

## Department Incident Management Teams (IMT)

### 322.1 PURPOSE AND SCOPE

The Department Incident Management Teams (IMT), when activated, supports the management of major incidents within the Department's jurisdiction that require a significant number of Department personnel and/or resources. These incidents can extend into multiple operational periods (12 hours or more) and require a written Incident Action Plan (IAP). The IMT is a resource utilized by Department personnel to provide incident management capabilities, respond to large scale/complex incidents, and strengthen command, control, and coordination to major incidents within the Department's jurisdiction. IMTs shall meet with the Department and other stakeholders to clarify management objectives to mitigate the effects of the incident.

The Department IMT shall act as a support element to an ongoing incident. The current Incident Commander shall continue in the position while the IMT supports and strengthens the command, control, and coordination aspects of the incident by providing position-specific trained personnel.

### 322.2 CAPABILITIES

Incident Management Teams are classified in 5 "Types":

Type 1	National or State team for incidents of national significance
Type 2	National or State team for incidents of regional significance
Type 3	Multiagency/multijurisdictional team for extended incidents and multiple operational
Type 4	Single and/or multiagency team for expanded incidents
Type 5	Single-discipline team for initial action and small incident

Each patrol area is responsible for their individual Type 5 IMT, which is already established in day-to-day operation. The Department IMT is modeled as a Type 4 IMT for expanded incidents. The Federal Emergency Management Agency (FEMA) defines a Type 4 IMT as a designated team of fire, EMS, and possibly law enforcement officers from a larger and generally more populated area, typically within a single jurisdiction (city or county), activated when necessary to manage a major or complex incident during the first 6-12 hours and possibly transition to a Type 3 IMT.

### 322.3 DEFINITIONS

The following are definitions of terms used in this section:

1. **Incident Commander (I/C):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release

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of resources. The I/C has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

2. **Agency Administrator or Executive:** Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.
3. **Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities.
4. **Incident Action Plan (IAP):** A written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
5. **Event Action Plan (EAP):** A written plan containing general objectives reflecting the overall strategy for managing a planned event for a single or set number of operational periods. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the event should it extend into additional operational periods.
6. **Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.
7. **Incident Command System (ICS):** A standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.
8. **National Incident Management System (NIMS):** A standardized approach to incident management developed by the Department of Homeland Security that is based on the core concepts of the Incident Command System.

### **322.4 ORGANIZATION**

The IMT shall follow standard organization under the Incident Command System (ICS), and is flexible and scalable based on the necessity or perceived severity of an incident or event.

The IMT Deputy Incident Commander (IMT Deputy I/C) shall consider a combination of the following positions under the Incident Command System (ICS) for staffing:

1. Deputy Incident Commander (Deputy I/C)
2. Operations Section Chief (OSC)
3. Logistics Section Chief (LSC)
4. Planning Section Chief (PSC)

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5. Finance and Administration Section Chief (FSC)
6. Liaison Officer (LOFR)

The Department IMT shall be coordinated through the Homeland Security Division as outlined in Policy Manual 320. The Department shall maintain four (4) Department IMTs (Southwest, Southeast, North, and Custody/Courts). Department IMT eligibility and selection shall be the responsibility of the designated divisions. Department Members interested in IMT should submit a Department memorandum to their respective Commander detailing their training and experience. The selection of IMT personnel shall be based on the following qualities and not necessarily determined by rank or assignment:

1. Express an interest in assuming the responsibilities of a IMT member
2. Demonstrate an interest in Homeland Security issues
3. Demonstrate leadership ability
4. Possess good communication skills and the ability to train others

Deputy Incident Commander (Deputy I/C)	Overall management of the IMT with potentially delegated authority over an incident which is by nature complex and which requires numerous personnel and resources focusing on prevention, protection, mitigation, response, and recovery.  Develops and implements objectives based on escalating incident complexity.  Delegates various management tasks by assigning objectives to general staff personnel for the 5 mission areas.	Sworn
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<p>Operations Section Chief (OSC)</p>	<p>Manages all aspects of the Operations Section, which covers five mission areas.</p> <p>Provides tactical assignments documented in the IAP and directs execution.</p> <p>Makes expedient changes to the current operations based on complexity and reports changes to the I/C.</p> <p>Manages all operations and progress related to the incident.</p> <p>Ensures safety and welfare of Operations section personnel.</p> <p>Supervises and configures the section with branches, divisions, groups, and units to support the operation.</p> <p>Report information about changes in conditions, events, and occurrences to the Incident Commander.</p>	<p>Sworn</p>
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<p>Logistics Section Chief (LSC)</p>	<p>Manages logistical needs.</p> <p>Provides facilities services, people and materials in support of the incident.</p> <p>Advises the I/C on all matters relating to logistics planning, facilities, communications, ordering, receipt, storage, transport, and onward movement of goods, services, and personnel.</p> <p>Coordinates logistics at a Department level.</p> <p>Supervises and configures section to support operations with branches, divisions, groups, and units as necessary</p>	<p>Shared</p>
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<p>Planning Section Chief (PSC)</p>	<p>Manages all aspects of the Planning Section.</p> <p>Manages the preparation of strategies and plans for the incident and submits status reports.</p> <p>Prepares, collects, evaluates, disseminates and uses incident information to develop the IAP.</p> <p>Facilitates incident information to maintain situational awareness (current and future).</p> <p>Provides periodic predictions on incident potential and incident course of action.</p> <p>Coordinates planning efforts at the Department level.</p> <p>Supervises and configures section with units and single resources as necessary.</p>	<p>Shared</p>
<p>Finance and Admin Section Chief (FSC)</p>	<p>Responsible for all financial, administrative, and cost analysis aspects of an incident.</p> <p>Advises the I/C on financial and administrative matters.</p> <p>Develops the operating plan for the section.</p> <p>Coordinates finances with the Department.</p> <p>Supervises and configures section with units to support as necessary.</p>	<p>Shared</p>

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Liaison Officer (LOFR)	Point of contact for representatives from other divisions or agencies that are not members of Incident Command.  Provides updates to other Department entities with a need to know.	Shared
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### 322.5 REQUEST FOR USE OF IMT

Activation of the Department IMT can be initiated for different types of incidents and planned events that may necessitate coordination and support from the lead jurisdiction. A request for the Department IMT can be made from the Incident Commander, Commander, or OCSD Executive Command.

The Department IMT can be requested through the Department Commander, 24 hours a day. The opportunity for safe and successful mitigation of a major incident extending multiple operational periods may be enhanced with a timely request. The IMT may be requested for planned events which have the potential to extend to more than one operational period.

Incidents where the Department IMT may be used include, but are not limited to:

1. Coordination of on-scene operations
2. Natural disasters, e.g., earthquakes, floods, fire, etc.
3. Planned exercise or public event requiring the cooperation and joint participation of two or more patrol areas
4. Public health emergency
5. Acts of Terrorism
6. Train derailments, aircraft incidents, and other large/complex accidents
7. Mass casualty incidents
8. Jail escapes

### 322.6 NOTIFICATIONS

Upon request of the IMT, the Department Commander shall contact the Mutual Aid Bureau Captain or designee. For pre-planned events, the Chief of Police Services or designee may contact the Mutual Aid Bureau Captain directly. The IMT Deputy I/C shall be notified by the Homeland Security Division representative and given incident specific information regarding nature of the incident, location of the Incident Command Post, resources involved, current incident status, and any mission critical information. Based on the Deputy I/C's evaluation, they shall contact the appropriate number of IMT Members to respond to the Incident Command Post.

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Major Incident Notifications shall continue to be made by the Department Commander per Policy Manual 358.

### **322.7 IMT RESPONSIBILITIES**

The following explain the main responsibilities of the IMT:

1. Upon deployment to a major incident, the current I/C shall brief the IMT Deputy I/C on the incident and provide a situational update including staffing levels, resource allocation, location of incident, current assessment of capabilities, and assignment of responsibilities.
2. The IMT Deputy I/C shall coordinate with the Incident Commander in establishing a meeting with the Agency Administrator (County Executive, Chief of Police Services, and/or City Manager, etc.) to assist in obtaining any necessary Delegation of Authority and to develop Management Objectives which shall be included in the Incident Action Plan (IAP).
3. The Incident Commander and IMT Deputy I/C shall brief the IMT Members on their roles and responsibilities prior to integrating as requested into the current Incident Command System (ICS) structure.
4. Assess current deployment model and determine if any changes need to be made e.g., deployment allocation, location of the Incident Command Post, and/or resource requests.
5. Provide situational updates to their Department Chain of Command, Agency Administrators, major stakeholders, and mutual aid partner agencies that may impact overall Department readiness and law enforcement response capability.
6. Develop Operational Period timeframes and IAPs for each Operational Period.
7. Determine management needs and coordinate for the deployment of a relief IMT, as needed.
8. Liaison with the Department Public Information Officer (PIO) to release incident specific information to the general public.
9. Help mitigate the effects of the incident to bring about a peaceful and timely resolution to the major event.
10. In the event an incident evolves into a Unified Command with additional agencies, the Incident Commander shall act as the Department Agency Representative in Unified Command.

### **322.8 DOCUMENTATION**

An IAP is required for each operational period. An IAP formally documents incident goals (known as control objectives in NIMS), operational period objectives, and the response strategy defined by Incident Command during response planning. It contains general tactics to achieve goals and objectives within the overall strategy, while providing important information on event and response parameters. Equally important, the IAP facilitates dissemination of critical information about the status of response assets themselves. Because incident parameters evolve, action plans should



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be revised on a regular basis (at least once per operational period) to maintain consistent, up-to-date guidance across the system.

An EAP is required for each planned event. Documentation needs are the same as the IAP, but are designed for a single or planned number of operational periods. Events extending past the planned operational period(s) become incidents by default and require an IAP for all subsequent periods.

### ICS FORMS FOR AN INCIDENT:

ICS-201 (Incident Briefing)	Used at the beginning of the first operational period
ICS-202 (Incident Summary)	Operational period objectives, information, and contents
ICS-203 (Organization List)	ICS position assignments
ICS-204 (Assignment List)	Branch objectives, assignments, personnel, and resources
ICS-205 (Communications)	Communications Plan
ICS-205A (Contact List)	Radio or telephone contact numbers for ICS positions
ICS-206 (Medical Plan)	Medical Plan for responders
ICS-207 (Organization Chart)	Organizational chart for the incident
ICS-208 (Safety Message)	General safety information for the incident
ICS-209 (Incident Status Summary)	Incident Information Summary
ICS-215 (Operational Planning Worksheet)	Used to determine resources on hand, needs, and availability

Copies of Incident Management Team IAPs and/or EAPs shall be maintained by the OCSO Homeland Security Division, pursuant to the Department's records retention policy. For incidents where a State of Emergency or official proclamation is made, documentation shall be retained until FEMA or CalOES officially closes the matter.

### **322.9 IMT TRAINING**

The Homeland Security and Training Divisions shall coordinate with the individual Department IMTs in designing, conducting, and reviewing functional training exercises, drills, or tabletop scenarios. These training exercises shall be conducted on a bi-annual basis.

#### **322.9.1 REQUIRED TRAINING (PER POLICY MANUAL § 320)**

1. USFA O-305: All-Hazard Incident Management Team
2. NIMS ICS All-Hazard Position Specific Training
  - (a) I/C: L-950
  - (b) OSC: L-958

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- (c) PSC: L-962
- (d) LSC: L-967
- (e) FSC: L-973
- 3. ICS-100: Introduction to Incident Command System (online)
- 4. ICS-200: ICS for Single Resources and Initial Action Incidents (online)
- 5. ICS-300: Intermediate ICS for Expanding Incidents (in-person)
- 6. ICS-400: Advanced ICS (in-person)
- 7. IS-700: National Incident Management System (NIMS): An Introduction (online)
- 8. IS-800: National Response Framework, An Introduction (online)

### 322.9.2 ADDITIONAL TRAINING COURSES

- 1. MGT-314: Enhanced All-Hazard Incident Management / Unified Command Course
- 2. Management, leadership, and teambuilding training relevant to emergency response (e.g., Field mentorship training, L-381: Incident Leadership, table-top, and full scale exercises)