

## **Appendix A**

### **Sample MOU**

**MEMORANDUM OF UNDERSTANDING  
ALL-HAZARD INCIDENT MANAGEMENT TEAM**

This Memorandum of Understanding ("MOU") is entered into on this \_\_\_ day of \_\_\_\_\_, 2010, by the following stakeholders: and any other stakeholder who may lawfully join from time to time as will be reflected by an assigned numbered signatory page that will become an addendum to this MOU (collectively "the Stakeholders").

**WITNESSTH**

WHEREAS, the Stakeholders have devised the \_\_\_\_\_ All-Hazards Incident Management Team (AHIMT), which is an all-hazard approach to managing incidents or supporting Incident/Unified Commands with personnel trained and qualified in the National Incident Management System (NIMS)/Incident Command System (ICS) and specific ICS positions. An AHIMT provides support to an Incident Commander by performing Incident Command System (ICS) functions as required by the incident kind, type and complexity. They relieve the Incident Commander of the burden of performing all ICS functions so he/she can focus on Operations. The emphasis is on working together to implement and achieve the NIMS Implementation Objectives of Command and Management at the scene of a major emergency/incident, disaster, or catastrophe.

WHEREAS, the membership of the AHIMT needs to be multiagency, multidiscipline, and regional in nature, its membership will be drawn from \_\_\_\_\_ which includes \_\_\_\_\_. Other jurisdictions from outside this area may participate.

WHEREAS, there is no designated funding for the AHIMT, Homeland Security Grant Program funds may be used to purchase equipment, materials, and supplies that are on the US Department of Homeland Security (USDHS) Authorized Equipment List (AEL) and Standardized Equipment List (SEL) for the AHIMT. Personnel costs are borne by the AHIMT members' parent organization.

WHEREAS, any reimbursement would be consistent with mutual aid agreements or the Intrastate Mutual Aid Compact, the AHIMT may provide assistance without charge or cost if it so chooses. If there is a Presidential Disaster Declaration for a major emergency/incident, disaster, or catastrophe and the AHIMT deployed for that incident/disaster, then the AHIMT may seek reimbursement in accordance with Federal Emergency Management Agency reimbursement policies.

WHEREAS, an AHIMT will provide support to an Incident/Unified Command, the AHIMT will not take over incident command and management from the agency having jurisdiction (AHJ) unless the AHIMT receives a Delegation of Authority from the AHJ. Otherwise, responsibility for incident command and management remains with the AHJ, therefore liability remains with AHJ.

WHEREAS, an AHIMT needs oversight, a multiagency, multidiscipline, Oklahoma AHIMT Oversight Committee has been formed from amongst stakeholders to ensuring that qualified individuals comprise the AHIMT membership and to develop and maintain the AHIMT Team Manual.

WHEREAS, an AHIMT needs a governance document, the AHIMT Oversight Committee will develop a Team Manual for the AHIMT.

WHEREAS, an AHIMT needs a Host Agency, the stakeholders agree that \_\_\_\_\_ will be the Host Agency for the AHIMT and provide coordination, administrative, and logistical support.

**MEMORANDUM OF UNDERSTANDING**  
**ALL-HAZARD INCIDENT MANAGEMENT TEAM**

WHEREAS, an AHIMT needs a Point of Contact (POC) to handle requests and dispatch the team, the stakeholders agree that \_\_\_\_\_ will be the POC for the AHIMT.

WHEREAS, and all stakeholders who may lawfully join the AHIMT from time to time as will be reflected by an assigned numbered signatory page that will become an addendum to this MOU, each agree to use their respective best initiatives to participate in, utilize, and/or cooperate with the AHIMT.

NOW, THEREFORE, the Stakeholders hereto, in consideration of the premises set forth above, agree and consent that they will each cooperate, support, collaborate, administer, perform, and otherwise work together in developing and deploying the All-Hazards Incident Management Team (AHIMT).

**MEMORANDUM OF UNDERSTANDING  
ALL-HAZARD INCIDENT MANAGEMENT TEAM**

**SIGNATORY PAGE**

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**MEMORANDUM OF UNDERSTANDING  
ALL-HAZARD INCIDENT MANAGEMENT TEAM**

**SIGNATORY PAGE**

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## **Appendix B**

### **Sample AHIMT Team Manual Table of Contents**

**Anywhere Oklahoma All-Hazard Incident Management Team**  
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## **Appendix C**

### **Sample Letter of Commitment**



***Letter of Commitment for Applicants***  
***Oklahoma All-Hazards Incident Management Teams***

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

\_\_\_\_\_ (Applicant's Participating Agency Head)

Agree to the following:

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

- Membership to an AHIMT is voluntary and as such Applicant and/or Participating Agency will receive no compensation from the State of Oklahoma or the Oklahoma Office of Homeland Security. In addition, the Applicant will not be entitled to overtime pay, other than that normally allowed by the Participating Agency, while participating in any training, deployment, drill, and/or exercise activity sponsored through the AHIMT program.
- Applicant will not suffer any loss of pay, rank, leave time, or opportunity while participating in any training, deployment, drill, and/or exercise sponsored through the AHIMT program. The Applicant will be granted time off, or equivalent, for the duration of the event. The Participating Agency may seek reimbursement from Federal or State agencies to recoup expenses involved in the support of the Applicant provided within the scope of disaster activation.
- Applicant and Participating Agency understand that if accepted to serve as a member of an AHIMT, the Applicant may be deployed for a period of up to sixteen (16) days. Length of deployment will depend on incident type, but Participating Agency must anticipate the maximum duration.
- Applicant and Participating Agency understand that the period of commitment will be two (2) years in length. Commitments will be renewed annually upon mutual agreement of both the Applicant and the Oklahoma AHIMT Oversight Committee on or before 30 September.

<b>Applicant</b>	<b>Participating Agency</b>
Printed Name	Printed Name – Participating Agency Head or Designee
Signature	Signature
Date	Date

## **Appendix D**

### **Sample Application**

**CHECKLIST**  
**ALL-HAZARD INCIDENT MANAGEMENT TEAM APPLICATION AND SELECTION PROCESS**

	Letter of Commitment from Authorizing Organization
	AHIMT Application
	Professional Resume <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe your career experience</li> <li><input type="checkbox"/> Describe your ICS experience in an ICS team leader, unit leader, general staff, or command staff position <ul style="list-style-type: none"> <li><input type="checkbox"/> List events, actual or exercises; include the date, location, type of incident, and ICS position/function performed.</li> </ul> </li> <li><input type="checkbox"/> Describe your experience with the ICS planning process and development of an Incident Action Plan and/or Incident Briefing Form (ICS 201).</li> <li><input type="checkbox"/> Describe your training and professional development including all NIMS/ICS related training courses.</li> </ul>
	Three letters of professional reference <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter #1</li> <li><input type="checkbox"/> Letter #2</li> <li><input type="checkbox"/> Letter #3</li> </ul>
	Skills and Experience <ul style="list-style-type: none"> <li><input type="checkbox"/> ICS 214 – Unit Log</li> <li><input type="checkbox"/> Position Task Books</li> <li><input type="checkbox"/> Incident Action Plan (IAP)</li> <li><input type="checkbox"/> ICS 201 – Incident Briefing Form</li> </ul>

## **APPLICATION AND SELECTION PROCESS**

### **1. LETTER OF COMMITMENT**

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

### **2. AHIMT APPLICATION**

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

### **3. RESUME & LETTERS OF REFERENCE**

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

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

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

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

### **4. SKILLS AND EXPERIENCE**

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

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

### **5. INTERVIEW (Optional)**

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

<b>All-Hazards Incident Management Team</b> <b>Application</b>		New Member AHIMT Date of Application ____/____/____	
1. Applicant's Name		2. Social Security Number (Last 4 Digits only)	
3. Mailing Address City _____ State _____ Zip _____		4. Authorizing Organization	
5. Phone Contacts Home _____ Mobile _____ Work _____		6. E-mail Address	
7. Current Position with your Authorizing Organization  <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (less than 40 hrs./week) <input type="checkbox"/> Volunteer		8. Are you a U.S. Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	
9. Position(s) to be considered: Please check the positions you are applying for.  <input type="checkbox"/> Incident Commander (IC) <input type="checkbox"/> Operations Section Chief (OSC) <input type="checkbox"/> Planning Section Chief (PSC) <input type="checkbox"/> Logistics Section Chief (LSC) <input type="checkbox"/> Finance/Admin. Section Chief (FSC) <input type="checkbox"/> Intelligence/Investigations Section Chief <input type="checkbox"/> Safety Officer <input type="checkbox"/> Public Information Officer <input type="checkbox"/> Liaison Officer <input type="checkbox"/> Resource Unit Leader <input type="checkbox"/> Situation Unit Leader <input type="checkbox"/> Communications Unit Leader <input type="checkbox"/> Supply Unit Leader <input type="checkbox"/> Medical Unit Leader <input type="checkbox"/> Food Unit Leader <input type="checkbox"/> Staging Area Manager		Have you completed an ICS Position Task Book (PTB) for this position?  Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
9a Have you served in the position(s) checked above at an actual incident? Yes <input type="checkbox"/> No <input type="checkbox"/> Have you served in an ICS command or general staff position on a Type 3 Incident? Yes <input type="checkbox"/> No <input type="checkbox"/> How many years of ICS experience do you have? _____			
9b Are you credentialed as an ICS command staff, general staff, or unit leader? Yes <input type="checkbox"/> No <input type="checkbox"/> Have you ever produced an Incident Action Plan at an incident? Yes <input type="checkbox"/> No <input type="checkbox"/> Have you ever used T-cards? Yes <input type="checkbox"/> No <input type="checkbox"/>			
9d Do you have training and experience working with computers and computer software? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have experience with WebEOC? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have experience with ICS software such as I Suite? Yes <input type="checkbox"/> No <input type="checkbox"/>			
9e Are you, or have you been, a member of a Type 4 Incident Management Team? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you, or have you been, a member of a Type 3 Incident Management Team? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Have you ever been arrested? Yes ☐ No ☐ If yes, explain including the charges and disposition of the case.

The following items listed below are the minimum training requirements for the AHIMT Program

☐ ICS-100      Date      Agency

☐ ICS-200      Date      Agency

☐ ICS-300      Date      Agency

☐ ICS-400      Date      Agency

☐ IS-700      Date      Agency

☐ IS-701      Date      Agency

☐ IS-800      Date      Agency

Other ICS training you have completed

Course Title	Hours	Date	Agency
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Course Title	Hours	Date	Agency
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Course Title	Hours	Date	Agency
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Course Title	Hours	Date	Agency
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Course Title	Hours	Date	Agency
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Indicate other areas of experience or professional qualifications:

☐ Fire Department

☐ EMS Provider

☐ Law Enforcement

☐ Medical Professional (M.D./R.N., etc)

☐ Administration / Staff Support

☐ Construction / Engineering

☐ Budget / Finance

☐ Support Services / Supply

☐ Military

☐ Emergency Management

☐ Public Works

☐ Non-Governmental Organization

☐ Other \_\_\_\_\_

SIGNATURE PAGE

Applicant – I, \_\_\_\_\_, certify that the information recorded on this application is true and correct. If selected, I agree to comply with all AHIMT requirements and training programs as identified by the Oklahoma Office of Homeland Security.

I, \_\_\_\_\_ understand by signing this application that the  
Authorizing Organization Head  
\_\_\_\_\_ is responsible for any and all claims of injury,  
Authorizing Organization

Illness or death of the above applicant related to the AHIMT Program and AHIMT deployment.

\_\_\_\_\_ waives all claims against the State of Oklahoma,  
Authorizing Organization

The Oklahoma Office of Homeland Security, the Oklahoma AHIMT Advisory Committee, or the sponsoring agency for any loss, damage, personal injury, or death occurring as a consequence of training or response, related to the AHIMT Program and AHIMT deployment.

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\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorizing Organization Head Signature

\_\_\_\_\_  
Date



## **Appendix E**

### **ICS Position Responsibilities**

## **Common Responsibilities of all Team Members**

The following is a checklist applicable to all ICS personnel:

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

## **Unit Leader Responsibilities**

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

1. Participate in incident planning meetings as required.
2. Determine current status of unit activities.
3. Confirm dispatch and estimated time of arrival of staff and supplies.
4. Assign specific duties to staff and supervise staff.
5. Develop and implement accountability, safety and security measures for personnel and resources.
6. Supervise demobilization of unit, including storage of supplies.
7. Provide Supply Unit Leader with a list of supplies to be replenished.
8. Maintain unit records, including Unit/Activity Log (ICS Form 214).

## **INCIDENT COMMANDER (ICT 3/ICT 4)**

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

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

## **SAFETY OFFICER (SOF)**

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations. Having full authority of the Incident Commander, the Safety Officer can exercise emergency authority to stop or prevent unsafe acts. Only one Safety Officer will be assigned for each incident. The Safety Officer may have Assistant Safety Officers as necessary, and the Assistant Safety Officers may also come from assisting agencies or jurisdictions as appropriate. Assistant Safety Officers may have specific responsibilities such as air operations, urban search and rescue, hazardous materials, or for specific geographic or functional areas of the incident.

1. Review Common Responsibilities (See above).
2. Participate in planning meetings.
3. Identify hazardous situations associated with the incident.
4. Review the Incident Action Plan for safety implications.
5. Exercise emergency authority to stop or prevent unsafe acts and communicate such exercise of authority to the Incident Command.
6. Investigate accidents that have occurred within the incident area.
7. Assign Assistant Safety Officers as needed.
8. Conduct and prepare an Incident Safety Analysis (ICS Form 215) as appropriate.

9. Initiate appropriate mitigation measures, i.e., Personnel Accountability, Incident EMT's, Rapid Intervention Team, etc.
10. Develop and communicate an incident safety message as appropriate.
11. Review and approve the Medical Plan (ICS Form 206).
12. Review and approve the Site Safety and Control Plan (ICS Form 208) as required.
13. Maintain Unit/Activity Log (ICS Form 214)

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

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

1. Review Common Responsibilities (See above).
2. Determine from the Incident Commander if there are any limits on information release.
3. Develop material for use in media briefings.
4. Obtain Incident Commander's approval of media releases.
5. Inform media and conduct media briefings.
6. Arrange for tours and other interviews or briefings that may be required.
7. Obtain media information that may be useful to incident planning.
8. Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
9. Assign Assistant Information Officers as appropriate.
10. Maintain Unit/Activity Log (ICS Form 214).

## **LIAISON OFFICER (LOFR)**

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

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

## **AGENCY REPRESENTATIVES (AREP)**

In many multi-jurisdiction incidents, an agency or jurisdiction will send a representative to assist in coordination efforts. An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer or to the Incident Commander in the absence of a Liaison Officer.

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

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

1. Review Common Responsibilities (See above).
2. Develop the operations portion of the Incident Action Plan and complete the appropriate ICS Form as appropriate.
3. Brief and assign Operations Section personnel in accordance with Incident Action Plan.
4. Supervise Operations Section ensuring safety and welfare of all personnel.
5. Determine need and request additional resources.
6. Review suggested list of resources to be released and initiate recommendation for release of resources.
7. Assemble and disassemble Strike Teams and Task Forces assigned to Operations Section.
8. Report information about special activities, events, and occurrences to Incident Commander.
9. Maintain Unit/Activity Log (ICS Form 214).

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

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

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

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

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

1. Review Common Responsibilities (See above).
2. Collect and process situation information about the incident.
3. Supervise preparation of the Incident Action Plan.
4. Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.
5. Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
6. Establish information requirements and reporting schedules for Planning Section Units (e.g., Resources Unit and Situation Unit).
7. Determine need for any specialized resources in support of the incident.
8. If requested, assemble and disassemble strike teams and task forces not assigned to Operations.
9. Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
10. Assemble information on alternative strategies.
11. Provide periodic predictions on incident potential.
12. Report any significant changes in incident status.
13. Compile and display incident status information.
14. Oversee preparation and implementation of Incident Demobilization Plan.
15. Incorporate plans, (e.g., Traffic, Medical, Communications, Site Safety) into the Incident Action Plan.
16. Maintain Unit/Activity Log (ICS Form 214).

## **RESOURCES UNIT LEADER (RESL)**

The Resources Unit Leader is responsible for maintaining the status of all assigned resources (primary and support) at an incident. This is achieved by overseeing the check-in of all resources, maintaining a status-keeping system indicating current location and status of all resources, and maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources, etc.

1. Review Common Responsibilities (See above).
2. Review Unit Leader Responsibilities (See above).
3. Establish check-in function at incident locations.
4. Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
5. Prepare appropriate parts of Assignment Lists (ICS Form 204).
6. Prepare and maintain the Command Post display (to include organization chart and resource allocation and deployment).
7. Maintain and post the current status and location of all resources.
8. Maintain master roster of all resources checked in at the incident.
9. A Check-in/Status Recorder reports to the Resources Unit Leader and assists with the accounting of all incident-assigned resources.
10. Maintain Unit/Activity Log (ICS Form 214).

## **SITUATION UNIT LEADER (SITL)**

The collection, processing and organizing of all incident information takes place within the Situation Unit. The Situation Unit may prepare future projections of incident growth, maps and intelligence information.

1. Review Common Responsibilities (See above).
2. Review Unit Leader Responsibilities (See above).
3. Begin collection and analysis of incident data as soon as possible.
4. Prepare, post, or disseminate resource and situation status information as required, including special requests.
5. Prepare periodic predictions or as requested.
6. Prepare the Incident Status Summary (ICS Form 209).
7. Provide photographic services and maps if required.
8. Maintain Unit/Activity Log (ICS Form 214).

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

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

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

## **COMMUNICATIONS UNIT LEADER (COML)**

The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.

1. Review Common Responsibilities (See above).
2. Review Unit Leader Responsibilities (See above).
3. Determine unit personnel needs.
4. Prepare and implement the Incident Radio Communications Plan (ICS Form 205).
5. Ensure the Incident Communications Center and Message Center are established.
6. Establish appropriate communications distribution/maintenance locations within ICP or Incident Base.
7. Ensure communications systems are installed and tested.
8. Ensure an equipment accountability system is established.
9. Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan.
10. Provide technical information as required.
11. Supervise Communications Unit activities.
12. Maintain records on all communications equipment as appropriate.
13. Ensure equipment is tested and repaired.
14. Recover equipment from relieved or released units.
15. Maintain Unit/Activity Log (ICS Form 214).

### **MEDICAL UNIT LEADER (MEDL)**

The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for the development of the Medical Plan, obtaining medical aid and transportation for injured and ill *incident personnel*, establishment of responder rehabilitation and preparation of reports and records.

1. Review Common Responsibilities (See above).
2. Review Unit Leader Responsibilities (See above).
3. Participate in Logistics Section/Service Branch planning activities.
4. Establish and staff Medical Unit.
5. Establish Responder Rehabilitation.
6. Prepare the Medical Plan (ICS Form 206).
7. Prepare procedures for major medical emergency.
8. Declare major medical emergency as appropriate.
9. Respond to requests for medical aid, medical transportation, and medical supplies.
10. Prepare and submit necessary documentation.
11. Maintain Unit/Activity Log (ICS Form 214).

### **FOOD UNIT LEADER (FDUL)**

The Food Unit Leader is responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.

1. Review Common Responsibilities (See Above).
2. Review Unit Leader Responsibilities (See Above).
3. Determine food and water requirements.
4. Determine method of feeding to best fit each facility or situation.
5. Obtain necessary equipment and supplies and establish cooking facilities.
6. Ensure that well-balanced menus are provided.
7. Order sufficient food and potable water from the Supply Unit.



8. Maintain an inventory of food and water.
9. Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
10. Supervise caterers, cooks, and other Food Unit personnel as appropriate.
11. Maintain Unit/Activity Log (ICS Form 214).

### **SUPPLY UNIT LEADER (SPUL)**

The Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies; receiving, and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

1. Review Common Responsibilities (See Above).
2. Review Unit Leader Responsibilities (See Above).
3. Participate in Logistics Section/Support Branch planning activities.
4. Determine the type and amount of supplies en route.
5. Review Incident Action Plan for information on operations of the Supply Unit.
6. Develop and implement safety and security requirements.
7. Order, receive, distribute, and store supplies and equipment.
8. Receive and respond to requests for personnel, supplies and equipment.
9. Maintain inventory of supplies and equipment.
10. Service reusable equipment.
11. Submit reports to the Support Branch Director.
12. Maintain Unit/Activity Log (ICS Form 214).

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

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

1. Review Common Responsibilities (See Above).
2. Manage all financial aspects of an incident.
3. Provide financial and cost analysis information as requested.
4. Gather pertinent information from briefings with responsible agencies.
5. Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
6. Determine need to set up and operate an incident commissary.
7. Meet with Assisting and Cooperating Agency Representatives as needed.
8. Maintain daily contact with agency (ies) administrative headquarters on
9. Finance/Administration matters.
10. Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
11. Provide financial input to demobilization planning.
12. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
13. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
14. Maintain Unit/Activity Log (ICS Form 214).

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

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

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

## **Appendix F**

### **Sample Mutual Aid Request**

**MUTUAL AID REQUEST  
OKLAHOMA INTRASTATE MUTUAL AID COMPACT**

**REQUEST**

In accordance with the Oklahoma Intrastate Mutual Aid Compact (OS 63 Chapter 29A, Sections 695.1 to 695.10) I, \_\_\_\_\_, the authorized representative of  
(Name & Title)  
\_\_\_\_\_ requests the assistance from  
(Name of Jurisdiction)  
\_\_\_\_\_ by making this written  
(Name of Jurisdiction)  
request to \_\_\_\_\_, the authorized representative  
(Name & Title)  
of \_\_\_\_\_.  
(Name of Jurisdiction)

**DESCRIPTION OF EMERGENCY SERVICE FUNCTION**

____ Transportation (ESF 1)	____ Communications (ESF 2)	____ Public Works & Engineering (ESF 3)
____ Fire Service (ESF 4)	____ Emergency Management (ESF 5)	____ Mass Care (ESF 6)
____ Logistics Management & Resource Support (ESF 7)	____ Emergency Medical Service (ESF 8)	____ Public Health & Medical Services (ESF 8)
____ Search & Rescue (ESF 9)	____ Hazardous Materials (ESF 10)	____ Agriculture - Includes Animal Welfare/Animal Control (ESF 11)
____ Law Enforcement Services (ESF 13)	____ Planning & Information Assistance	____ Incident Management Team
____ Incident Management Support	____ Information Technology	Other: _____
	Other: _____	Other: _____

**PERSONNEL, EQUIPMENT, MATERIALS, AND SUPPLIES**

QUANTITY	KIND	TYPE	DESCRIPTION	LENGTH OF TIME NEEDED

**REPORTING LOCATION**

**REPORTING DATE & TIME**

**POINT OF CONTACT (POC)**

**POINT OF CONTACT TELEPHONE NUMBER**

**COMPLETED BY:**

**TITLE**

**DATE/TIME**

## **Appendix G**

### **Sample Delegation of Authority**

**DELEGATION OF AUTHORITY  
OKLAHOMA INCIDENT MANAGEMENT TEAM**

**Date:**

**To:**

**From:**

Effective \_\_\_\_\_ you are delegated the command responsibility of  
(Date & Time)  
the \_\_\_\_\_ incident, a  
(Name of Incident)  
\_\_\_\_\_ occurring at  
(Type of Incident)  
\_\_\_\_\_  
(Description of Location – GPS Coordinates)

**You have full authority and responsibility for managing incident operations within the framework of applicable laws, policies, and procedures.**

- ☐ The incident will be managed consistent with the fundamental features of NIMS/ICS.
- ☐ SAFETY FIRST. Safety is the number one consideration when deciding on strategies and tactics.
- ☐ When appropriate Unified Command will be used.

☐ Jurisdiction priorities

- ☐ Legal authorities and restrictions
- ☐ OS 63 24-684.1 to 684.13 EMAC
- ☐ OS 63 29A-695.1 to 695.10 Intrastate Mutual Aid Compact

- ☐ Financial authorities and restrictions
- ☐ Fiscal Integrity and cost containment are high priorities in the management of the incident.
- ☐ All expenses on the incident will be commensurate with the values at risk.
- ☐ All purchases will be consistent with applicable state and local statutes and purchasing procedures.
- ☐ You will track all expenses and keep copies of all purchase requests, invoices, bills, etc.

**DELEGATION OF AUTHORITY  
OKLAHOMA INCIDENT MANAGEMENT TEAM**

- ☐ Reporting requirements – report to & frequency
- ☐ Daily briefings on the status of the incident will be given to the jurisdiction’s authorized representative.
- ☐ Promptly notify the jurisdiction’s authorized representative of any significant incidents or accidents involving death, injury, or significant property loss.

- ☐ Demographic issues

- ☐ Political issues or concerns

- ☐ Public Information Management
- ☐ Public Information Plan should address providing information to the media, community, stakeholders, and first responders.
- ☐ \_\_\_\_\_ is the jurisdiction’s primary point of contact for public information management.
- ☐ Press/media releases will be submitted to the jurisdiction’s primary point of contact for public information management.

- ☐ Process for communications

**DELEGATION OF AUTHORITY  
OKLAHOMA INCIDENT MANAGEMENT TEAM**

<input type="checkbox"/> Plan for ongoing incident evaluation
<input type="checkbox"/> Location of Incident Base:
<input type="checkbox"/> Location Incident Command Post:
<input type="checkbox"/> Incident Action Plan <input type="checkbox"/> You will prepare incident action plans in accordance with NIMS/ICS using the appropriate ICS forms.
<input type="checkbox"/> Documentation <input type="checkbox"/> You will prepare an incident documentation package to include all incident action plans, Unit Logs (ICS-214), radio logs, invoices, reports, etc. <input type="checkbox"/> Prior to your release, the final incident documentation package shall be completed, filed, and presented to the jurisdiction's authorized representative. <input type="checkbox"/> You will keep a copy of the final incident documentation package.
<input type="checkbox"/> Non-Discrimination/Harassment Free Workplace <input type="checkbox"/> It will be your policy that this incident will be free of conduct that is discriminatory, abusive, disorderly, disruptive, or retaliatory. Any employee's conduct, whether intentional or unintentional, that results in discrimination or harassment of other employees or any other person(s) with regard to race, color, creed, disability, age, religion, sex, national origin, or exercise of a legal right is strictly prohibited. <input type="checkbox"/> You are expected to provide a harassment free workplace. You are responsible to take prompt action if any human resource issues occur on this incident. By the end of your assignment you will resolve all human resource issues. You will report all alleged incidents of sexual harassment to the jurisdiction's authorized representative.



**DELEGATION OF AUTHORITY  
OKLAHOMA INCIDENT MANAGEMENT TEAM**

<input type="checkbox"/> Labor or Equal Employment Opportunity issues		
<input type="checkbox"/> Drug and Alcohol policy <input type="checkbox"/> It will be your policy that the possession and use of alcohol and/or illicit controlled substances on this incident is strictly prohibited. <input type="checkbox"/> No one will be allowed to work on this incident that is under the influence of alcohol and/or controlled substances. <input type="checkbox"/> Personnel taking medication, drugs, and/or controlled substances under a doctor's supervision and/or prescription will report this to the Safety Officer.		
Signature - Jurisdiction	Title	Date
Signature - IMT	Title	Date

## **Appendix H**

### **Sample Incident Management Team Evaluation Form**

## Incident Management Team Evaluation

Incident Management Team Performance Evaluation	
<b>Team IC</b>	<b>Incident Type</b>
<b>Incident Name</b>	<b>Case/Incident Number</b>
<b>Assignment Dates</b>	<b>Total Acres (Wildland Fire)</b>
<b>AHIMT Host Agency</b>	<b>Evaluation Date</b>
<b>Agency Having Jurisdiction</b>	<b>Sub-Unit (If applicable)</b>

At the conclusion of each incident management team (IMT) assignment, the agency administrator or representative should complete this initial performance evaluation (sections 1 - 5). This evaluation should be discussed directly with the incident commander. The initial performance evaluation should be delivered by the agency administrator without delay to the incident commander, the AHIMT Host Agency, and Oklahoma AHIMT Steering Committee to ensure prompt follow-up to any issues of concern.

**Complete the follow evaluation narratives and rating for each question**  
 0 - did not achieve expatiations, 3 - met expatiations, 5 - excelled

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

Circle one	0	1	2	3	4	5
------------	---	---	---	---	---	---

(Explain)

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

Circle one	0	1	2	3	4	5
------------	---	---	---	---	---	---

Explain)

## Incident Management Team Evaluation

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

Circle one	0	1	2	3	4	5
------------	---	---	---	---	---	---

(Explain)

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

Circle one	0	1	2	3	4	5
------------	---	---	---	---	---	---

(Explain)

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

Circle one	0	1	2	3	4	5
------------	---	---	---	---	---	---

Explain)

6. How well did the Team anticipate and respond to changing conditions, was the response timely and effective?

Circle one	0	1	2	3	4	5
------------	---	---	---	---	---	---

Explain)

## Incident Management Team Evaluation

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

Circle one	0	1	2	3	4	5
------------	---	---	---	---	---	---

(Explain)

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

Circle one	0	1	2	3	4	5
------------	---	---	---	---	---	---

(Explain)

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

Circle one	0	1	2	3	4	5
------------	---	---	---	---	---	---

(Explain)

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

Circle one	0	1	2	3	4	5
------------	---	---	---	---	---	---

Explain)

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

Circle one	0	1	2	3	4	5
------------	---	---	---	---	---	---

(Explain)

## Incident Management Team Evaluation

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

Circle one	0	1	2	3	4	5
------------	---	---	---	---	---	---

(Explain)

13. How did the IC show sincere concern and empathy for the hosting unit and local conditions?

Circle one	0	1	2	3	4	5
------------	---	---	---	---	---	---

(Explain)

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

Circle one	0	1	2	3	4	5
------------	---	---	---	---	---	---

(Explain)

15. Other comments:

Agency Administrator or Representative:

Date:

Incident Commander:

Date:

## **Appendix I**

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

**OKLAHOMA ALL-HAZARDS INCIDENT MANAGEMENT TEAM**

**RELEASE AND RETURN of AHIMT**

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

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

\_\_\_\_\_  
Incident Commander, All-Hazards Incident Management Team

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