Minnesota Department of Corrections

Policy:	**301.149**	**Title: Incident Management Team**
Issue Date:	**8/16/16**	
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AUTHORITY: Minn. Stat. §§241.01, 243.52, and 609.06
Policy 301.081, "Use of Force and Restraints"

PURPOSE: The All-Hazards Incident Management Team (IMT) develops incident management resources and capabilities throughout the Minnesota Department of Corrections (DOC) and increases the knowledge of advanced Incident Command System (ICS) functions and practices through training, exercise, and capability validation. The IMT is also available to manage any type of incident that qualifies under the critical mission priorities: assist command, assume command, and/or pre-event planning. IMT is also available to the State of Minnesota, as needed.

APPLICABILITY: Minnesota Department of Corrections (DOC); all Minnesota correctional facilities (MCF's) and central office.

POLICY: The IMT must meet the qualifications to be designated as a Type 3 IMT team at the DOC level that consists of fourteen to seventeen personnel who are able to conduct twenty-four hour incident management operations. Situations such as protracted incidents beyond one or two operational periods or planned large scale events are examples of when the IMT may be activated. This team and all members:

- Serve at the discretion of DOC IMT leadership.
- Deploy only when an official request is made by the deputy commissioner/facilities division or their designee for deployment.
- Serve under the command and control of the agency's director of emergency management, or their designee.
- Manage the incident in an efficient manner, considering safety of public and incident personnel, resource value, and direction from the deputy commissioner/facilities.
- Conduct all activities in a manner that ensures the safety of all personnel and the general public.
- Conduct incident management in a professional manner that exhibits a "situation of control" to the agency and the public.

DEFINITIONS:

All Hazards – Any incident or event, natural or human-caused, which warrants action to protect life, property, environment, and public health and safety, and minimize disruption of governmental, social, and economic activities.

Branch – The organizational level having functional or geographic responsibility for major parts of the operations or logistics function.

Command – The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the incident commander.

Command staff – Consists of the public information officer, safety officer, and liaison officer. They report directly to the incident commander. They may have an assistant or assistants, as needed.

Communications unit – An organizational unit in the logistics section responsible for providing communication services at an incident. A communications unit may also be a facility used to provide the major part of an incident communications center.

Coordination – The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process does not involve dispatch actions.

Demobilization Unit – Functional unit within the planning section responsible for assuring orderly, safe, and efficient demobilization of incident resources.

Direct Response – When responders report directly to the scene of the incident.

Division – Divisions are used to divide an incident into geographical areas of operation.

Function – Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved.

General staff – A group of incident management personnel organized according to function and reporting to the incident commander. The general staff normally consists of the operations section chief, planning section chief, logistics section chief, and finance/administration section chief.

Incident Action Plan (IAP) – An oral or 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.

Incident Commander (IC) –The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT) – A team made up of the command and general staff members in an ICS organization. Team members fill these positions for various types of incidents or events after they have received the necessary training and experience to fulfill the roles and responsibilities of the Incident Command System (ICS) position.

Incident objectives – Statements of guidance and direction necessary for the selection of appropriate strategies, and the tactical direction of resources. Incident objectives are based on realistic expectations of what may be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Liaison officer (LNO) – A member of the command staff responsible for coordinating with representatives from cooperating and assisting agencies.

Logistics section – The section responsible for providing facilities, services, and materials for the incident.

Operational period – The period of time schedule for execution of a given set of operation actions as specified in the IAP. Operational periods can be of various lengths, although usually not over 24 hours.

Operations section – The section responsible for all tactical operations at the incident. Includes branches, divisions, task forces, strike teams, single resources, and staging areas.

Planning section – The section responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of IAPs. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.

Public Information Officer (PIO) – A member of the command staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Resources – Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident.

Resources Unit – Functional unit within the planning section responsible for recording the status of resources committed to the incident. The unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

Safety officer – A member of the command staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety.

Single resource – An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that may be used on an incident.

Staging – A standard system of placing staff and equipment prior to tactical assignments.

Strike team – A specified combination of the same kind and type of resources with common communications and a leader.

Task force – A combination of single resources assembled for a particular tactical need with common communication and a leader.

Transfer of command – Moving the responsibilities of the incident commander from one person to another, and must be held face-to-face and include a briefing.

Type 3 IMT – This team is also known as Local Incident Management Teams and/or All Hazards Incident Management Team (AHIMT) and is a single and/or multiagency team for expanded incidents. This type of team may manage larger, more complex incidents initially, prior to the arrival of and transition to a Type 2 or Type 1 IMT.

Type 3 incident – This incident typically extends into multiple operational periods, and a written IAP is required for each operational period. Some or all of the command and general staff positions may be activities, as well as division/group supervisor and/or unit leader-level positions.

PROCEDURES:

A. Qualification and application process
   1. Qualifications
      a) Minimum five years of employment with the DOC.
      b) No formal discipline in the past year or pending discipline.
      c) Ability to make a three year commitment to the IMT.
      d) Eligible staff at rank of supervisor/manager and above.
      e) All applicants must complete four training sections by interview time

(1) IS-100.b;
(2) IS-200.b;
(3) IS-700.a; and
(4) IS-800.b .
(5) This training may be completed through the independent study section on the FEMA website.

2. Application process
   a) Complete application form which may be requested by contacting the DOC's director of emergency management.
   b) Provide a complete resume detailing knowledge and experience.
   c) Participate in an interview with question and answer scoring.
   d) Recommended applications go to the deputy commission/facilities division for final approval.

3. Selection: Applicants are evaluated on
   a) Interpersonal skills,
   b) Verbal skills,
   c) Decision making skills,
   d) Ability to multi-task.
   e) Skills in the following areas:
      (1) Planning
      (2) Documentation
      (3) Logistics management
      (4) Finance management
      (5) Operations management

B Training

1. All team members must have completed the four FEMA trainings: IS-100.b, IS200.b, IS-700.a, and IS-800.b.

2. Additional on-line courses include IS-139, IS-240, HSEEP, IS-801-804. All of these courses can be found at the FEMA Independent Study web-site: https://training.fema.gov/is/nims.aspx

3. All team members must complete IS-300 and IS-400, which is offered and coordinated through the Minnesota Department of Public Safety's Homeland Security and Emergency Management. The information to attend these courses may be found on the HSEM web-site.

4. Team members must attend the Type 3 IMT Team Development-All Hazard five day training as soon as possible after joining the team.

5. Team members must attend position specific training which may range from two to five days, depending on the position and class. This training is not annual, but may be required of team members as deemed necessary by the IMT team leader.

6. Team members must attend 70% of all IMT training and exercises within a fiscal year to remain on the team.

C. Activation

1. Availability and deployment
   a) All team members must be deployable within 4-6 hours of a request.
   b) The initial IC determines that the incident is of the scale and scope that may benefit from the deployment of the IMT.
   c) This scale may help in the decision making:
      (1) A Level: A-Team response, typically handled by security squad in the facility.
      (2) B-Level: B-Team response when an incident cannot be handled adequately by just an A-Team response.
      (3) C-Level: Command Post Mode, IMT response when an incident will extend over multiple operational periods and/or the management resources of the B-Team response are taxed.

2. Notification must be made through the state emergency paging system "Send Word Now." Availability must be reported to the identified team lead in the message sent.

3. Mobilization – Notification message will direct team members to a response location and time.

D. Deployment
   1. Team configurations: Depending on the number of IMT members available, the timing, and the situation, the goal is to fill the basic positions first, then look at expanding positions.
      a) Basic positions to fill:
         (1) Incident Commander
         (2) Public Information Officer
         (3) Safety Officer
         (4) Liaison Officer
         (5) Operations Section Chief
         (6) Planning Section Chief
         (7) Logistics Section Chief
         (8) Finance/Administration Chief

      b) Basic positions with expanded positions:
         (1) Incident Commander
         (2) Public Information Officer
         (3) Safety Officer
         (4) Liaison Officer
         (5) Operations Section Chief with Division Group Supervisors
         (6) Planning Section Chief
            (a) Resource Unit Leader
            (b) Situation Unit Leader
         (7) Logistics Section Chief
            (a) Service Branch Director
            (b) Communications Unit Leader
            (c) Support Branch Director
         (8) Finance/Administration Section Chief with Time Unit Leader

      c) Initial response and assessment
         (1) Information needed for the strategy and transition meetings.

(2) Specific personnel must gather information without disrupting the initial IC or other incident personnel.
(2) Establish incident objectives focusing on the overall priorities:
(a) Safety and welfare of public, staff, and offenders
(b) Stabilize, isolate, and contain incident
(c) Remove endangered and treat injured
(d) Protect state property
(e) Resolve incident and resume normal operations
(3) Establish strategy.
(4) Conduct initial strategy meeting.

d) Transfer of command
(1) Coordinate with current IC.
(2) Consider incident needs during transfer of command process.
(3) Safest to transfer command at an operational briefing, if possible.
(4) Determine if it is necessary to have an overlap/shadow phase.

e) Briefings
(1) IMT IC briefing is held with the Agency Administrator (Warden/Designee or higher authority) and the current IC.
(2) Initial Strategy Meeting is held as soon as possible after the completion of the IMT IC briefing.

f) Coordination of on-scene operations
(1) Management and coordination of efforts.
(2) Procedures of the assigned functional areas.
(3) Lines of authority:
(a) Know for whom you work
(b) Know who works for you
(4) Develop and modify IAP.

2. Planning process
a) Regular operational and planning meeting, it is important to establish a meeting schedule.
b) Planning changes the complexity of the incident and shifts the response from reactive to proactive.
c) Command and general staff meeting, as needed.
d) Communication and technological resources.

3. Demobilization
a) Demobilization requirements: All team members must be release by the IC.
b) Personnel accountability.
c) Coordinators with other units.
d) Returning resources to service.

E. Documentation
1. Pre-event
a) Incident Action Plan, maps, work assignments, and other documents may be generated when planning for a known event.

b) It is helpful to keep this information on file to be accessed during unplanned events.

2. During incident
   a) Reports and documentation generated by IMT during an incident must be maintained as confidential incident reports, and have the same document retention period.
   b) Incident Action Plans:
      (1) Current Operational Period
      (2) Upcoming Operational Period
      (3) Past Operational Periods

3. Post incident
   a) Financial claims.
   b) Workers compensation issues or claims.
   c) Human resource, labor, and legal issues.
   d) Final reports and debriefings as required by department.

4. Discipline
   a) If an IMT team member receives formal discipline, written reprimand, or above, they must be removed from the IMT for a minimum of one year.
   b) Information regarding removal from a team is kept in the employee's supervisory file, not the human resource file.
   c) The team member must reapply with the IMT when the application process opens again after the one year removal has expired.
   d) The IMT leadership reviews each member's performance review to determine whether the team member remains on the team. The review must be satisfactory or above standards.
   e) Any team member may be temporarily suspended from voluntary participation pending review into conduct or circumstances that may affect the team member's continued participation on the team.
   f) The facility appointing authority conducts the review of the conduct or circumstances that may affect the team member's continued participation on the team.

5. Equipment
   a) Appropriate personal protective equipment
   b) Communications interoperability equipment
   c) Laptop computers, accessed through OSI
   d) Self-sustainment supplies
   e) IMT cache forms, jump drive

INTERNAL CONTROLS:

A. All training records are retained in the agency's training management system (ELM).

B. ICS documentation, including ICS forms, are attached to incident reports at the conclusion of all incidents.

REVIEW: Annually

REFERENCES: Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS)
Minnesota HSEM
Policy 301.140, "Incident Command System (ICS)"
Policy 301.160, "Emergency Plans – Facilities and Central Office"
Division Directive 500.012, "Offender Emergency Health Care"

SUPERSESSION: All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

/s/
Deputy Commissioner, Facility Services

Deputy Commissioner, Community Services