

SOUTH BAY AREA INCIDENT MANAGEMENT TEAM CHARTER, POLICIES AND PROCEDURES



South Bay Area Incident Management Team Charter, Policy and Procedures

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Section 1

General

1.1 Authority:

This document serves to establish the South Bay Incident Management Team (SB IMT) and serve as the manual outlining its: charter, governance, mission; administrative procedures; qualification, training and experience requirements; activation procedures; team structure; incident reporting and documentation requirements.

This document meets the requirements and guidelines established by:

1. CAL OES Fire and Rescue Type 3 Team Mobilization Guide (2017 draft) and
2. NIMS 508_2 (2017 draft), Incident Management Team, National Incident Management System Job Titles/Position Qualifications and Resource Typing Definitions for National Engagement.

South Bay Incident Management Team (SB IMT) is under the joint authority of the Santa Clara County, San Mateo County and Santa Cruz Fire Chiefs' Associations, hereafter referred to as South Bay Area Counties' Fire Chiefs (SBACFC).

Sponsoring agencies are the governance of the teams and liability goes back to the home agency.

1.2 Oversight:

Under the direction of the SBACFC, an IMT Committee shall be appointed to provide recommendations on Incident Management Team (IMT) policy, selection and operational oversight.

The committee membership shall consist of an appointee from each County and a SBIMT Manager for a total of 4 positions. A CAL OES Region 2 Assistant Chief shall also be invited and may serve as a voting committee member, if present.

1.3 SB IMT Committee:

Under the direction of the SBACFC, the IMT Committee shall provide direction and oversight to fulfill the mission of the SB IMT.

1.3 SB IMT Description

The South Bay Incident Management Team (SBIMT) provides on-scene incident management support during incidents or events that exceed a jurisdiction's or agency's capability or capacity. The SBIMT encompasses various agencies and jurisdictions. The SBIMT include members who are sponsored by SBAFC agencies and may come from government, nongovernmental organizations (NGO) or private sector organizations.

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1.4 Mission:

Provide a cadre of highly trained personnel to requests for assistance to any jurisdiction within Santa Clara County, Santa Cruz County, and San Mateo County, or from the California Office of Emergency Services (Cal OES) to assist with the management of emergency incidents and planned events.

Coordinate multi-jurisdictional responses and mutual aid in the interests of public safety for the protection of life, property and the environment.

Assist in all phases of incident management, including mitigation, stabilization, restoration, and documentation of the incident. The requesting agency or agencies will maintain jurisdictional responsibility of the incident.

1.5 Objectives:

1. Maintain one (1) Type 3 incident management team consisting of qualified personnel which meets, at a minimum, both NIMS and CAL OES requirements for resource typing.
2. Provide a point of contact, SBIMT representative and Incident Commander, on a 24-hour basis with response capability within one hour to an incident within the three represented counties.
3. Deploy overhead up to the full Type 3 team as requested to assist or manage emergency responses, incidents, or planned events requiring a higher capability or capacity level than the requesting jurisdiction or organization can provide.
4. Be available for immediate/planned needs and self-sustainable for 72 hours.
5. Assist with incident management activities during all-hazards events, including natural and human-caused events, as well as planned events.
6. Assume management of the incident for the requesting jurisdiction or agency, or support a local Incident Commander (IC) or Unified Command and its IMT in managing an incident or event.
7. Direct tactical resources that the Authority Having Jurisdiction (AHJ) and other supporting organizations provide.
8. Coordinate with Emergency Operations Center (EOC) personnel regarding incident management objectives and support.
9. Support incident management activities of a corresponding incident complexity up to the need for a Type 3 team or integrate with Type 1 or 2 team(s) for higher complexity incidents.
10. To maximize training opportunities for trainees within the participating agencies and operational areas for purposes of succession planning.

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1.6 Expectations:

SBIMT members shall fulfill the following expectations and guidelines:

1. Be self-sufficient with respect to training, equipment, job knowledge, and performance.
2. Be results oriented and focused on achieving success through diligence, cooperation, communication, preparation, and hard work.
3. Are deployable for up to 14 days not including travel or as specified otherwise by IC prior to deployment.
4. Considered to be on assignment and are available for recall back to the incident at all times, even if on an assigned rest period. Consumption of alcoholic beverages while assigned is prohibited.
5. Be readily identifiable and respond in a Class-B uniform or appropriate personal protective clothing. Staff position vests shall be worn as appropriate.
6. All pictures and videos are the property of the incident. It is forbidden for members to copy, forward, reproduce or post (e.g. *Facebook*, *YouTube*) any documents without the permission of the agency having authority and the SBIMT IC or designee. No exceptions.

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Section 2

Administrative Procedures

2.1 General

The primary guidance for the SBIMT is contained in this document. These policies and procedures will be reviewed periodically and updated by the Policy Committee.

2.2 South Bay Area Incident Management Team Records

The SBIMT Committee shall establish a responsible agency or agencies to maintain documentation and records certifying the members of the SBIMT. Each sponsoring agency is also expected to maintain records of their participating personnel. The information maintained for each SBIMT member shall include, but not limited to the following:

- Personal: Name, home address, phone number, emergency contact number
- Agency: Agency title, work location, phone, and email
- Training: SBIMT training level, work experience, certifications, and qualifications (including historical recognition documents if certifications are not completed)
- Status: Signed agency participation authorization form, and status on the SBIMT

2.3 Agency Participation

- Participation by individuals must be approved in writing by the Agency Fire Chief/Department Head.
- Participating agencies must provide appropriate transportation, communication and PPE equipment for SBIMT staff.
- Participating agencies must provide time and opportunity for team members to attend mandatory training, drills and emergency team activations.
- Participating agencies maintain the right to make SBIMT members available or unavailable based on departmental needs.

2.4 Workers Compensation for Team Members

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Team members must function in the course of employment and be covered for workers compensation insurance through their sponsoring agency.

2.5 Cost Recovery – Reimbursement

The costs associated with deployment of personnel for SBIMT training, meetings and incident response will be the primary responsibility of the team member's primary employer. Where reimbursement may be available, each participating agency will be required to seek reimbursement utilizing local agency policy and procedures. It is expected that each participating agency will incur some level of unreimbursed expense as a result of their personnel participating as members of the SBIMT.

2.6 Equal Opportunity and Non Discrimination

It is the firm policy of SBIMT that every person involved with training, exercising, activation, or deployment of the Team in any way shall be free of any type of harassment or discrimination for any reason, including, but not limited to, that person's race, national origin, religion, age, gender (sex), gender identity, or sexual orientation. The SBIMT policy is "zero tolerance" for any such harassment or discrimination. In the case of a disability covered under the Americans With Disabilities Act, the knowledge and skill prerequisites, identified by the Department of Homeland Security, US Fire Administration, National Fire Academy, the National Incident Management System Integration Center (NIC), and the National Credentialing System are considered to be the Essential Job Functions that apply to the Team positions identified in this document. Incident Commanders will permit and encourage full participation of disabled people by making reasonable accommodations where such accommodations allow a team member to perform these Essential Job Functions and fully meet training course and/or exercise objectives without placing other team members in danger of injury or death.

The SBIMT Committee is responsible for the overall team demeanor and conduct. Team members in supervisory positions are responsible for team demeanor and conduct during team meetings, training and when deployed and/or operational. It is their responsibility to adhere to this policy and to insure that all personnel under their supervision comply with this section at all times. The SBIMT Committee and the management team are expected to take every opportunity to actively promote tolerance and acceptance of diversity.

Failure to adhere to this policy shall be considered a serious offense. If subsequent investigation substantiates a team member's failure to do so, he/she may be subject to removal from the Team. All potential disciplinary issues will be referred to the primary employer for investigation and follow-up.

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2.7 Disciplinary Action

In the event that the Incident Commander requests sanctions or other disciplinary actions against a team member(s), the issue will be referred to the team member's primary employer.

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Section 3

Team Structure and Responsibilities

3.1 **“Full Team:” Long Team Configuration**

Each SBIMT will consist of trained personnel from agencies throughout Santa Clara, Santa Cruz, and San Mateo Counties. In alignment with the NIMS Type 3 All Hazard IMT composition with additional identified needs, the SBIMT shall roster the following positions as the Long Team Configuration for full team activations. In parentheses, the CICC3 or CalFire 4039 qualification is listed. The IC may choose to fill a role with a trainee or Technical Specialist (THSP).

1. Incident Commander (ICT3)
2. Deputy Incident Commander (ICT3)
3. Safety Officer (SOF3 or SOFR)
4. Public Information Officer (PIO3 or PIOF)
5. Liaison Officer (LOFR)
6. Operations Section Chief (OSC3)
7. Deputy Operations Section Chief (OSC3)
8. Deputy Operations Chief, Law Enforcement (OSC3 or LELO*)
9. Staging Area Manager (STAM)
10. Planning Section Chief (PSC3)
11. Deputy Planning Section Chief (PSC3)
12. Resources Unit Leader (RESL)
13. Situation Unit Leader (SITL)
14. Geographic Information Systems Specialist (GISS)
15. Training Specialist (TNSP)
16. Logistics Section Chief (LSC3)
17. Communications Unit Leader or Incident Comm. Tech (COML/COMT)
18. Facilities Unit Leader (FACL)
19. Supply Unit Leader (SUPL)
20. Medical Unit Leader
21. Finance Section Chief (FSC3)

*-LELO, Law Enforcement Liaison Officer has been created by CalFire as part of their IMTs to support the Law Enforcement operational objectives. This position works closely with the Operations Section Chief and functions in the same way as a Deputy Operation Chief.

3.2 **Short Team Configuration: “Advance Team”**

The Advance Team will consist of the IC, Deputy IC, Public Information Officer, Safety Officer and the Sections Chiefs or an alternate for Plans, Operations and Logistics. The purpose of the Advance Team is to respond directly to the incident command post and assess the needs of the incident with

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the Incident IC. The Advance Team will determine the need for the rest of team to respond based upon the identified resource needs of the incident.

The positions filled on the Team are incident driven and may vary depending on the complexity and need of the incident.

3.3 Emergency Management Assistance Compact (EMAC) Deployments

For out-of-state deployments, the team will deploy no more than 20 members. The 20-member team will be configured as follows:

- IC 1
- Deputy IC 1
- Public Information 1
- Liaison Officer 1
- Safety Officer 2
- OSC 3 (Fire and Law)
- PSC 5 (PSC3 X2, RESL, SITL, GISS)
- LSC 5 (LSC, COML/T, FACL, SUPL, MEDL)
- FSC 1

Incident Commanders may adjust the roster based on the needs of the mission and as approved by the requesting jurisdiction.

3.4.1 Command & General Staff Positions/Responsibilities

Position responsibilities are defined in the Field Operation Guide (FOG), FIREScope 420-1. Additional responsibilities are defined in this section.

3.4.2 Incident Commander:

SB IMT Committee:

SBIMT IC will be responsible to implement the direction of the SB IMT Committee. The SB IMT IC(s) have administrative management for the SB IMT in 4 areas;

- 1) *Administrative:* Works with the Plans Section Chief Lead and manage the team roster, attendance at meetings and trainings, meeting agendas and minutes and reporting to the County Fire Chiefs.
- 2) *Equipment:* Works with the Logistics Section Chief Lead and has management oversight on all issued equipment, assures team member and agency equipment agreements are in place and available.

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- 3) *Succession Planning and Training*: Works with Command and General Staff to identify training and qualification objectives. Manages all training and exercise curriculum development and instruction.
- 4) *Activation & Communication*: Works with the Santa Clara County Emergency Communications Center staff to ensure the activation system is accurate and timely and all Center staff are properly trained.

Incidents or Planned Events:

The SBIMT IC is responsible for the management of the team members in accomplishing the goals and objectives that will mitigate the incident in the most-safe and cost effective manner possible.

When requested for an incident or planned event, the Incident Commander is responsible to determine whether a full or partial activation of the team is needed with the help of the Advance Team.

When responding to an incident, the IC assists the on scene Incident Commander in unified command or as a Deputy IC with all incident activities including the development and implementation of strategic decisions and approving the ordering and releasing of resources. With IC or agency administrators, conducts an incident complexity analysis and discusses the result to identify necessary levels of support; typical incident complexity factors include:

1. Threat to life, property, and the environment
2. Extent or severity of damage or harm
3. Need for 24-hour staffing
4. Length of expected deployment periods
5. Impact to the population
6. Geographic extent of the incident
7. Organizational complexity and number of jurisdictions involved
8. Availability of local resources
9. Political, social, and economic sensitivities
10. Level of public and media attention

In the absence of any Command and General Staff positions, the IC shall ensure the responsibilities as defined in this section as met as appropriate.

3.4.3 Deputy Incident Commander:

Assists the IC in areas of responsibility, acts in the capacity of the IC in his/her absence; fills the Planning/Ops function if assigned. Based on mission-profile, Deputy Incident Commanders may be assigned the following responsibilities:

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- Ensure that all daily time recording documents, including ICS-214's, F-33, F-42, and F-78's, are completed, copied and filed for team members.
- Meet, negotiate, cooperate, and collaborate with agencies and/or personnel responsible for the reimbursement of the team and its members.
- Act as the CAL OES representative for the team.
- Develop transition planning documents.

3.4.4 Information Officer:

Coordinates with requesting agency's IC and/or PIO to ensure coordinated and appropriate public information is produced by incident. Coordinates with activated EOCC's PIO or SBIMT LOFR to ensure EOCC and incident PIO messages are consistent and coordinated.

3.4.5 Safety Officer:

Coordinates with requesting agency's IC, Operations and/or incident Safety Officer to ensure risk assessment and accountability are complete for incident. Works with on scene incident personnel to develop ICS 215A for next operational period.

3.4.6 Liaison Officer:

Coordinates with EOCC(s), if activated, and establishes POC for incident between IMT and EOCC(s). Works to identify cooperating and assisting agencies. May need to assist Operations with coordination for Law Enforcement activities directed by EOCC operations or local jurisdictions. Communicate to incident potential impacts from EOCC operations or from assisting and cooperating agencies.

3.4.7 Operations Section:

Establish contact and obtain briefing from current incident IC or Operations. Confirm operational period start time and duration. Complete ICS 215 for next operational period. Coordinate annual team training and exercises.

3.4.8 Plans Section:

Assist SB IMT IC with activation and confirmation of response of activated SB IMT members. Establish accountability of resources on incident. Ensure adequate resources are ordered for next operational period to meet objectives of incident and support of Command and General Staff. Develop IAP for next operational period. Basic IAP should contain ICS 202, 203, 204s, 205, 206, Safety Message and incident and travel maps. Gather 214s from off going resources if possible.

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3.4.9 Logistics Section:

Work with on scene IC or agency to establish ordering procedures, communications plan and medical plan for next operational period. Determine facility and supply needs for incident. Work with requesting agency to ensure agency resources are used, if feasible. Establish and implement incident ordering procedures to include entry of team overhead into resource status system. Coordinate with Plans to ensure orders are placed to staff IAP for next operational period. Determine appropriate vendors or alternate agency resources for facility and supply needs. Responsible for all assigned team equipment and agency agreements regarding assigned equipment.

3.4.10 Finance Section:

Confirm with requesting agency/incident IC and SB IMT IC, applicable agreements and complete FMAG if appropriate. Work with CAL OES Fire & Rescue as assigned by IC. Work with agency and Logistics to establish procurement procedures for incident needs. Tracks incident costs.

3.4.11 Other Considerations:

The following should be considered depending on the type of request, incident or planned event. These may apply or be assigned to any Command & General Staff member as appropriate:

1. Determine logistics for deploying team, such as security, lodging, transportation, and meals, prior to deployment
2. Establish work shift schedules as needed for operational periods.
3. Consider duration of the deployment and project staffing needs for team relief or replacement, as well as team member overlap to allow for smooth operational transition.
4. Establish the need for specialty capabilities, such as effective response to hazardous materials, law enforcement events or any type hazard or operational need.
5. SBIMT authority may need authorization from the requesting jurisdiction or agency, such as a Delegation of Authority, Letter of Direction, or Mission Assignment. As an incident grows geographically and in number of jurisdictions, the IMT should ensure that appropriate authorizations are in place.
6. Maintain communication with agency having jurisdiction to discuss IMT responsibilities and authority throughout the incident.
7. Consider the need to temporarily expand SBIMT capabilities by adding deputies or Technical Specialists in any multidisciplinary group representing law enforcement, public health and medicine, EMS, and other fields
8. Consider ordering the closest available resource to manage expanding incidents until they can transition management to a higher capability team
9. Evaluate and understand the tactical capabilities available through the AHJ, such as hazardous materials response or technical rescue teams, and order these resources separately if not available

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10. Evaluate and collaborate with other incident command structures and other coordinating entities, such as Federal, state, tribal, territorial, and local governments; EOC; Multiagency Coordination (MAC) Groups; and Joint Information Systems (JIS)
11. Determine with agency having jurisdiction the process for ordering, tracking, and managing resources; tracking and managing personnel hours; ensuring adequate personnel accountability; ensuring personnel safety and welfare; managing contracts and Memorandums of Understanding (MOU); and managing communications processes and equipment.

3.5 Meetings and Briefings

- **Incident In-Briefing with Agency Administrator/IA Incident Commander:** Initiated by SBIMT Incident Commander and requesting agency/IA Incident Commander, who may meet one-on-one prior to full team meeting. The briefing may include questions and answers. The briefing is to be facilitated by Plans Section Chief following standard briefing format. The Plans Section Chief will get copies of resource orders, pertinent maps, and any Delegation of Authority if warranted. In consultation with the initial attack IC, the Incident Commander will establish time for assuming command of the incident.
- **Command and General Staff Meetings:** Attended by Command and General Staff, this meeting's purpose is to review key decisions and objectives while discussing key actions and information relevant to incident and preparing for Planning Meeting.
- **Planning Meetings:** Purpose is to review and validate the Operational Plan as proposed by the Operations Section Chief. Safety Officer will provide briefing as well. All Command and General Staff will communicate support or objections to the plan the IC having responsibility of the plan's approval. This is not media briefing.
- **Special Meetings:** The need for additional meetings or briefing in support of incident objectives will be determined by Incident Commander or designee. (Area Command, Agency Administrator, Cooperators meetings, Media conferences, etc.)
- **Debriefing with Agency Administrator:** Team debriefing with to transition to local agency(ies).

Notes: Times are set by Incident Commander; attendance is not optional. Meetings start at announced time regardless of who is missing. Plans Section Chief will communicate times and required attendees, while facilitating and documenting all meetings.

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Section 4

Training

4.1 General

It is the objective of the SB IMT to develop fully qualified and competent personnel in all positions with sufficient depth to ensure sustainability and availability of the IMT.

All SBIMT members will be required to have certification consisting of ICS-200, ICS-300, ICS-400, NIMS IS-700, IS-800 and any of the following: O-305 or S-420 or Cal Fire 4039 equivalent class.

All SBIMT members will receive position specific aligned with the CAL OES CICCS Qualification Guide or Cal Fire 4039 to fill one or more of the positions as defined in Section 5. Furthermore, periodic refresher training on relevant position tasks, subjects, or skills, will be determined as needed for effective incident command environments.

4.2 Training and Qualification Requirements

All SBIMT members are required to complete all course work in section 3.1. Members should refer to the CICCS Qualification Guide or Cal Fire 4039 for details. All required course work must be completed within 24 months of appointment to the SBIMT team. Individuals who do not possess the required initial classes will be considered trainees for up to 24 months. If upon 24 months the required training classes have not been completed, individuals will be released from the SBIMT team. Concurrently, position task books (PTBs) should be completed as feasible and opportunities arise.

4.3 Annual Training and Continuing Education

The SBIMT will host at least two events annually; one team meeting/training and one exercise. To maintain membership in good standing on the SBIMT, all team members must attend a minimum of one team event each calendar year and participate in a minimum of one team exercise every two years. Members are encouraged to attend all events each calendar year.

- Each team member is responsible for attending training classes or exercises provided/required by the SBIMT.
- There will be a minimum of one exercise scheduled annually. The annual Santa Clara County wildland exercise will be scheduled in the late spring. In addition, an all risk exercise may be scheduled in the fall or winter. Team meetings/trainings will be scheduled in the winter.

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4.4 Maintenance of Training Records

The SB IMT Committee shall approve the system of documentation of certifications and qualifications for SB IMT members. The Training Specialist(s) for the SB IMT3 shall be responsible to maintain copies of the certifications and qualifications of all members and make available to the SB IMT Committee, SB IMT IC or Plans Section Chief as requested.

Each agency and SB IMT member is expected to maintain its own copies which may be requested by the SB IT Committee designee at any time. Qualified ICS positions will be listed on the XSC Operational Area website under the SBIMT heading.

4.5 Position Certification / Qualification “Red Cards”

The following is required to be all SBIMT members:

1. Fire Chief or sponsoring agency endorsement.
2. Issued Red Card with current status of qualifications and trainee status. If SB IMT is approved to join team as Technical Specialist, the Red Card shall List: “Technical Specialist (THSP) for SB IMT” under qualifications.
3. Initial completion of SBIMT required ICS and position related courses for requested position as defined by Section 3.1, **or** Qualified or trainee in the position or higher as identified Section 2.4 **or** Approved as Technical Specialist and working towards completing training..

4.6 Orientation Training

Upon acceptance onto the team, all new members will meet with a (lead) section member (to be designated by an IC) in their assigned section at the earliest mutually convenient time. They will review this Policies and Procedures Manual, general team practices, and Section-specific topics.

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Section 5

Activation Procedure

5.1 Responsibilities and Procedures

The following activation procedures are established for the SBIMT and address the responsibilities of incident commanders, dispatch centers, agencies, duty chiefs and SBIMT members.

1. Incident Commanders – Requesting Agency
 - a. Request the SBIMT or additional overhead assignments of an incident any time there is a need for assistance in the command and general staff organization, as a mutual aid resource, via their dispatch center.
 - b. Provide reporting location and time, if not initial attack or immediate need, for overhead/SBIMT response.
 - c. Turn on cell phone and prepare for call from SBIMT representative or IC.
 - d. Attend or assign designee to provide update at SBIMT initial briefing.
2. Agency Dispatch Centers - Requesting Agency
 - a. When acting as Communications for the requesting IC's agency, follow agency procedures for notification of duty chief for overhead and SBIMT activations.
 - b. Upon approval by duty chief or department procedure, contact the Operational Area's Communications Center and provide the following incident details:
 - i. Request detail: SBIMT or specific overhead position(s) requested
 - ii. Type/nature of incident
 - iii. Reporting location
 - iv. Reporting time, if not initial attack or immediate need
 - v. Cell # of current IC
 - vi. Frequency assignments
 - Travel frequency
 - Command frequency
 - Tactical frequency
 - vii. Master Mutual Aid request unless specified otherwise by Duty Chief.
 - viii. Thomas Brother Map location
3. Operational Area Communications Centers – XSCC/XCZ/XSM
 - a. Requests for SBIMT and incident details will be referred to Santa Clara County Communications (XSCC) for activation and paging.
 - b. Notify Operational Area Duty Chief
 - c. If a full team activation is not needed, requests for specific overhead positions may be referred to XSC Communications and the SBIMT using same process.

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4. Santa Clara County Communications (XSCC)
 - a. Maintain database of phone numbers and cell service providers for all SBIMT members.
 - b. Initiate a REDNET broadcast to all XSC dispatch centers for any SBIMT overhead activation requests.
 - c. Notify SBIMT representative with incident details.
 - d. Contact San Mateo County Public Safety Communications (XSMC) and Santa Cruz County Communications Center (XCZC) (CAL FIRE Felton ECC), advising them of the activation requests and incident details.
 - e. Notify all SBIMT members of activation by approved messaging system.

5. SBIMT Members
 - a. Provide SBIMT manager or designee updates to cell phone number and provider to ensure ability to receive activation messages.
 - b. Regardless of planned availability, members will, upon receipt of activation message use the SBIMT shared status system (i.e. IMAS) to indicate their availability for immediate deployment. Positive contact and confirmation is critical for the IC to staff the team needs effectively and efficiently. Note: assignments will begin by IC or designee 30 minutes after initial activation message by XSC Communications.
 - c. Use SBIMT's adopted message board (i.e. What's App) for internal team communications.
 - d. When contacted and assigned by SBIMT IC or designee for deployment respond as directed.
 - e. When the SBIMT are on an extended deployment (greater than one 12-hour Operational Period) any remaining team members not assigned should keep their status updated on the shared system status (i.e. IMAS). This database will be used by the SBIMT to fill ongoing needs of the team during its deployment.
 - f. Note: individual departments may establish policies and procedures related to other notifications and logistical support of activations.

6. Duty Chiefs
 - a. Ensure contact information on shared resource status system (i.e. IMAS) used by Operational Areas is updated daily.
 - b. Provide input and be available as needed to Operational Area Coordinator and SBIMT representative during activations.
 - c. Each agency's duty chief shall have the discretion to approve for assignment those SBIMT members who are available for deployment. When approving for deployment, the shared status system (i.e. IMAS) shall be updated to reflect this approval.
 - d. Incident notes and overhead assignments will be available on the shared status system when they are made by SBIMT IC or designee.

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- e. When agency is making request for SBIMT, that agency's duty chief or designee should attend the initial briefing with the SBIMT and the final debriefing when command is transitioned back to the local jurisdiction.

7. SBIMT Manager/Incident Commander

- a. Establish 24-hour coverage and alternate with contact information updated daily on shared resource status system (i.e. IMAS).
- b. Shared incident details as relayed by XSC Communications on SBIMT's message board (i.e. What's App).
- c. Contact requesting agency's Incident Commander or Agency Administrator for initial phone briefing and to determine the SBIMT needs.
- d. Establish and direct Plans Section Chief for assistance during activation.
- e. Based on the needs of the requesting agency, will designate an Advanced Team, Full Team or specific overhead to respond to the incident, ICP, or designated rendezvous location.
- f. Make team assignments and update incident's notes on shared status system (i.e. MARS) starting 30 minutes after XSC Communication activation message.
- g. Upon arrival at the incident, determines the position needs of the team with the assistance of the Advanced Team and requests members to respond for the current or next operational period.
- h. Note: In addition to qualifications, assignments to positions will take into consideration location of incident and inclusion of multiple agencies. Typically, but not necessarily always, approved personnel from closer agencies to the incident will be assigned.

5.2 Agency Guidelines for Requesting SBIMT or additional overhead

The following are guidelines for agencies to request the SBIMT or additional overhead:

1. Multiple operational periods.
2. EOC activations.
3. Significant public information impact.
4. Extended logistical support needed.
5. Published Incident Action Plan needed.
6. Greater alarm/complex incidents.

5.3 SBIMT Staging

The Advance Team Plans Section Lead will identify a location of a staging area for the responding team members to report to prior to activation. All arriving team members will report to the team staging area for check in and team assignments. This staging area will be separate and apart from the incident staging area established by the incident IC.

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5.4 Monthly Activation Test

On the first Sunday of every month, Santa Clara County Communications shall conduct a test of the activation messaging system. The purpose of the test is for SBIMT members to confirm receipt of messages. No other action is needed on behalf of agency dispatch centers or duty chiefs. Any member who fails to receive the test message shall contact the SBIMT Manager.

The SBIMT Manager and Operational Area Coordinators may add additional exercises or purposes to the test as deemed appropriate.

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Section 6

Personal Protective Protocols / Safety

Safety is the primary objective at any incident. It is everyone's responsibility to assure that all operations associated with their section, branch, division or group is performed safely.

The SBIMT IC, with the assistance of the Safety Officer, will designate the level of personal protective equipment which shall be utilized by team members from the specific hazards they are likely to encounter.

6.1 Personal Protective Equipment

Team members shall respond in a recognized Class B uniform or approved team attire. Structural and wildland turnouts with the appropriate equipment; i.e. boots, gloves, passport, etc. may be required for the positions filled. Personnel Protective Equipment (PPE) is mandatory for everyone in the operational area. This includes SBIMT members and overhead staff. Assure all personnel assigned to your section, branch, division or group is wearing the proper PPE.

6.2 Identification

Command and General Staff vests will be worn to assist in SBIMT recognition when appropriate.

6.3 Emergency Response

The SBIMT IC will indicate the mode of response upon notification.

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Section 7

Incident Reporting / Documentation

7.1 **Incident 214 Forms**

All SBIMT responders shall maintain an ICS-214 form for the duration of the incident activation. All significant and reportable actions shall be included on the form.

7.2 **Incident Evaluation 225 Forms**

At the conclusion of each incident, evaluation forms (ICS-225) shall be filled out by the appropriate Command or General Staff member for all team members or trainees who responded to the incident.

7.3 **CICCS or Cal Fire 4039 Task Books**

Completed task books are not required for participation on the SBIMT. Task book completion is encouraged as the SB IMT works towards qualification of all rostered members. Competencies in task books and final qualification can only be completed by qualified personnel in the task book position. The Training Specialist can facilitate or assist identifying a qualified person and with review of documentation. Personnel should not wait until after the incident or planned event to identify an evaluator.

7.4 **SBIMT Post Incident Report**

The assigned SBIMT Incident Commander will complete a post incident report which will include a lessons learned component, and will be distributed to be sent to all SBIMT members as well as participating Fire Chiefs Associations.

7.5 **Semi Annual Fire Chiefs Association Report**

Semiannually, the SBIMT Team Coordinator, or their designee, will provide a report and update to the SBACFC or Santa Clara County, Santa Cruz County, and San Mateo County Fire Chief Associations. The report will include a general overview of the team including the training and activations of the previous 6 months.

7.6 **Expense Claim Guidelines and Instructions**

All team members shall be responsible to provide for their own finances for the duration of any incident. Exceptions: Airline tickets, rental vehicles, hotel rooms, and other group purchases, which may be authorized by the IC or their designee.

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A copy of the hotel statement and proof of payment is required reflecting a “0” balance at check-out. Upgrades from the standard room rate are at an individual’s own expense. No miscellaneous expenses will be paid for the incident.

Members shall pay for meals and other expenses as individuals. Meals taken in lieu of meals provided as part of a sponsored event are not reimbursable. Meals and lodging expenses will be reimbursed at the local per diem rate, which may vary widely from state-to-state and agency-to-agency.

Receipts are mandatory. Copies must be kept by the individual and attached to any claim form. This includes copies credit card receipts.

Members with any doubts about the reimbursement of a purchase should contact the IC or home agency prior to incurring the expense.

South Bay Area Incident Management Team Charter, Policy and Procedures

Section 8

Signatures

The undersigned California Emergency Management Agency (CAL-EMA) Operational Area Coordinators and the Region II Coordinator hereby warrants and represents that they are duly authorized to enter into and execute this East Bay Incident Management Team (EB-IMT) Policy and Procedures agreement on behalf of each County Fire Chiefs organization, each Operational Area and Cal-EMA Region II.

For XSC Operational Area:

Tony Bowden – XSC Operational Area Coordinator

Dated: _____

For XCZ Operational Area:

Ian Larkin – XCZ Operational Area Coordinator

Dated: _____

For XSM Operational Area:

Ron Myers – XSM Operational Area Coordinator

Dated: _____

For Cal OES Region II:

David Rocha – Cal OES Region II Coordinator

Dated: _____