Hazards Incident Management Teams (AHIMT's) are listed with GEMA as an available resource. When GEMA determines a response of an AHIMT is necessary, the GEMA Duty Officer or GEMA Communications will contact the appropriate Incident Commander per the established rotation and mobilize GEMA AHIMT assets. (See Team Call-Up)

If additional AHIMT assets are necessary, Incident Management Teams from the Georgia Forestry Commission (Type II) and/or federal response system (Type I or II) may be activated and mobilized to the scene based on State and National declarations. This tiered approach provides a graduated and time-phased deployment model that allocates properly trained and equipped personnel safely and efficiently to the incident within hours of the request for service. Having trained and equipped personnel on the scene in a timely manner assures disaster/major emergency stricken communities of the best outcome profile possible.

The intent of the All Hazard Incident Management Teams is not to assume command of any incident unless requested to do so by the agency administrator. The AHIMT's can be used as an ICS functional asset for the Local Incident Commander to augment the local team or management of an entire incident. The AHIMT shall always work within the scope of the established incident management system initiated by the on-scene Incident Commander as per the National Incident Management System (NIMS) recommendations.

Team Call-Up

- The Incident Commander or other authorized representative will request AHIMT assistance from their Local EMA Director or local dispatch center.
- The Local EMA Director or the local dispatch center may contact GEMA Communications Center. GEMA Communications will contact the GEMA Duty Officer and the Fire Services Coordinator. The GEMA Duty Officer will determine the AHIMT on current rotation and contact the Incident Commander (IC) of that Team. If the AHIMT IC or team on call is not available, the IC of the next team on rotation will be contacted
- Upon activation of any AHIMT, the appropriate division of GEMA will assign a mission number for tracking purposes. Prior to a state/national declaration The IC will also receive a written activation order (Appendix C & C-1) as soon as practical.
- State Operations Center (SOC) will then notify the Duty Officer, the Fire Services Coordinator, other AHIMT Incident Commanders, all Local County EMA Directors using GEMA notification systems of the activation.

- The AHIMT Incident Commander will make contact with the requesting agency/jurisdiction and directly coordinate the response.
- Individual AHIMT members are responsible to obtain approval from their supervisor to deploy.
- The initial AHIMT member call up will be 15 positions.

Within their geographic area, team members will bring their own transportation unless otherwise agreed upon. Transportation for team members will be coordinated between team members, home agency office, team coordinator.

The Local Agency Administrator ordering the team should furnish the following information:

- Name of incident
- Type of incident
- Location of incident
- Designated assembly point
- Estimated time of briefing
- Any other pertinent information
- Incident Commander may be requested to call the ordering agency
- Local available resources.

Mobilization

Receiving Notifications – Actions to be Taken

This section identifies the information needed by the AHIMT leadership in the event of activation. It also defines the types of notification which may be issued from GEMA and the actions taken in response to each notification. It details the notification paging/calling process to contact all AHIMT members. Notifications may be issued by the following entities:

Georgia Emergency Management Agency

Types of Notifications

Advisory Notice

Upon the occurrence of a significant disaster event (such as an earthquake) or the possibility of an impending event (such as a hurricane), the Georgia Emergency Management Agency's State Operating Center (SOC) may issue an Advisory Notice of the event to affected Emergency Support Functions No authorization for local expenditures will occur. **An advisory does not constitute an order for activation**.

Alert Order

Upon the occurrence of a significant disaster event (such as an earthquake) or the possibility of an impending event (such as a hurricane,) the Georgia Emergency Management Agency's State Operating Center (SOC) may issue an alert utilizing the GEMA notification systems of the event to the appropriate AHIMT management personnel. The on duty IC will initiate a call out to AHIMT Command & General Staff (C & G) to prepare for possible activation and determine AHIMT member availability for deployment per the duty roster An Alert Order authorizes a limited amount for initial planning and logistics preparation. **An Alert Order does not constitute an order for Activation**. Upon receipt of an Alert Order, the on-duty AHIMT Incident Commander shall make the team notifications.

NOTE: If activation appears imminent, determine time that AHIMT members will be required to report to the designated POA. This will be determined by the "Report to Destination" time on the Activation Order (Appendix C & C-1), mode of travel, and availability of personnel transport resources. General Rule: Personnel report to designated POA 4 hours prior to departure for ground deployment, 6 hours by air deployment. A call back to AHIMT members verifying the report time may be necessary.

Activation Order

An Activation Order (Appendix C & C-1) is the acknowledgement from GEMA that the Incident Management Team has been tasked with mobilizing and deploying to an identified incident. An Activation Order will have usually been preceded by an Alert Order. The Activation Order may be in the form of a call out utilizing the GEMA notification system sent to the pre-arranged points of contact including the AHIMT Incident Commander. These notifications may include 911 Dispatch Center and the AHIMT agency director's office. The Activation Order will outline the type of task force configuration that is being activated (Type III, Type II Attachment, etc.) and provide authorization for expenditures to accomplish the administrative and AHIMT functions needed to activate, mobilize, and deploy the AHIMT. The order will most likely identify the mode of transportation that the AHIMT is expected to utilize. The order will also provide a mission number.

Short Team

- The short team members are a part of the full or light AHIMT and will be integrated into the AHIMT upon its arrival.
- Travel Mode – Ground or Air. Use AHIMT light Vehicles or Private Air Charter. Coordinate travel requirements with Logistics Section Chief.
- The short team shall contact the AHIMT IC to coordinate initial actions to be taken.
    - May consists of up to 3 personnel who shall travel in advance of the remainder of the team. The short team shall travel with adequate but limited equipment to gather intelligence and conduct initial site surveys and/or mission responsibilities.
    - The short team may be tasked with locating potential Base of Operations site locations.
- Each person should be self sufficient for 24 hours.

Team Responsibilities

Professionalism & Behavior

Incident management will be conducted in a professional manner that exhibits a situational awareness to the agency and the general public. Team attitude and actions shall reflect a sense of urgency commensurate with the incident situation. Teams will establish internal and external accountability on the incident.

Team professionalism extends to “off duty” hours as well. The personal conduct of Team members “after hours” should not affect the public perception of the Team in a negative way. Furthermore, team members will use good judgment and “after hours” activities and interactions will not serve to diminish Team performance during “on duty” hours. Team members are expected to remain unimpaired until released from the incident. Standard is no alcohol use from time of deployment until after return to home unit.

Harassment and/or discrimination will not be tolerated. Team members will actively promote the prevention and mitigation of any occurrences and report occurrences to their line supervisor, member of Command and General Staff, and/or human resource specialist.

Credentials

AHIMT members shall be issued GEMA approved identification for incident entry. This identification must be displayed by team member at all times during duty hours and may be required to gain access through inner and outer security perimeters.

Team Dress Code

Team members will wear clothing or PPE that is **professionally appropriate and approved by the GEMA** for their positions while on the assignment. Team members should only wear team shirts, hats & position I.D. tags (if issued) on incidents and in team meetings/training. Agency personnel are encouraged to wear team golf shirts or t-shirts while working. Team members may wear agency uniforms or team shirts while in travel status.

GEMA shall develop and provide a consistent method of team identification through apparel to be worn.

Team members will be issued shirts as follows:

> A standardized “T” shirt will be provided for team members and will be worn until member has been qualified at that position at which time a standardized, appropriate team color “Polo” style shirt will be issued for wear.

Cut-offs, tank tops/muscle shirts, shorts or open toe shoes are examples of clothing that are not appropriate when on duty.

Team Expectations

Team members will place incident and team needs over individual importance. Team members must remember they have been requested to help others, remain service oriented and display a proactive and positive attitude. Team members with down time

are expected to help other team members who need assistance with their responsibilities.

Professional Development

Team members will participate in team training and position training as required, to stay proficient. Line supervisors on AHIMTs are expected to train their replacement or help build team or agency capacity. All team members should look for opportunities to develop people to move up in incident qualification and/or cross-train. This builds team strength, depth, and the ability to handle the unexpected.

Team Responsibilities upon Dispatch/Assignment

Deployment will be a busy time, especially at a large or complex incident. There are some guidelines that you can follow that will make deployment easier. You may not be able to gather all of this information at the time you are activated, but you should gather as much information as you can.

- Fire/Incident name
- Fire/Incident job assignment
- Reporting location
- Specific location of the fire or event
- Location of check-in point
- Reporting time
- Travel instructions/chief of party
- Any special communications instructions
- Resource Order number and request number(mission #; if applicable)
- Unit designator (if applicable)
- Point of contact at incident

Team Member Responsibilities

- Each team member shall coordinate through their agency supervisor and Agency Administrator that they are available for assignments during assigned call-up periods. Any periods of unavailability or substitutions will be approved by the Incident Commander through the team section chiefs/general staff leaders.
- Teams are responsible to the Agency Administrator having incident protection responsibility for the land and community where the incident is located.
- Be available for dispatch when on 2-hour call.
- Will not be excused from serving in their position except for the following reasons: sickness, departmental commitments, or legitimate emergencies. If a team member will not be available during the period of time when they are on alert, they need to inform their team section chief/general staff leader and their team alternate to enable replacement orders prior to the team going on alert. Team members are responsible for coordinating a fully qualified replacement through their Section Chief who will then coordinate with Incident Commanders and other affected Section Chiefs. If the Incident Commander is not available, the team is not available. The GMAG duty officer should be advised immediately of the team status.
- Notify their immediate supervisor each time they are dispatched.
- Provide agenda items for seasonal and post-seasonal meetings to the GEMA Fire Services Coordinator by December 1, annually.

- AHIMT members and trainees will travel with PPE appropriate to the specific incident on each assignment. This will be based on team safety considerations relative to each incident.

Coordinators Responsibilities

- Assist in selection of command and General Staff team members.
- Resolve disciplinary actions that cannot be resolved by the Incident Commander or between the team and any other entity.
- Review the mobilization plan and make any necessary changes in the Guide, including Trainee and alternate lists. Publish in the following year's plan by February 1st each year. Provide team vacancy nominees to Team IC's by November 15.
- Forward and disseminate team related information to team members concerning meetings of interest, safety items, etc.

Local Agency Administrator/Requesting Unit Responsibilities

The agency having responsibility for management of the area in which the emergency exists designates the Agency Administrator. Unless other officials are appropriately designated, the Agency Administrator is responsible for the emergency assignment concerned. During assignments, all Agency Administrators will maintain close contact with the assigned team.

The following are the responsibilities of the Agency Administrator:

- Retains ultimate responsibility for the control of the incident, including mobilization and demobilization of the forces, equipment, supplies, etc. Provides briefing for team on arrival and debriefing on their departure. Provides local support to Incident Management Teams for Expanded Dispatch, procurement (Buying Team), contracting, etc.
- Is responsible for restoring and maintaining emergency resources.
- Delegates authority to manage the incident to the Incident Commander and appoints a Resource Advisor to work with the Team.
- Establishes and coordinates resource management objectives with the Incident Commander and assures the objectives are included in the management of the incident.
- Provides procedures for release of information to the news media and concerned public.
- Responsible for and participates in the assessment of the team performance and effectiveness. Team coordinators shall evaluate the Type 3 Teams, dispatch

program as it pertains to the dispatch, mobilization, and demobilization of these teams as well as team performance. The Fire Services Coordinator is responsible for setting the time, date, and agenda.

- The ordering agency should request the Incident Commander to call them prior to arriving at the briefing if there are special treatment areas or requests.

Financial Assistance

Reimbursement procedures (In-State Mutual Aid Incidents [24-72 hours], Extended In-State Mutual Aid Incidents [Greater than 72 hours], Extended Out-of-State Mutual Aid Incidents [Greater than 72 hours].

It should be noted when a major or catastrophic emergency has been declared, then aid and assistance may be requested from the state of Georgia through GEMA or the Georgia Forestry Commission (GFC). Financial assistance from GEMA is made available on a supplemental basis through a process of application and review. The governor reviews the application, studies the damage estimates and, if appropriate, declares the area a state disaster. This official declaration makes state funds, personnel, reimbursement for resources, and liability coverage available.

The governor may apply to the President for federal disaster assistance. A similar assessment of the application and damage estimates is completed. If the need for federal assistance is justified, the President may issue a major declaration and resources are made available. This official declaration makes federal funds, personnel, resources reimbursement and liability coverage available. The state may reimburse deployed resources within 30 working days after submitted paperwork has been verified and audited.

The GFC provides assistance with mutual aid responders utilizing the guidelines and directions for Administratively Determined rates of pay for personnel (FSH 5109.34 – INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK, CHAPTER 10 – PERSONNEL - **http://www.nwcg.gov/teams/ibpwt/documents/personnel/fs_id_5109.34.pdf**) and equipment outlined in the INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK. Forestry documentation (crew time reports, equipment time reports, etc.) must be used as determined by the Incident Commander when personnel and equipment are deployed. All reimbursements, contractors pay, casual pay, etc. requests are made directly to the Georgia Forestry Commission or conducted through GFC approved Incident Management Teams during their event/incident activation.

NOTE: The above assistance applies to State and Federal declarations for disaster assistance ONLY.

Any local declaration (In-State Mutual Aid Incidents [24-72 hours]) that has not been a state or federally declared emergency disaster places the responsibility of personnel, reimbursement for resources and liability coverage on each local government rendering assistance and NOT the State or Federal government. Typically, state and/or federal reimbursement funding is not available for locally

declared emergencies that do not require state or federal assistance unless otherwise determined by law and/or state or federal officials.

Exception: When authorized to be mobilized by GEMA, AHIMT's become a state asset and the team members will be financially supported (meals, lodging, mileage, etc.) by GEMA or the requesting agency.

TEAM ROTATION AND ASSIGNMENT

Georgia AHIMT Type III teams rotate on an on-call basis throughout the state. **Rotation is a one week rotation starting at 0700 Monday to 0659 Monday Eastern Time.**

If the team on scheduled rotation is deployed late in their scheduled week, they will deploy until the next scheduled team begins their rotation, at which time the second team will transition with the first. (i.e.:Team deployed on Saturday would respond and be replaced by the next team on Monday morning at 07:00)

Note: Team construction is incomplete at this time for the third team. When the third team is brought up, they will be entered into the schedule.

It is the responsibility of team Incident Commander to notify the GEMA Duty Officer (through proper dispatch channels), of unavailability and alternate member availability. **Prior to, and during each teams' on-call period, the overhead desk will document unavailability by filing a copy of the e-mail message from the State Operations/Communications Center in the appropriate team binder**, and moving the T-card to the unavailable position. The message should also be forwarded to the appropriate team I.C. for their confirmation.

Team members will be placed on a rotation schedule and available for dispatching on two-hour notice when their team is in that slot. When a team is called up in the rotation, the GEMA Duty Officer will advise the remaining team(s) of the rotation change. Teams will be on a rotation basis. The GEMA Duty Officer will contact the Incident Commanders and advise them of any status change. The Incident Commanders in-turn will notify their individual team members of their new "standby" status using the GEMA notification systems.

After all team members have been advised, the Incident Commander will confirm status with the GEMA Duty Officer. If a team member will not be available during the period of time when they are on alert, they need to inform their section chief and their team alternate to enable replacement orders prior to the team going on alert. Team members are responsible for coordinating a fully qualified replacement through their Section Chief who will then coordinate with Incident Commanders and other affected Section Chiefs.

When the Incident Commander is not available for timely dispatch, the team will be dispatched with the qualified Deputy or alternate Incident Commander. Teams may have up to three alternates filling command and general Staff positions. If a team requires more than three alternates, then the team will be taken out of the rotation until such time as they are able to fill all positions required for the assignment. **If an IC is not available, the team is not available.**

The Georgia All Hazards Type III Incident Management Teams will be listed on a Team rotation listing and could be dispatched to out-of-area incidents. Teams must meet National Standards as stated in program guidance.

Team members will be acceptable only upon authorization and approval of the respective Incident Commander, after confirmation with GEMA Fire Services Coordinator.

Break-up of the Teams will be coordinated with Coordinators and Incident Commanders

The team on call will be dispatched through the GEMA Duty Officer.

Trainee Priority: A prioritized list of Area trainees of all agencies is maintained by each team. This is to be coordinated with the Team IC. The GEMA Fire Coordinator and AHIMT IC shall coordinate in maintaining this roster.

When the dispatched team returns to its home unit, it will be put in an "off-call" basis for 24 hours or as long as the Incident Commander requests the rest period. At the end of the rest period, this team will assume their position at the bottom of the rotation until the completion of the current rotation cycle, at which time they will return to the established rotation.

A copy of "Lessons Learned" will be provided to the GEMA Fire Services Coordinator by departing team. The GEMA Fire Services Coordinator will forward to GFC and GPSTC coordinators.

Team Member Readiness

Do not assume that you will have time to prepare for deployment after the alert or deployment is announced. Since the AHIMT Type III Team is on a call-up roster of personnel who will work at an incident you will do well to prepare in advance. Attend all required training. Knowing what position you will fill on-scene will help you prepare, but even if you aren't exactly sure when or how you will be deployed, there are some items that you should assemble in advance. Preparing a "Go Kit" in advance will help ensure that you have everything that you need and will reduce the amount of time between deployment and check-in.

Assembling A "Go Kit"

Your Go Kit should include all of the items that you would need on every incident:

- Agency/Department ID badge
- Pens, pencils, markers (both thin and thick point)
- Paper
- ICS and other forms (e.g., accident/injury forms, inventory, etc)
- Appropriate functional annex to your agencies Policy and Procedures
- Other policies, procedures and instructions that you will (or might) need at the incident.
- Maps
- Masking tape and/or pushpins

Your job also may require a laptop computer if the position is authorized by the IC
Appropriate software (word processing, spreadsheets, data bases, etc)
Printer

Floppy/compact/zip disks/thumb drives
Surge protector
Supply of paper/ink cartridges
Fill out any required form (leave the date blank) for hardware check-out/check-in and have them on hand.

Note: Pre-authorization and documentation is required by the IC to bring designated pieces of equipment. **Items not authorized in advance will not be repaired or replaced at the team or agency administrator's expense.**

Recommended Personal Equipment Checklist

On fire suppression assignments, individuals should be reminded that weight and bulk of personal gear is restrictive in transportation, handling, and storage. Generally the total weight limit per individual is 65 lbs. (45 lbs. for personal equipment and 20 lbs. for web gear or briefcase.)
Tags or markings are recommended for identifying personal gear.
External frame packs shall not be used.

Individuals should be prepared to function for at least seven days with the personal equipment on hand. Incidental purchases while enroute, on approved Rest and Recuperation (R & R), and on return, will require cash or credit card. Always carry a photo identification card. Commercial airlines require photo ID to get boarding pass, to clear security, and to board the plane.

- TWO FORMS OF I.D.! At least one photo i.d., driver's license & social security card recommended
- Boots, heavy duty lace-up leather with hard black rubber (Vibram) sole.
- Belt
- Socks – at least six pairs each heavy and light work socks, cotton or wool
- Underwear – at least six sets – all cotton
- Tee-shirts – at least six – all cotton
- Towel, wash cloth, and soap
- Toothbrush and toothpaste
- Toilet kit, razor and personal hygiene items
- Lip balm and foot powder
- Mesh bag (recommended) for laundry items
- Cash - $50.00 to $100.00
- Sweatshirt or sweater
- Poncho or rain coat, preferably lightweight
- Wrist or pocket watch
- Bandanas – at least six all cotton
- Pocket notebook and writing instruments
- Sneakers, sandals or 'flip-flops' for shower use
- Pocket or wrist compass
- Pocket knife or Leatherman-type tool
- Eyewash, spare prescription glasses or sunglasses
- Small flashlight
- Sleeping bag and pad/air mattress
- Long underwear and wool hat
- Nail clippers

- Moleskin
- Cheap camera – disposable type
- Credit card or calling card
- Small personal first aid kit
- Shoe grease – oil not recommended
- Needle & thread
- Short length of nylon line
- Envelopes and stamps
- Dental floss
- ‘Space” blanket
- Shorts for camp use
- Reading material
- Religious items or text
- Hand cream
- Mouth wash
- Handi-wipes
- Aspirin or other personal medication – you will need a copy of your prescription if you are taking prescription medications
- Sunscreen
- Bug repellant
- Extra boot laces
- Plastic garbage bags
- ‘Brush’ coat or light jacket – Nomex or fire resistant
- Small box of laundry soap
- Tent

Family Preparedness

You must also consider your family needs for deployment.

Deployments, no matter how extended, are never easy on the family. The hardships need not be increased by failure to plan ahead. A carefully prepared and executed pre-deployment checklist can save you and your family from giant headaches in the future. Spouses at home often take on heavier responsibilities of the family during the team members absence; therefore, it is important that both of you sit down together to gather information and documents named in this checklist. You are encouraged to keep originals or copies of all listed documents in a safety deposit box in a location you can find immediately and is known to both of you. Both of you must have access to this location.

- Marriage Certificate
- Birth Certificates of all family members
- Divorce Papers
- Shot records of all family members
- Citizenship/Naturalization papers
- Adoption Papers
- Passports, Visas
- Insurance policies (Note: Company, Policy # and Amount of Payment)
- Real Estate Documents (leases, mortgages, deeds or promissory notes)
- Copies of installment contracts and loan papers

- Car title (registration should be in car)
- Social Security Number of each family member
- Current address and telephone numbers of immediate family members of both spouses.
- Family budget and business arranged
- Joint checking/savings account arranged
- Problems with cars, household, and appliances identified and resolved
- Security checks on house.
- Wills for both spouses
- List of all credit cards and account numbers
- Federal and State Income Tax Returns (last 5 years)

Safety

1. Safety is the first and foremost responsibility of all supervisors. Safety is also the responsibility of all Team personnel on the incident.

2. Supervisors are responsible for ensuring that their personnel have, and use, all required safety equipment.

3. All Team Members should survey and identify hazards. Make them known and/or correct them as appropriate.

4. All injuries on the incident **SHALL** be reported and documented.

5. Supervisors should provide an appropriate safety briefing, at the beginning of each shift, which shall identify all potential hazards and pertinent safety information relative to the Incident and the surrounding area.

6. Monitor all activities to ensure adherence to the risk reduction steps stated above. This also includes monitoring for normal safety items spelled out in the Fireline Handbook, Health and Safety Code, GEMA or other agency manuals, and applicable OSHA standards.

7. Supervisors SHALL report or take action with any employee involved in an unsafe act that would endanger themselves or others.

8. We will use the **LOOKOUTS, COMMUNICATIONS, ESCAPE ROUTES, SAFETY ZONES (LCES)** Needs Analysis Worksheet during our strategy meetings to identify hazards associated with operations on the fire or event. A copy of the worksheet and/or the mitigation measures will be included in the incident action plan.

GEMA Communications

Deploying AHIMT Leaders are responsible for establishing on-going communications with GEMA ESF4, ESF8, ESF9, or ESF10 position to receive/send mission information. Mission information will be used to prepare initial briefings and assist in determining any additional resources for the AHIMT.

GEMA Contact Number is 1-800-879-4362

GEMA FAX Number is 404-635-7205

MEDIA COORDINATION

The assigned public information officer should coordinate with the mobilization incident commander to ensure that the information being given to the media is standardized and non-conflicting.

- Additional information can be obtained from GEMA Office of Public Affairs @ 1-800-879-4362
- The public information officer shall contact the local media in coordination with GEMA PIO.
- A press briefing will be set up, preferably at the mobilization point of departure.
- Any team members involved in the press conference should be briefed on the procedures involved.

The public information officer should provide assistance to any team member's spouse or family who is interviewed by the media. This should include scheduling, transportation to/from studios, etc. This should be coordinated with fire administration and the CISD team if utilized at POA and/or POD.

CHECK-IN PROCEDURES AT INCIDENT

General/Command Staff are to notify the Incident Commander(s) of their ETA to the reporting location once they and those in their section are enroute.

There may be several locations for incident check-in. Check-in officially logs you in at the incident and provides important release and demobilization information. You only check in once. Check-in Recorders may be found at the following locations:

- Incident Command Post
- Base or Camp
- Staging Area
- Helibase
- If you are instructed to report directly to an assignment, you should check-in with your Supervisor at the incident.

All team members are expected to attend the Transition Briefing with the Agency Administrator/Line Officer whenever possible. An attempt will be made to schedule the briefing at a time when all can attend. Incident Commander(s) may meet one-on-one with Agency Administrator before or after the briefing. The Briefing with the Outgoing IC may or may not be part of this briefing.

The standard transition briefing/debriefing format will be used. The elements affecting your section are each team member's responsibility. The team is expected to ask questions and get answers. Team members need to clarify all points, issues or concerns at this meeting. This is a one-time opportunity therefore team members need to be prepared in advance with questions because of time restraints. The time for assuming command of the incident is negotiated and established at this briefing. Furthermore, how local personnel will be included in the incident organization is also determined at this time.

The team has been requested to manage an emergency situation and transition may have to be immediate upon arrival, especially in-state when the transition is from a Local team on an uncontained incident or another agency on a natural disaster. In these situations, an Agency Administrator's Meeting with the team may not be possible or practical. In some cases, the transition briefing may take place by telephone and the team takes over incident in stages, as members arrive.

After check-in, locate your incident supervisor and obtain your initial briefing. The items that you receive in your briefing, in addition to functional objectives, will also be needed by your subordinates in their briefing. The items include:

- Identification of specific job responsibilities expected of you for satisfactory performance.
- Identification of co-workers within your job function.
- Definition of functional work area.
- Identification of eating and sleeping arrangements.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.
- Clarification of any important points pertaining to assignments that may be questionable.
- Provisions for specific debriefing at the end of an operational period.
- A copy of the current Incident Action Plan.
- Use available "waiting time" to refresh training, improve organization and communications, and check equipment.
- Take notes during your briefing, especially if you will have subordinates working for you. You will have to brief them.

A team meeting will be held shortly following the briefing to coordinate and prioritize activities and set the time for the initial strategy meeting.

Record keeping

All incidents require some form of record keeping, but the specific requirements will vary depending on your agencies Policy and Procedures and the nature of the incident. Follow local procedures for documenting your activities. Despite the fact that you will be extremely busy, take your record keeping responsibilities seriously. The completeness and accuracy of your records may be critical to documenting the need for State and/or Federal assistance and also may be critical should an event occur that results in future litigation against the community.

Documents to be Forwarded to Lead ESF Position

- AHIMT Roster GEMA; the roster of deploying personnel must be forwarded to appropriate GEMA SOC ESF prior to departure.
- Signed Activation Order, GEMA Form (Appendix C & C-1) – Check with AHIMT Incident Commander
- Passenger Manifest – For Air Transport Only
- Any Additional Documentation as Requested by GEMA SOC ESF's

Unit Logs

Unit logs (ICS Form 214) are to be kept by all personnel who are unit leaders/division supervisors and above. At a minimum, they should include assignment progress, major events, key decisions, and other significant "happenings" that need to be part of the final incident documentation. These should be turned into DOCL daily.

Note: National Interagency Coordinating Center (NICC), [Georgia Forestry] Crew Time Reports (CTR's) and Equipment Shift Tickets will be used for personnel and equipment times. These will be turned in daily to the Finance/Administration Section.

Open and Honest communication

Open and honest communication is expected of all team members. Positive or negative feedback is given professionally, openly, frequently and directly and is expected by all team members. Team members should express their thoughts and feelings about the team's performance and each other, focusing on specific work related issues and behaviors, not personalities. Team members should listen carefully, seek clarification when necessary, and work to resolve disputes or disagreement before they impact incident operations. Periodic team meetings should be scheduled to assess team performance and provide a forum for addressing issues.

When communicating by radio use plain text.

DEMOBILIZATION ACTIVITIES

Preparation for demobilization begins with mobilization. Each individual mobilized to an incident has responsibilities in the demobilization process. The following checklist identifies some of the key responsibilities:

General Guidelines and Procedures

Major emphasis will be given to swift, efficient demobilization of the Incident. In many instances, demobilization occurs at the same time mobilization is occurring elsewhere.

Demobilization is an important function of each Command and General Staff position. Demobilization must be given adequate attention such as:

- Actively participate in the planning, development and implementation of the demobilization plan and schedule.
- Provide for a minimum advance notice of 24 hours when identifying resources that will be available for demobilization.
- Ensure that there is no room for interpretation in identifying actual versus tentative demobilization information.

The Demob Unit will be operational early in the Incident and, with help from the General Staff, will develop a tentative demobilization plan. Before the plan is finalized, major parts will be coordinated with the requesting agency. Once the plan is finalized, it will be given wide distribution, including posting on Incident bulletin boards so everyone knows the demob plan.

Demobilize in a timely and professional manner. Team members will demob together as a Team and will remain together until after their final incident critique.

Demobilization does not mean just going home. When you are notified that you will be demobilized:

- Complete all work in progress, unless other-wise directed.
- Ensure that all of your records and files are up to date.
- Brief your relief (or, if you are not being relieved, your immediate supervisor) on the status of all work.
- Brief your subordinates, and introduce your relief, as necessary.
- Return or otherwise transfer custody of all equipment that you have signed for.
- Follow the local checkout procedures before leaving the incident area.
- Verify demobilization schedule with supervisor.
- Ensure that your base/camp sleeping area is clean.
- Clean and ready gear for another assignment and travel.
- File required forms and reports with the Documentation Unit and/or Finance and Administration Section.
- Return incident issued communications equipment to the Communications Unit.
- Return incident-issued work materials to the Supply Unit.
- Follow approved check-out procedures (ICS Form 221).
- Report to departure points ahead of schedule.
- Stay with your group until you arrive at your final destination.
- Evaluate performance of subordinates prior to release from the incident.
- Get feedback on overhead performance suggestions for improvement.

Functional heads (i.e. section chiefs and unit leaders) are responsible for determining resource surpluses to their needs or needing to be demobed, and submitting lists to DMOB. This requires Functional heads to monitor personnel time in regards to maximum tour guidelines. The Demobilization Unit Leader will use check-in information to also monitor time in regards to maximum tour guidelines.

Some specific demobilization guidelines for in-state assignments are:

- In-state tour guidelines are 7 days plus travel days.
- No person, except local resources, will be released prior to obtaining minimum of eight hours rest, unless specifically approved by the Incident Commander.
- Local personnel (those within 2 hrs of ICP) may be released with IC approval, but must meet the Driver Duty Limitation Guidelines of no more than 10 hrs driving within a 16 hr duty day.
- All resources must be able to arrive at their home base prior to 2200 hrs.
- Leaders will be thoroughly briefed on methods of travel and transportation arrangements.
- On in-state incidents, the Demobilization Unit Leader will notify by e-mail the Home Dispatch Center, Home Unit Office and Requesting Agency when resources are released and enroute to home unit or other incident. If e-mail not available on incident, the Demobilization Unit Leader will notify the local Dispatch and the local Dispatch will e-mail out the information.

REASSIGNMENT CONSIDERATIONS

The issues in this section will deal only with a reassignment that would result in a significant change of location of an operating AHIMT BoO. This type of reassignment would be a major undertaking because elements of the AHIMT would have to be completely repacked and transported. The change of assignment of a AHIMT still in transit is considered a diversion and is easier to implement.

AHIMT, in conjunction with appropriate State/ESF9 and mutual aid officials, will carefully assess the ability of a AHIMT already established and in operation to accept a tactical reassignment requiring a location change. It is incumbent upon the AHIMT IC and AHIMT supervisory personnel to make an assessment of the physical and mental condition of their personnel for continued operation. The following factors should be considered:

- Duration of operation already undertaken
- Physical and mental condition of AHIMT personnel
- Capability of the remaining cache to support continued operation
- Availability of other AHIMT to handle the identified assignment
- Availability of appropriate transportation

In out-of-state mobilizations, the AHIMT IC should communicate reassignment or demobilization orders and related information back to Georgia SOC or local state EOC, if established.

Incident Stress Debriefings

Depending on your job and the nature of the incident (e.g., fire, hurricane), you also may be required to attend special incident debriefings and/or a talk with a psychological counselor. These briefings may be called critical incident stress debriefings (CISD). Do

not ignore these briefings. They are intended to ensure that you are okay and to inform you of special services that may be available to you should you experience physical and/or psychological problems when you return home.

Performance evaluations

Will be done on all team members to document feedback given for the purpose of maintaining and improving both individual and team performance. Feedback is defined as the ability of team members to give, seek, and receive comments. It includes the ability to accurately monitor the performance of teammates, provide constructive feedback regarding errors and offer advice for improving performance.

Agency Administrator will complete the Team Evaluation, with discussion and review with the IC.

Work / Rest Guidelines

Safety for all incident personnel/firefighters is the first and foremost priority on any incident assignment. Therefore, the State Teams will adhere to NWCG work/rest guidelines, commercial driver regulations for equipment transportation and the Federal Aviation Regulations governing pilot duty day limitations as tools to aid in the protection of incident personnel.

Lodging

Incident personnel will be lodged at the nearest available facility(s) but no more than one-hour travel from the ICP or assigned location on the incident. Exceptions to this rule may be made at the discretion of the Incident Commander.

Single rooms may be requested and will be provided if they are available and within per diem. When single rooms are not available personnel are expected to double up with persons in similar assignments on the incident.

There are times when lodging may be more “primitive” and personnel need to be ready to reside in tents, warehouses, or National Guard Armories.

Section Specific Expectations

All incident personnel are expected to fulfill their assigned duties as outlined in the USFA All-Hazards Program Guide, NWCG’s Fireline Handbook and position task books or job aid.

STANDARD MEETINGS

The types of meetings, schedule times, attendees, etc. may vary from one incident to another and are set by the IC and PSC. This flexibility is needed to ensure meetings/schedule meet the needs of the incident.

Meeting types and attendees are listed in Appendix D.

Expectations

- Team members will participate in all meetings required of their position assignment. If unable to attend the meeting it is the responsibility of the Team member to find a suitable replacement to attend in his/her place.
- All meetings will start on time at the designated location and adhere to the time schedule established, punctuality of attendees is required.
- Attendees are expected to arrive at the meeting fully prepared to participate and contribute.
- Meetings will be conducted without interruption, except for those of a true emergency nature.

TRANSITION PLAN OUTLINE

- Introduction
- Transition Schedule
- Fire or incident Status
- Resources Left On The Incident
- Rehabilitation Plan
  - Items Completed
  - Items To Be Completed
- Narrative Report
- Demobilization Plan And Schedule
- Other Items Not Completed
- Key Contacts

RELEASE OF AN INCIDENT MANAGEMENT TEAM

Date and time must be approved by Local Agency Administrator or his/her representative. It must be as smooth as possible and receiving personnel should be assigned and start working with agency members at the predetermined time.

The All Hazards Type III Incident Management Team should not be released from the emergency until:

1. Emergency management activity is at the level and workload the receiving unit can reasonably assume.

    a. Emergency must be controlled.
    b. Most external requested resources released
    c. Base camp shut down, reduced, or in the process.
    d. Plans Chief has prepared a rough copy of After Action Report
    e. Finance Chief should have all known finance problems resolved. Contact made with agency budget and financial personnel.
    f. Resource rehab work completed or done to agency satisfaction

2. Finance and Logistics Chiefs may have to stay longer.

INCIDENT SECURITY (FORCE PROTECTION)

The AHIMT shall consider Force Protection requirements.

On Incident Law Enforcement will be handled as follows:

- Incident Base, ICP, staging area, and spike camp security and related traffic management activities are the responsibility of the Logistics Section Chief. Logistics Section Chief will order qualified personnel to perform these functions.

- Task Force Leaders shall identify the need for force protection through their AHIMT chain-of-command and coordinate necessary requirements.

- Special operations activities requiring Law Enforcement investigative support, including personnel security, or other field operations, is the responsibility of the Operations Section Chief and Incident Commander. Special Agents or equivalent qualified personnel will be assigned as determined by the host SLEO or equivalent in accordance with the host agency policy and may work independently of incident personnel.

- Investigation of the cause of the Incident, and all other law enforcement activities in the area remain under the agency administrator unless otherwise directed. The AHIMT may be requested to coordinate the activity.

- When deploying multiple task forces, consider conference call (teleconference) to facilitate information relating to the extent & level of force protection required.
- Coordinate with the Short team during transit and upon arrival at the incident location or AHIMT staging area.

- For local force protection, local agency law enforcement can be called to assist with security and protection measures at the point of departure and/or during mobilization.

- Other force protection resources that have agents that may be tasked by GEMA include: Immigration & Customs Enforcement, US Border Patrol, and US Marshals, GBI & Georgia State Patrol. The National Guard or other armed services may also be placed into service to assist with force protection.

- In the event that force protection is secured, AHIMT logistics will need to be informed of the additional personnel tasked to the AHIMT in order to ensure that support supplies and equipment are included in resource planning.

TRANSPORTATION

Depending on the situation, Team members should drive their personal agency vehicle to the Incident whenever it is within reasonable driving time and the incident request time and date can be met. Otherwise, use any appropriate means of public transportation. Consider necessary rest and be prepared to perform team assignments upon arrival at the Incident. Obtain a 4-wheel drive truck, van, or large passenger car, if necessary.

If a vehicle is rented using government VISA or personal credit card, inform the Finance Section upon arrival at the Incident. The Finance Section will attempt to convert the rental agreement to an Emergency Equipment Rental Agreement. Insure the Vehicle Inspection Form is completed.

Avoid renting vehicles that are obviously damaged and/or are not fully operational.

Assign crews transportation early on to avoid delay in movement on the incident. Assure availability of tool transportation in a compartment separate from personnel or in a separate vehicle.

Drive carefully, slowly, and defensively, and insure that all drivers under our command do the same. Violations of this policy shall be corrected. Two time offenders shall be grounded!

Ordering Resources and Accountability

Immediately after the incoming briefing with the Agency Administrator, Command and General Staff shall review the Initial Orders, and make any needed adjustments; Logistics Section Chief shall then place the initial order.

Once the Team has assumed command of the Incident, place all orders through the Supply Unit. This includes any orders placed by the host unit to be charged to the Incident. This understanding with the Agency Administrator will be obtained at the incoming briefing.

All orders shall be signed at the Unit Leader, or higher, level and shall be placed with the Supply Unit. The Supply Unit will assign a Resource Order Number to all resources ordered for the Incident.

All incoming procurement/supply items will come through Receiving and Distribution (Supply Unit). Personnel will come through Planning Section Check-in. Resource Orders will be reconciled with receiving items.

All non-expendable, and some expendable, supply items will be signed out at Supply using the sign-out system. Property items will be formally tracked using Form ICS-210. Only Strike Team, Task Force, or Specialty Team Leaders can draw supplies for crews.

No one will be demobed until he/she has been checked out by the Supply Unit and have reconciled their supply sign-out sheets.

LETTERS OF APPRECIATION

We will strive to prepare Letters of Appreciation to people and organizations, to Incident cooperators such as Volunteer Fire Departments, fixed base operators, private individuals, and other organizations who participated in the conduct of the Incident. When facilities permit, these letters will be prepared and mailed before the Team leaves the Incident. Responsible authors will be Section Chiefs for whom cooperator worked. Incident Information Officer will be responsible for typing letters, getting them signed, mailed, and giving the Planning Section Chief a copy for the final incident package.

Prepare on local agency letterhead for both Incident Commander's and local Line Officer's signature.

DEVELOPMENTAL/TRAINEE POSITIONS

The objective of including trainees and apprentices on Incident Management Teams is to develop individuals to become future team members in positions that have an existing or predicted shortage of qualified people.

Incident Management Teams may take trainees and apprentices to any incident assignment. The number of trainees and apprentices combined will be negotiated with the host unit/agency.

A trainee should expect to work with the Incident Management Team until they are certified as fully qualified for the ICS position in which they are being trained. When a trainee becomes fully qualified, they may continue in that position at the Incident Commander's discretion. They are not obligated to remain with the Team. At the end of their commitment, qualified individuals may not be retained as a trainee.

First priority should be to have trainees serve with the Incident Management Team since these individuals are closer to being fully qualified. Apprentices should only be used when there are an inadequate number of trainee applicants to meet the objectives stated above. Apprentices should have the potential to become qualified for the target position in three years. A development plan will be prepared that identifies the formal courses and the training assignments needed for the apprentice to become qualified in the desired time frame. The Section Chief of the unit in which the apprentice is assigned will ensure that the development plan is prepared. The apprentice, the Unit Leader and/or Section Chief, and the immediate supervisor of the apprentice will work closely with each other to ensure that the planned development is accomplished

Alternate / Pool

To qualify as an alternate in a position, a person will be fully qualified in the position held and preferably have held that position on a Type IV Team.

Trainee

An individual who has satisfactorily completed the required NIMS course work and prerequisite requirements for a given ICS position, but lacks one or more qualifying training assignments in an AHIMT position.

Apprentice

An individual that has not yet completed the required NIMS course work or prerequisite requirements; however, the individual is interested in becoming qualified for a given ICS position. The apprentice position is an "accelerated development" opportunity. The apprentice and his or her supervisor must both be

strongly committed to full participation on an Incident Management Team both during and beyond the apprenticeship.

ROTATION SCHEDULE 2013

Rotation is a week rotation starting at 0700 Monday to 0659 Monday	
April 1 to April 8	*TEAM RHODES*
April 8 to April 15	*TEAM KIMBRELL*
April 15 to April 22	*TEAM LACY*
April 22 to April 29	*TEAM WALLACE*
April 29 to May 6	*TEAM RHODES*
May 6 to May 13	*TEAM KIMBRELL*
May 13 to May 20	*TEAM LACY*
May 20 to May 27	*TEAM WALLACE*
May 27 to June 3	*TEAM RHODES*
June 3 to June 10	*TEAM KIMBRELL*
June 10 to June 17	*TEAM LACY*
June 17 to June 24	*TEAM WALLACE*
June 24 to July 1	*TEAM RHODES*
July 1 to July 8	*TEAM KIMBRELL*
July 8 to July 15	*TEAM LACY*
July 15 to July 22	*TEAM WALLACE*
July 22 to July 29	*TEAM RHODES*
July 29 to August 5	*TEAM KIMBRELL*
August 5 to August 12	*TEAM LACY*
August 12 to August 19	*TEAM WALLACE*
August 19 to August 26	*TEAM RHODES*
August 26 to September 2	*TEAM KIMBRELL*
September 2 to September 9	*TEAM LACY*
September 9 to September 16	*TEAM WALLACE*
September 16 to September 23	*TEAM RHODES*
September 23 to September 30	*TEAM KIMBRELL*
September 30 to October 7	*TEAM LACY*

October 7 to October 14	*TEAM WALLACE*
October 14 to October 21	*TEAM RHODES*

ROTATION SCHEDULE 2013

Rotation is a week rotation starting at 0700 Monday to 0659 Monday	
October 21 to October 28	*TEAM KIMBRELL*
October 28 to November 4	*TEAM LACY*
November 4 to November 11	*TEAM WALLACE*
November 11 to November 18	*TEAM RHODES*
November 18 to November 25	*TEAM KIMBRELL*
November 25 to December 2	*TEAM LACY*
December 2 to December 9	*TEAM WALLACE*
December 9 to December 16	*TEAM RHODES*
December 16 to December 23	*TEAM KIMBRELL*
December 23 to December 30	*TEAM LACY*
December 30 to January 6,2014	*TEAM WALLACE*

ROTATION SCHEDULE 2013
To be completed at a later date

Rotation is a week rotation starting at 0700 Monday to 0659 Monday	
	Insert team name
	Insert team name
	insert team name
	Insert team name
	Insert team name
	Insert team name
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	Insert team name
	Insert team name
	Insert team name

TEAM ROSTERS
To be completed at a later date

APPENDIX A

Charter
Georgia Type 3
Incident Management Team

PURPOSE

This Charter contains authorization guidelines pertaining to the organization, implementation and utilization of the Georgia Incident Management Team (GA-AHIMT III), as established by the authority vested through Chapter 3 of Title 38 of the Official Code of Georgia Annotated, the Georgia Emergency Management Act of 1981, relating to emergency management.

SCOPE

This Charter is applicable to emergency response agencies, participating entities, and individuals acting under the auspices of the Georgia Emergency Management Agency (GEMA) in the development, organization, activation and utilization of a State Incident Management Team (GA-AHIMT III). The goal of developing the GA-AHIMT III is to meet the requirements of the Homeland Security Presidential Directive #5, the National Incident Management System, and Act 227-2000 - The Counter-terrorism Planning, Preparedness and Response Act, to establish a state level incident management capability.

OBJECTIVES

The GA-AHIMT3 is designed to provide disaster response support by assisting the Authority Having Jurisdiction (AHJ) using certified incident management personnel and technical specialists. The GA-AHIMT III may be used as support in the following types of incidents and events:

- Incidents that may overwhelm the ability of the AHJ to adequately provide incident management due to the size, scope or complexity of an event;
- Incidents involving terrorism or the criminal use of hazardous materials that may require technical specialists or subject matter experts;
- Incidents that pose unique tactical and/or incident management requirements; or

- Special events that may require the coordination of multiple agencies and organizations, or pose unique or significant response challenges.

The GA-AHIMT III operates within the framework of the National Incident Management System (NIMS), and provides local, regional and state government with an effective incident management resource that facilitates local, regional, and state implementation of NIMS, as specified in Homeland Security Presidential Directive #5 (HSPD-5).

The GA-AHIMT III will respond as a Type III Incident Management Team (AHIMT) and has the ability to function for long-term operations up to 14 days.
Overall authority of any incident will always remain with the AHJ. The GA-AHIMT III will provide support and consultation to the AHJ and, will *not* assume command over any incident except by request and delegation of authority from the local AHJ for a temporary period of time under special circumstances until the command can be transferred to the appropriate Incident Command.

BASIC AHIMT III ORGANIZATION
The basic organization for the GA-AHIMT III is defined by the GA-NIMS IQS Guide. This is not intended to be the incident command structure for any given incident, but rather the basic framework for establishment of a fully functional incident command structure. The type, size and scope of an incident, as well as the direction of the Incident Commander will dictate the actual Incident Command Structure utilized.

AUTHORITY

Mobile support units are authorized pursuant to O.C.G.A. Sect. 38-3-26 and are entitled to all powers, duties, rights, and immunities as set forth in that section.

ENACTMENT

This Charter is enacted _____ (DATE) _____ under authority of:

_____
Charley English
Director
Georgia Emergency Management Agency

AND thereby endows the Incident Commander of GA-AHIMT III known as:
_____ , a GA- AHIMT III Team
under authority of the State of Georgia to proceed and act as stipulated by GEMA;
So agreed to by:

_____
(Typed Name) Incident Commander
GA-AHIMT III Team Designator_____ [Name of team]

APPENDIX B

ALTERNATE

To be completed at a later date

APPENDIX C

Action Order Form
#:

ACTIVATION ORDER

A Sponsoring Agency Chief, Program Manager or Task Force Leader must reply to the National Response Coordination Center (NRCC) ESF-9 (US&R) Desk at with the sponsoring agency's acceptance or refusal of this Order within one hour of its distribution.

I. Event Information:

1) Event name:	
2) Event description:	US&R activities involved with the. including a trip.
3) Action requestor:	☐ NRCC ☐ RRCC 4) ARF # requesting this action: Link
5) Other US&R resources involved in this event:	Red IST being Activated and staged at the Warehouse. (Type I) & (Type I), (Type I), (Type I) on Alert.

Further information can be obtained from the US&R Program Office or from ESF-9 in the NRCC.

II. Resource Information:

1) US&R resource requested:	Incident Support Team (See attached roster)		
2) US&R resource type:		3) # of personnel approved:	4) # of Ground Support Personnel (GSP) approved:
5) Order effective date & time:	6) Time Zone:	Ensure compliance with US&R Program Directive 2005-017	

No additional positions, personnel or equipment are to be included in this response without written approval from the US&R Program Office.

III. Destination Information:

1) Method of travel: AIR and/or GROUND	2) Arrival date & time no later than (NLT): 1/17/09 8:00 PM	3) Time Zone: EST	
5) Destination name:			
6) Address:			
City:	State:	Zip:	
7) Destination POC:	8) POC Phone:		

When traveling by ground, QualComm vehicle tracking transmitters shall remain active throughout the course of this mission.

IV. Instructions / Authorizations:

1) Order instructions:

Per the Action Requestor You are being ACTIVATED as part of an IST – Advance Element (IST-A) to support FEMA ESF-9 (US&R) activities. An IST organizational chart and a list of activated IST members is attached. YOU SHOULD MAKE PREPARATIONS TO DEPART IMMEDIATELY AS DIRECTED ABOVE. If current weather and travel conditions warrant, please use caution and discretion in reporting by the NLT time specified. Your travel progress should be reported every two hours to ESF-9 in the NRCC at .

Any airline travel reservations must be made through National Travel at 3.

2) Specific authorizations:	Spending Limit:	Personnel Rehab hours:	Cache Rehab hours:	

The authorizations above are not to be exceeded without written approval from the US&R Program Office.

Reimbursement of salaries, benefits, backfill and other related costs for this mission will be in accordance with 44 CFR 206, the Response Cooperative Agreement and the Memorandum of Agreement between FEMA and the sponsoring agency for your task force.

V. Contact Information:

IST ESF-9 Leader Name:		Phone:	202
IST ESF-9 Dep. Leader Name:		Phone:	202
IST Leader Name:		Phone:	281
IST Dep. Leader Name:		Phone:	70

VI. Special Instructions / Amendments:

VII. FEMA Approval		VIII. Task Force Sponsoring Agency Approval		
1) Signature:		1) Signature:		The Task Force: ☐ accepts this Order. ☐ declines this Order.
Title:	Activation Team Leader, NRCC	Title:		

Any questions concerning this Order should be addressed to the US&R Program Office at

FEMA US&R Form 19-002 (Feb08)

APPENDIX C-1
Authorized Positions for Deployment

Incident Commander (IC)
Deputy Incident Commander (DPIC)
Safety Officer (SOFR)
Operations Section Chief (OSC)
Division/Group Supervisor (DGRP) – dispatch two
Planning Section Chief (PSC)
Situation Unit Leader (SITL)
Resource Unit Leader (RESL)
Logistics Section Chief (LSC)
Supply/Ordering Unit Leader (SUPL)
Facilities Unit Leader (FUL)
Ground Support Unit Leader (GSUL)
Finance/Administration Section Chief (FASC)
Finance/Administration Unit Leader (FAUL)

Additional Positions on a "Call When Needed" are:

Liasion Officer (LOFR)
Public Information Officer (PIO)
Communications Unit Leader (COML)

CREW TIME REPORT

(1) Crew Name Georgia Type 3 IMT (Red or Blue)					(2) Crew Number Resource or order number If given	
(3) Office Responsible for Incident Jurisidiction		Incident Name Hurricane Betty			Incident Number GA-GEMA 01	
(6)	(7)	(8)	(9)		(10)	
			DATE			
RE-MARKS NO.	NAME OF EMPLOYEE	CLASSIF-CATION	DATE Date			
			Military Time		Military Time	
			ON	OFF	ON	OFF
1	Simple Sample	T	Start Time	End Time		
			Start Time	End Time		
(11) REMARKS						
1. Start Time will be time left unit to travel to incident. End time will be arrival time at incident; T denotes travel time						
2. Start Time will be check in time. End time will be time in at hotel. (remember to show 30 minute break after 6 hours)						
Recording breaks. Remember to record time on the clock ONLY; therefore breaks are NOT recorded						
NOTE: There is no where on this form for your signature. To be signed by Supervisor ONLY.						
(12) OFFICER-IN-CHARGE (Signature)			(13) TITLE (Officer-in-Charge)			
(14) NAME (Person Posting to Emergency Time Report)					(15) DATE	

Equipment Shift Ticket

EMERGENCY EQUIPMENT SHIFT TICKET

NOTE: The responsible Government Officer will update this form each day or shift and make initial and those equipment inspections.

1. AGREEMENT NUMBER					2. CONTRACTOR *(name)* *Agency*
3. INCIDENT OR PROJECT NAME **Tony Trailer Fire**			4. INCIDENT NUMBER **GA-LAV-293001**		5. OPERATOR *(name)* **Name**
6. EQUIPMENT MAKE **Ford**			7. EQUIPMENT MODEL **250**		8. OPERATOR FURNISHED BY ☐ CONTRACTOR ☒ GOVERNMENT
9. SERIAL NUMBER **Vehicle number**			10. LICENSE NUMBER		11. OPERATING SUPPLIES FURNISHED BY ☒ CONTRACTOR *(wet)* ☐ GOVERNMENT *(dry)*
12. DATE MO/DAY/YR	13. EQUIPMENT USE				14. REMARKS *(released, down time and cause, problems, etc.)*
	START Mileage	STOp	HOURS/DAY/MILES *(circle one)* WORK	SPECIAL	**Passenger –**
8/22/2007	**15329**	**15550**	**221***		15. EQUIPMENT STATUS ☐ a. Inspected and under agreement ☐ b. Released by Government ☐ c. Withdrawn by Contractor
					16. INVOICE POSTED BY *(Recorder's Initials)*
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE **Operator's Signature**			18. GOVERNMENT OFFICER'S SIGNATURE		19. DATE SIGNED

NSN 7540-01-119-5628
FORM 297 (Rev. 7-90)
50297-102

OPTIONAL

USDA/USDI

FINANCE

UNIT LOG	1. Incident Name *(Incident Name Here)*	2. Date Prepared *(insert Date)*	3. Time Prepared *(Insert Time)*
4. Unit Name/Designators	5. Unit Leader (Name and Position)	6. Operational Period *(insert Date)* *(Insert Time)*	

7. Personnel Roster Assigned		
Name	ICS Position	Home Base

8. Activity Log	
Time	Major Events

9. Prepared by (Name and Position)

APPENDIX D

Meeting	Limit and When	Attendees
Agency Administrator's Briefing	30 Minutes. Upon Team Arrival	All Team Members

- Using the Team briefing document all attendees should ensure that they have received the information they will need to fulfill their function upon the Teams assuming control of the incident. This includes relevant documents and lists of key contacts.
- Any concerns regarding the Teams acceptance of the incident based on the information as presented should be voiced during this meeting.

Meeting	Limit and When	Attendees
Outgoing IC/Incoming IC Briefing	30 Minutes. Upon IC/Team Arrival	Outgoing IC, Incoming Command/General Staff

- Using Team briefing document ensure that all critical available information is gathered.
- An ICS 201 or its equivalent should either be presented or generated during this meeting.
- Establish Date/ Time of official transition of control to Team.

Meeting	Limit and When	Attendees
Strategy Meeting	30 Minutes. Prior to initial planning meeting. Additional as determined by IC.	Command/General Staff

- Objectives to be established by IC with input from the team
- Strategic Plan developed or validated and bought into by the team
- Timelines and information requirements for Team activities will be established

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Meeting	Limit and When	Attendees
Initial Planning Meeting	1 hour.	Command and General Staff

- Complete 215 Operational Planning Worksheet
- Complete 215A LCES Worksheet
- Develop IAP for first Operational Period

Meeting	Limit and When	Attendees
Demob Planning Meeting	1 hour. Soon after incident stabilizes. Prior to development of Demob Plan	Command/General Staff DMOB, Agency Dispatch Representative.

- Identify release priorities
- Identify release procedures
- Identify checkout procedures
- Begin development of the Demobilization Plan

Meeting	Limit and When	Attendees
Transition Out Meeting	1 hour. When time to transition out.	Incoming Team/IC Outgoing Team/IC

- Provide incoming Team/IC with complete set of information using Team briefing form.
- Agree which Team resources will remain after transition.
- Establish Date/Time of official transition to incoming Team/IC.

Meeting	Limit and When	Attendees
Team Critique	1-2 hours. After transition out. Prior to closeout.	All Team Members (Team Only)

- Conducted by PSC
- Self critique of performance by Team
- Each Section will self critique and present to group
- Determine what issues should be raised at Closeout Meeting

Meeting	Limit and When	Attendees
Incident Closeout	1 hour. After transition out occurs.	Team members, AA, Area Command. (others may be identified)

- Jurisdictional agency reviews team performance on incident.
- Agenda usually set by AA with input from IC.
- Team leaves documentation with AA.

Meeting	Limit and When	Attendees
Pre-Planning Meeting	30 min. Each operational period, just prior to Planning Meeting.	PSC, OSC, LSC, SOF2 (others as needed)

- Complete draft 215
- Complete draft 215A

Meeting	Limit and When	Attendees
Planning Meeting	1 hour or less. Each operational period.	Command and General Staff (Others such as SITL, AA, etc as identified.)

- Finalize 215
- Finalize 215A
- Develop IAP for next Operational Period

Meeting	Limit and When	Attendees
Operational Period Briefing	30 minutes. Beginning of each Operational Period	IC, PSC, OSC, LSC, FSC, SOF2, PIO2, LOFR, FBAN, IMET, Operations – SRB and up

- IAP's available for all required attendees
- Brief discussion by each Section
- Follow up with separate small group briefings by DIVS to resources assigned.
- Breakout areas for DIVS briefings will be clearly marked

Meeting	Limit and When	Attendees
Command Staff Meeting	15 minutes. Following Operational Period Briefing	IC/Command Staff

- Each member of Command staff updates IC on status of activities
- Command Staff priorities are set for the Operational Period

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Meeting	Limit and When	Attendees
Team Meeting	As determined by IC	All Team Members

- Team members share issues and concerns that need to be addressed to improve Team performance
- Team members share positive actions that are enhancing Team performance.

Use this link to identify the team member acronyms: **http://www.nwcg.gov/pms/pubs/iibmh2/appendix_a.pdf**

APPENDIX E
SAMPLE FORMS
GEORGIA ALL HAZARDS TYPE III TEAM EVALUATION

Team IC: _____ Type: _____

Incident: _____Inc # _____

1. Did the Team accomplish the objectives described by Agency Administrator, the Delegation of Authority, and the Agency Administrator Briefing (if available)? Yes _____ No _____

2. Was the Team cost effective in their management of the incident? Yes _____ No _____

3. Was the Team sensitive to resource limits and environmental concerns? Yes _____ No _____

4. Was the Team sensitive to political and social concerns? Yes _____ No _____

5. Was the Team professional in the manner that they assumed management of the incident, managed the total incident, and returned it to the hosting agency? Yes _____ No _____

6. Did the team anticipate and respond to changing conditions in a timely and effective manner?

Yes _____ No _____

7. Did the Team place the proper emphasis on safety? Yes _____ No _____

8. Did the team activate and manage the demobilization in a timely, cost-effective manner?

Yes _____ No _____

9. Did the team attempt to use local resources and trainees, and closest available forces to the extent practical?

Yes _____ No _____

10. Was the IC an effective manager of the Team and its activities? Yes _____ No _____

11. Was the IC obviously in charge of the Team and incident? Was the IC performing a leadership role?

Yes _____ No _____

12. Was the IC aggressive in assuming responsibility for the incident and initiating action?

Yes _____ No _____

13. Did the IC express a sincere concern and empathy for the hosting unit and local conditions?

Yes _____ No _____

14. Other comments:

_____ _____

Local Agency Administrator or Agency Representative Date

_____ _____

Incident Commander Date

DELEGATION OF AUTHORITY

(Example 1)

_____ is assigned as Incident Commander on the _____ Incident/Event.

You have full authority and responsibility for managing the emergency activities within the framework of law, agency policy, and direction provided in the Overhead Briefing by Local Agency Administrator(s).

Your primary responsibility is to organize and direct your assigned/ordered resources for efficient and effective mitigation of the incident. You are accountable to the _____ or his designated representative listed below. Financial limitations will be consistent with the best approach to the values at risk. Any cost above the established limits must be approved by the Local Agency Administrator.

Specific direction for the _____ incident/event covering management and environmental concern is listed:

_____ will represent me on any occasion that I am not immediately available.

This authority is effective _____.

_____ _____

Agency Administrator Date/Time

_____ _____

Agency Administrator Date/Time

DELEGATION OF AUTHORITY

(Example 2)

To: _____, Incident Commander

From: _____, Agency Administrator

Incident Number: _____ Incident Name: _____

† You have full authority and responsibility for incident management activities and all other activities associated with the incident under our command within the framework of the law.

† Your primary responsibility is to organize and direct your assigned resources towards safe, efficient, and cost effective suppression/mitigation of the incident.

† Specific directions for the _____ (incident name) are as follows:

- Priority for protection is in ranked order, life, resources, and property.
- Provide a written safety plan for the incident.
- Prepare a back-up plan of control in the event that the initial control plan fails.
- All personnel are to receive a 2 to 1 work rest ratio. Preferred is a twelve-hour rest for all line personnel. Application is for the base camp as well as the line. Be mindful of the local crews when implementing this directive. All personnel that exceed 16 hours in a single shift are to be signed off by the Incident Commander.
- Request for increases and decreases of the force need to be coordinated with the Agency Administrator.
- Incident will support Initial attack. If resources are needed on another incident, you will release them for initial attack in order to prevent other incidents from developing into larger incidents.
- Keep incident specific directions to avoid towns or at-risk areas.
- Prevent the spread of the incident (provide specific direction)
- Additional specific instructions:
- Specific constraints, issues, opportunities, or requirements (legal, political, local resources, landowners, other agencies, land use, etc.

- Other:

Signed: _____ Agency Administrator

Signed: _____ Incident Commander

Date: _____ Time: _____

RETURN OF DELEGATED AUTHORITY

The signing of this document returns the authority and responsibility for the management of the

_____

incident/event to the Agency Administrator having protection responsibility for the land on which the incident/event is located. It is mutually agreed the objectives and management direction have been met and the _____ Georgia Type III All Hazards Incident Management Team is hereby released effective:

Date: _____ Time: _____

_____

Incident Commander

_____

Agency Administrator

AGENCY ADMINISTRATOR IN-BRIEFING

To: _____, Incident Commander

From: _____, Chief of _____

Incident #: _____ Incident Name: _____

† You have full authority and responsibility for managing the emergency/event activities and all other activities associated with the emergency or event under your command within the framework of the law.

† Your primary responsibility is to organize and direct your assigned resources towards safe, efficient, and cost effective suppression/mitigation of the fire.

† _____ (name of responsible party) and should be contacted for any questions regarding finance or resources (except normal ordering).

† Specific directions for the _____ (incident name) are as follows:

- Priority for protection is in ranked order: life, resources, and property.
- Having an evacuation plan for all.
- Prepare a back-up plan of control in the event that the initial control does not hold.
- All line personnel are to receive a 2 to 1 work rest ratio. Preferred is a twelve-hour rest for all line personnel. Be mindful of the local crews when implementing this directive. All personnel that exceed 16 hours in a single shift are to be signed off by the Incident Commander and reviewed with _____ Agency Administrator.
- Increases and decreases of the emergency/event force need to be coordinated with the Agency Administrator.

- Incident will support emergency and event operations. If resources are needed on another emergency/event, you will release them in order to prevent other emergencies from developing into larger incidents.

- Keep the assigned crews to work emergency/event.

- Prevent the spread of the emergency/event (provide specific directions).

- Additional specific instructions:

- Specific constraints, issues, opportunities, or requirements (legal, political, local resources, landowners, other agencies, land use, etc.)

† The local EOC will be the single point for all orders of Mobilization Resources and support.

† Maintenance of existing good relations with the host agency: _____ (Agency), _____ (Agency Administrator) is a must. Develop an operational plan and implement the plan into the daily Incident Action Plans.

† Be cost conscious in all your decisions. The easiest method may be the most costly. Manage the emergency/event closely from a cost standpoint; be mindful of both the on-line and in-base camp activities. Make sure the financial package is in order and acceptable by the Agency Administrator.

† Ensure that the cause of the incident is investigated. If the local agency doesn't have the expertise to conduct an investigation, notify the State office and/or State EOC and request assistance.

† Economy of force is to be utilized. Reduce resources when not needed. Be decisive and timely (i.e. type 1 resource, excess team members).

† Safety is your number one priority. I am personally concerned about the welfare of our emergency force due to heat/cold.

† Media – emphasize the cooperative effort of all the agencies involved.

† Make sure a final close out inspection is conducted with the local host jurisdiction.

† Call me on the phone at (_____) _____; with any significant happening on the emergency/event, for example: escape, serious injury, or social/political issue.

LESSONS LEARNED

The purpose of the after Action Report is to identify issues that occurred on an incident/event and how they were resolved. The lessons learned in the report will also be used to refresh or update training curriculums. Issues and trends that are identified may have Action collection teams assigned to them in the future for further analysis and resolution.

Incident Management teams and Agency Administrators are asked to complete the following questionnaire for the incident(s) that they managed:

Incident Name:_____

Dates of Assignment:_____

Unit or Jurisdiction:_____

Geographic
Area:_____

Report Submitted
By:_____

1. What was the most notable success at the incident that others may learn from?

2. What were some of the most difficult challenges faced and how were they overcome?

3. What changes, additions, or deletions are recommended to various training curriculums?
4. What issues were not resolved to your satisfaction and need further review?

5. Based on what was learned, what is your recommendation for resolution?

Thank you for completing the report. Others can learn from your experiences.