



SPONSORSHIP APPLICATION

**SEATTLE METRO TYPE 3
INCIDENT MANAGEMENT TEAM**

April 2006

**APPLICATION FOR:
SEATTLE METRO
TYPE 3 INCIDENT MANAGEMENT TEAM**

INTRODUCTION

The Seattle Metro Type 3 Incident Management Team initiative was developed to support the Washington Emergency Mobilization Plan, in accordance with FEMA's All-Hazards Incident Management Teams concept. It was recognized that "ad hoc" incident management teams, which were in use within the state and for EMAC deployments, were not necessarily clearly qualified to perform the duties with which they were tasked.

This initiative also moves the Seattle region closer towards full compliance with the core requirements of the National Incident Management System (NIMS) and allows for the integration of Seattle's incident management resources into the National Response Plan (NRP).

The objective of this formalized effort is to establish teams of individuals qualified to manage complex incidents. These teams will provide for incident safety, operational coordination and support, and fiscal accountability in an expedient manner for incidents within the King County region and as requested within the State of Washington or nationally.

Please read and understand the following guidelines. These are provided as the minimum requirements; the Sponsoring Agency may, at its discretion, create additional guidelines for team membership.

GENERAL GUIDELINES

The Incident Management Team (IMT) is dedicated to the safety of its own personnel and the public. Identified hazards shall be mitigated through risk analysis, communications and sound judgment based upon operational principles, threat and capabilities of resources. The following general operational objectives are identified as simple guidelines:

Save Life

Protect Property

Protect Resources

The management organization is staffed for effective achievement of the identified objectives at the direction of the Sponsoring Agency. Prior to assuming command, a 'Delegation of Authority' or establishment of Unified Command must occur. This is the responsibility of the Incident Commander and the Requesting Agency.

Team members are technical experts in their field. The Incident Commander (IC) and Deputy Incident Commander are facilitators for their management team. Team members are committed to the incident until released by Command. All team members are committed to teamwork, professionalism, effective communication and a dedication to the success of the operation and the safety of the crews and citizens.

An Incident Complexity Analysis should be utilized by the IMT early in the incident to establish incident complexity and determination of need and type of incident management organization required to accomplish objectives. Management considerations should include risks to responder and/or public safety, involvement of multiple agencies or jurisdictions; complex logistical support needs over extended durations; high-level political involvement; extreme conditions and span of control. This process will determine if the team can continue to maintain incident management or order and prepare for transition to Type 1 or 2 teams.

Cooperating Agencies

These guidelines have been developed to assist agencies sponsoring applicants. The agency must be a legally constituted entity within King County, including, but not limited to, a political subdivision or law enforcement agency. Once an applicant has been accepted as a trainee, the agency sponsoring the trainee is responsible for providing pre-assignment support in the form of:

1. Administration
2. Coordination
3. Communication
4. Equipment
5. Training
6. Financial Support

Purpose

The IMT is formed to provide a quick response incident management team for the Sponsoring Agency and cooperators, as determined by the Sponsoring Agency. The IMT is designated as an 'All Risk' resource to provide or assist with overhead management at the request of an Authority Having Jurisdiction over an incident.

When assigned, the IMT serves the Administrator(s) of a local jurisdiction or group of jurisdictions under a delegation of authority and will abide by the policies of the agencies for which service is being provided.

Agency Administrators should provide broad consistent direction that will enable the development of a delegation of authority, which will include clear and achievable objectives. It is appropriate to identify priorities, to limit use of certain resources, or to set cost targets, but not to dictate strategy and/or tactics.

The IMT, or portions of the IMT, if utilized in a support and/or advisory role and not a command role, may not necessarily require a delegation of authority from the Authority Having Jurisdiction.

Agency Administrators, or their authorized representatives, should be available for daily contact with the IMT or Incident Commander, or a designated representative.

The Incident Commander manages an incident under objectives prepared by an agency or group of agencies, through a delegation of authority prepared by the local agency Administrator(s).

Team Oversight

Team members will be selected and managed by a team certification committee familiar with the necessary qualifications, which is composed of representative personnel from cooperating agencies. This committee will serve as the interim governing board for the I.M.T. until such time as a permanent governing board has been determined.

The team certification committee shall meet at least once every other month, or more often as business dictates, for the purpose of addressing personnel and response issues and emerging regional safety concerns. The IMT should have written guidelines describing team procedures and policies.

The team certification committee shall designate a team coordinator, whose responsibility shall be to coordinate exercises and manage team qualifications, training and availability. The team coordinator will also be responsible for all other day-to-day administrative tasks associated with the team.

Staffing for the IMT shall be provided by cooperating agencies. Members must be employed or sponsored by one of the cooperating agencies, have the permission of the appropriate Chief or Supervisory Officer and the approval of the team coordinator.

Positions shall be identified and filled by May 1st of each year. Each member shall submit a nomination as well as current qualifications to the team board or committee prior to April 1st of each year. The nomination form provides the team written/signed permission from member's supervisor/chief for the year. Returning members will be given priority during the selection process. Trainee positions are encouraged.

The IMT configuration and roster shall be reviewed and adjusted on an annual basis. Personnel may be dismissed from the team, anytime, with just cause, as determined by the team board or committee.

It is the responsibility of the team board or committee to assure that coverage for required positions is maintained. It is the responsibility of the member to notify and update response status to the team coordinator.

Personnel must be qualified for assignment. Seattle Metro Type 3 IMT guidelines are established as the standards for training and qualification. This includes coursework and task books. At team coordinator or IC discretion, individuals may function in roles as a trainee. Trainees must meet trainee requirements for experience and task books.

Position and Trainee Qualifications

The following Short Team positions will be filled on each incident and will be assigned by the Incident Commander.

1. Safety Officer
2. Public Information Officer
3. Operations Section Chief
4. Finance Section Chief
5. Plans Section Chief
6. Logistics Section Chief
7. Resource Unit Leader

The team coordinator, or his or her designee, immediately following an advisory, alert or activation (see Status Levels below) will assign the Incident Commander. The Long Team, or Cadre positions, will be filled on an as needed basis. The IMT will make every effort to provide trainee opportunities; the trainee must have an initiated Task Book. The IC or the Team Leader should fill the cadre positions with fully qualified personnel.

The minimum cadre for supporting a Type 3 Short or Long Team shall include at least two fully qualified and certified individuals for each position, as well as one trainee, if available.

Training

All team members shall be qualified for the position to which they are assigned. Trainees shall be working towards qualification in assigned positions. The Seattle Metro Type 3 IMT Guide shall be utilized.

The team coordinator is responsible for scheduling and facilitating training opportunities for the team. This shall consist of at least quarterly trainings, including at least one organizational team meeting; one exercise, tabletop or full-scale; one equipment readiness exercise; and one section specific training as the minimum requirement. Other training, including position specific, tabletop simulation, or exercises as determined, may occur at the discretion of the team coordinator.

Area of Consideration

Individuals that are employed by political subdivisions within King County, or individuals that are typically considered to be public safety employees are eligible to participate. Participants in volunteer organizations, such as Search and Rescue organizations, volunteer Fire Departments and volunteer EMS agencies are also eligible to apply. However, all participants must be covered by workman's compensation insurance coverage from their providing agency.

Compensation

Individual salaries and expenses are the responsibility of the individual member's agency for the first 72 hours. After the first 72 hours, all expenses will be reviewed and may be billed to the Requesting Agency. Reimbursement to the Requesting Agency for incident related costs may be dependent upon the declaration of a disaster by the Governor and/or the appropriation of funds by the State Legislature; the federal government may provide reimbursement if the incident occurs on federal land, or the incident may be covered by other statutes concerning reimbursement (e.g. hazardous materials incidents). However, reimbursement should not be assumed and will be reviewed by the Governing Board.

Mobilization

Requests to mobilize the IMT shall be made through the Sponsoring Agency. A coordinated response by the team members, in conjunction with their support dispatch, is expected. Team member status shall be maintained by the Sponsoring Agency's dispatch.

Selection Process

The Seattle Metro area is committed to the Type 3 IMT concept. The City of Seattle will provide IMT startup costs related to technical assistance and team training, and will assist in coordinating position-specific training as necessary.

The team certification committee will make the final selections for IMT membership and applications will be evaluated on the following criteria:

1. Experience: Individual experience
2. Training: As demonstrated by the resume and certifications
3. Other Qualifications: Demonstrated and perceived ability to work as a team as well as other tangible and intangible factors.
4. Sustainability: Evaluated based on this application.

Please completely address the following questions. Your capability to function on a Type 3 Incident Management team will be wholly based on the answers to these questions and additional supplemental materials, so please answer thoroughly. Use additional sheets as necessary. Please include with your application a letter signed by your agency head indicating support for you IMT application.

Where to Apply:

Send completed applications and agency support letter to:

**City of Seattle
Emergency Preparedness Bureau
Seattle Police Operations Center
810 Virginia St. Unit 344
Seattle, WA 98101
Attn: Incident Management Team Application**

-OR-

Submit electronically to:

spdspu@seattle.gov

**SUBMISSION OF THIS APPLICATION IN NO WAY GUARANTEES
APPROVAL**

Seattle Metro IMT Membership Application

Name:

Home Address:

Home Phone:

Cell Phone:

Personal Email Address:

Sponsoring (Home) Agency:

Address:

Work Phone:

Work Fax:

Pager:

Cell Phone:

Work Email Address:

Check the positions for which you would like to be considered:

- Incident Commander
- Safety Officer
- Public Information Officer
- Liaison Officer
- Operations Section Chief
- Division/Group Supervisor or Strike Team Leader
- Staging Area Manager
- Finance Section Chief
- Planning Section Chief
- Situation Unit Leader
- Resource Unit Leader
- Status Check-In Recorder
- Logistics Section Chief
- Communications Unit Leader

SEATTLE METRO TYPE 3 INCIDENT MANAGEMENT TEAM APPLICATION

Question 1:

Please address the position you are applying for and any related experience and/or training:

One of the primary objectives of the Seattle Metro IMT is to create a team with sustainability. Please submit with this application a letter from your agency head indicating support of your membership application.

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| SEATTLE METRO TYPE 3 INCIDENT MANAGEMENT TEAM APPLICATION |
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| Question 2: |
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| <i>Please address your organizational management or I.C.S. background that would be beneficial to the IMT.</i> |
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Question 3:

Please address the financial considerations of your sponsoring agency in support of your team application.

In addition to logistical and operational support, the agency sponsoring an applicant is responsible for managing any overtime, backfill and other financial support functions once an application is accepted as part of the team. Additional direct costs may include clothing, radios, ICS forms, field weather kits, mapping supplies, etc.

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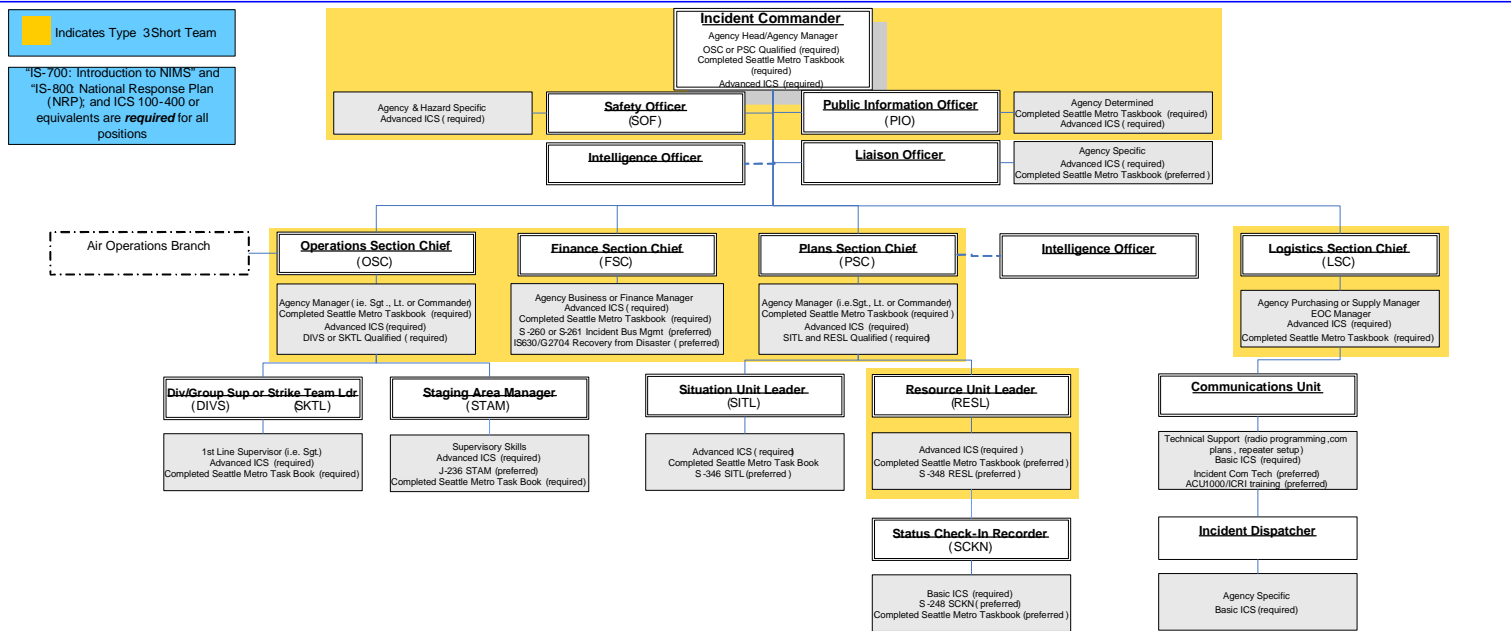
Question 4:

Please address your willingness and availability to make a 1, 2, or 3 year commitment to a regional IMT. Travel and/or response within or outside King County will occur on short notice. The team will be composed of members from multiple jurisdictions and/or agencies.

SEATTLE METRO TYPE III INCIDENT MANAGEMENT TEAM

Position Qualifications and Training Requirements

Thursday, November 02, 2006



Team Members will maintain "trainee" status until taskbooks have been completed.

| Course Information | |
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| NWCG Classes | |
| S-260 | Interagency Incident Business Management |
| S-261 | Applied Interagency Incident Business Management |
| S-248 | Status Check-in Recorder |
| S-346 | Situation Unit Leader |
| S-348 | Resource Unit Leader |
| J-236 | Staging Manager Self Study Job Aid |
| I-401 | Multi-Agency Coordination |

