

OPERATIONS BULLETIN # 43
***Mobilization Process for Type 3 All-Hazard Incident Management
Teams outside of local jurisdiction.***

PURPOSE

To standardize the mobilization process utilizing the California Fire Service and Rescue Mutual Aid System for the deployment of Type 3 All-Hazard Incident Management Teams (AHIMT3). This would include statewide and national incidents outside of their local response areas. ***(Note: Participation outside of a team's local area is strictly voluntary.)***

HISTORY

In 2012, the California Governor's Office of Emergency (Cal OES) Fire Service Advisory Committee, Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) Board of Directors directed the California Incident Command Certification System (CICCS) Task Force to develop a document that outlines the use and qualifications of AHIMT3's. This operations bulletin describes the process to mobilize AHIMT3's through the California and national mutual aid system.

MOBILIZATION PROCEDURES:

Type 3 All-Hazard Incident Management Team Mobilization Procedures

Purpose/Mission/Capability

The purpose of the AHIMT3 is to provide organized teams of highly trained personnel to assist local, state, and federal agencies with complex incident management. AHIMT3's may be requested for an emergency incident, a planned event, or other mobilization request. Agencies Having Jurisdiction (AHJ) retain authority over the incident, and work with the AHIMT3's to accomplish the following:

- Protect life, property, and the environment.
- Provide safe and efficient management of complex incidents.
- Coordinate multi-jurisdictional response utilizing local and statewide mutual aid.
- Provide incident management assistance while minimizing cost to a requesting agency.
- Assist with mitigation efforts and restoration of the incident scene.
- Ensure that AHJ maintain compliance with applicable incident management statutory and regulatory requirements (National Incident Management System (NIMS)/State Emergency Management System (SEMS)).

Configuration

Participating Agencies/ Local Operating Areas:

The AHJ shall determine the size and composition of the AHIMT3 based on incident type and complexity. An AHIMT3 may deploy as a full team, a partial team ("short" team), or as single resource. Team size shall not exceed 21 in California.

California State Geographic Deployments (Full Team Configuration):

- Incident Commander (ICT3)
- Deputy Incident Commander (ICT3)
- Safety Officer (SOF3)
- Information Officer (PIO3)
- Liaison Officer (LOFR)
 - Law Enforcement Unit (LELO)
- Operations Section Chief (OSC3)
- Finance Section Chief (FSC3)
- Logistics Section Chief (LSC3)
 - Supply Unit Leader (SPUL)
 - Facilities Unit Leader (FACL)
 - Communications Unit Leader or Incident Communications Technician (COML or COMT)
 - Medical Unit Leader (MEDL)
- Plans Section Chief (PSC3)
 - Resource Unit Leader (RESL)
 - Situation Unit Leader (SITL)
 - Tech Spec. GIS
- 4 Trainees (with concurrence of the ordering agency)

Federal Emergency Management Agency (FEMA) and Emergency Management Assistance Compact (EMAC) Deployments.

Use the FEMA Team Configuration Guideline: *An order/request for an AHIMT3 (whether through EMAC or through the National Firefighting Mobilization System) shall be filled with a minimum of 14 members that comprise the following positions:*

- Incident Commander (ICT3)
- Safety Officer (SOF3)
- Information Officer (PIO3)
- Assistant PIO (PIO3)
- Liaison Officer (LOFR)
- Operations Section Chief (OSC3)
 - Deputy Operations Section Chief (OSC3)
 - Staging Area Manager (STAM)
- Finance Section Chief (FSC3)
- Logistics Section Chief Type 3 (LSC3)
 - Communications Unit Leader or Incident Communications Technician (COML/COMT)
- Plans Section Chief (PSC3)
 - Resource Unit Leader (RESL)
 - Situation Unit Leader (SITL)

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Note: The 14 AHIMT3 members, and any other AHIMT3 members subsequently ordered shall be from an organized, local government fire-sponsored agency, and shall meet recognized qualifications for the positions they are filling. An order/request for an AHIMT3 is for the personnel only and does not include any communications or office equipment or supplies (this should be supplied by the AHJ). If the AHIMT3 arrives and determines that they need additional or specialized personnel, equipment, and/or supplies, those shall be ordered through the established ordering process.

An AHIMT3 may be embed into an existing AHJ incident management structure, establish and oversee an incident management structure for the AHJ, or provide transitional incident management support to the AHJ prior to arrival of a Type 1 or Type 2 Incident Management Team.

Qualifications/Selection of Team Members

Training Requirements

All AHIMT3 qualified team members shall be required to successfully completed courses certified by CICCS, National Wildland Coordinating Group (NWCG), CAL FIRE Handbook 4039 and FEMA qualifications guides for specific positions.

Position specific training requirements for Fire and Rescue personnel are defined in the most current version of the **California Incident Command Certification System Qualification Guide**. Non-fire disciplines personnel whose employing agencies have a credentialing and qualifications standard shall adhere to those requirements. If a discipline (i.e. Law Enforcement, Public Works, etc.) does not have standards for credentialing or qualifications they shall follow FEMA's recommended requirements (***In California these FEMA recommendations are required***).

Experience Requirements

All AHIMT3 qualified members shall maintain valid and current certification and qualification in the position(s) they are fulfilling on the team.

Jurisdiction/Governance

Participating Agency Administrators provide the governance and oversight to the local AHIMT3 member. Liability remains the responsibility of the AHIMT3 members, local government fire-sponsoring agency.

Each AHIMT3 will create and maintain a team manual outlining the following:

- Mission
- Administrative Procedures
- Qualifications
- Training
- Experience Requirements
- Activation Procedures
- Team Structure
- Incident Reporting and Documentation Requirements

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Participating Agency Administrators provide the governance and oversight to the local AHIMT3. Liability remains the responsibility of the AHIMT3 members sponsoring agency.

Prior to being available for initial entry into the resource ordering system of record), a review of the training and experience of each team member will be conducted by a representative of the Cal OES Fire and Rescue Division, or their designee. The sponsoring agency of each team member shall validate and ensure its personnel meet all applicable AHIMT3 training and qualifications requirements utilizing an incident qualifications system recognized by Cal OES. Entry of AHIMT3 members into the resource ordering system of record shall be in accordance with the current resource mobilization system's business practice.

Reimbursement

Reimbursement will depend on the order and request. Examples could be: The California Fire Assistance Agreement (CFAA), EMAC, and Master Mutual Aid (MMA). MMA order(s) and request(s) may be supported with a funding source if the county in which these resources respond is provided federal or state disaster funding. Orders and requests will be annotated in the resource status system of record with all pertinent information relative to payment or non-payment. If funding is provided, resources will adhere to the terms and conditions of the CFAA at all times.

Teams will need to have a daily cost analysis readily available for deployment through EMAC. Not having this information available may delay the team's deployment. The requesting state will require the following at the time of their initial request:

- Worksheets to estimate costs for travel, personnel, equipment, commodities, and other expenses.
- The only cost you may not be able to determine upfront is travel. While you could estimate a 14 day mission based at the median per diem rates (if your jurisdiction/state uses per Diem) for meals and lodging. You would not be able to estimate airfare or mileage until you know where you will be deployed.
- The other costs you should be able to calculate upfront, and add travel once you know your deployment location.

California AHIMT3 Status

The Cal OES Fire and Rescue Division shall maintain an on-call roster of available AHIMT3 within California.

Team Status Keeping:

- Monday morning by 1000 AM teams that are available for statewide or national mobilization will update Google Sheets, and status the on-call IC.

Rotation: (8)

AHIMT3's that are currently recognized by Cal OES Fire and Rescue:

- Orange County - OC
- Long Beach - LB
- Santa Barbara - SB
- East Bay - EB
- North Bay - NB
- Sacramento Regional - SR
- San Diego - SD
- South Bay – So.B

Each team will have access to a Google Sheets where team information and rotation schedule will be shown.

The Google Sheets will be the location that teams can go to input information and to see who has the on-call duty.

Rotations

Rotations are broken down to four (4) types:

- Internal Team
- Regional (Cal OES Regions)
- FEMA
- EMAC

Within the California Fire Service and Rescue Emergency Mutual Aid System, Cal OES Regions/Operational Areas, the closest available AHIMT3 shall be contacted for assignment.

This rotation, policy does not supersede any agreements that local CALFIRE Units may have with local government AHIMT3. (Example. LNU with North Bay)

Internal Team rotations - Each team has their own policy on the team IC rotation schedule, this guideline will not go into your own internal policies.

Cal OES Mutual Aid Region rotations - The state is broken into Cal OES Mutual Aid North and South Regions, with each having 4 AHIMT3's.

The rotation of the teams in each Cal OES Mutual Aid North and South Regions will be on a weekly rotation schedule. Each team will be due for the duty every four weeks.

The on-call IC will be selected by using each Internal Team rotation policy.

Anytime the on-call IC changes, the Google Sheets will be updated.

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Fire and Rescue Division**

For each of the Cal OES Mutual Aid North and South Regions, 1 IC from one of the 4 teams will be the on-call IC who will be contacted when an order/request for an AHIMT3 is requested.

*** The on-call IC may fill an order/request using their team members, or they can reach out and use members from other teams in their Cal OES Mutual Aid North and South Regions.

FEMA or EMAC rotations - The rotation for an AHIMT3 for a FEMA or EMAC request will be on a monthly basis. Each Cal OES Mutual Aid North and South Regions will do a monthly rotation with one being first up. The on-call IC for the team for each Cal OES Mutual Aid North and South Regions will be the point of contact if a request is made.

The Cal OES Mutual Aid North and South Regions on-call IC will be notified and asked if they can fill the request. If the on-call Cal OES Mutual Aid North and South Operational Areas or Regions cannot fill the request, the other Cal OES Mutual Aid North or South Operational Areas or Regions will be contacted and asked if they can fill the request.

*** The on-call IC may fill order/request using his/her team or they can reach out and use members from within their Cal OES Mutual Aid North or South Operational Areas or Regions.

AHIMT3 Google Sheets

The screenshot shows a Google Sheet with the following content:

2/3/2020 16:45:01		California Type 3 AHIMT's									
Nationwide NICC Preparedness Level:		1									
ONCC Prep. Level:	1	NorCal MACS Mode:	2								
OCC Prep. Level:	1	SOCAL MACS Mode:	2								
Situation Notes:											
In California Rotation - Week of: 02/03/20					FEMA / EMAC Rotation (Monthly)			Rotation Schedule			
Cal OES Mutual Aid North Operational Area or Region	Dave Jeffries - 707.483.1098 - dave@jeffriespsc.com		February		Cal OES Mutual Aid South Operational Area or Region			Week	Team - North / South	Geographic Area - FEMA / EMAC	
Cal OES Mutual Aid South Operational Area or Region	Woody Enos - 805.896.6404 - woody.enos@sbcfire.com		March		Cal OES Mutual Aid North Operational Area or Region			1/6/2020	NB / SBC	Cal OES Mutual Aid North Region	
INCIDENT MANAGEMENT TEAMS ASSIGNED											
Team Name	Contact Name & #	Deployment Date	First Shift	Incident		1/13/2020	SB / LB				
SBC	Woody Enos - 805.896.6404	9/11/18	09/12/2018	CA-OESH-051730 / Mission # 2018-FIRE-51730 - Roanoke, Va.		1/20/2020	EB / OC				
						1/27/2020	SR / SD				

At the bottom of the sheet, there is a dropdown menu for 'TEAM IC's' with options: Orange Co., Long Beach, Santa Barbara.

The Cal OES Mutual Aid North and South Regions IC on-call - use the drop down menu to select on-call IC - **this will need to be done by the team who has the duty.**

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The FEMA or EMAC rotation will be updated by Cal OES each month.

See the rotation schedule to the right. Each week of the year, starts with Monday, the AHIMT3 Cal OES Mutual Aid North and South Regions shows who is on-call and the Cal OES Mutual Aid North and South Regions on-call for FEMA or EMAC.

Incident Management Teams assigned section shows any AHIMT3 that is currently assigned.

** Note the Team tabs at the bottom.

Team Status with IC Contact info.

Team	Local	California	FEMA / EMAC	Contact	Contact Email	Contact #	3/2/2020	3/9/2020	3/16/2020	3/23/2020	3/30/2020	4/6/2020	4/13/2020	4/20/2020	4/27/2020	5/4/2020	5/11/2020	5/18/2020	5/25/2020	6/1/2020	6/8/2020	6/15/2020	6/22/2020	6/29/2020	7/6/2020	7/13/2020
Orange Co. (OC)	Available	Not Available	Not Available	Kevin Southerland - 714.742-5095 - ksoutherland@cityoforange.org			NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD
Long Beach (LB)	Available	Available	Not Available	Jim Underwood - 562.833.5145 - james.underwood@longbeach.gov			SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC
Santa Barbara (SBC)	Available	Available	Available	Woody Enos - 805.896.6404 - woody.enos@sbcfire.com			SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC
San Diego (SD)	Available	Not Available	Not Available	John Fisher - 619.405.2103 - JAFisher@sandiego.gov			SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC
San Luis Obispo (SLO)	Not Available	Not Available	Not Available	Geoff Money - 805.903.3401 - Geoff.money@fire.ca.gov			SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC	SB / LB	EB / OC	SR / SD	NB / SBC

Shows the team availability for both state and FEMA or EMAC along with the IC contact info. The availability status is changed on each of the team tabs.

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Team Tab - State

The screenshot shows a Google Sheets spreadsheet with the following content:

6/4/2018		Type 3 CA - San Diego				
California State Geographic Deployments (Full Team Configuration)			Status	Available		
#	Team Position	Last Name	First Name	Depart. 3 letter ID	O.A.	
1	Incident Commander (ICT3)					
2	Deputy Incident Commander (ICT3)					
3	Safety Officer (SOF3)					
4	Information Officer (PIO3)					
5	Liaison Officer (LOFR)					
6	Law Enforcement Liaison (LEO)					
7	Operations Section Chief (OSC3)					
8	Finance Section Chief (FSC3)					
9	Logistics Section Chief (LSC3)					
10	Supply Unit Leader (SPUL)					
11	Facilities Unit Leader (FACL)					
12	Communications Unit Leader (COML) or Incident Communications Technician (COMT)					
13	Medical Unit Leader (MEDL)					

At the bottom of the spreadsheet, there are tabs for 'CA-Type 3-IMT', 'San Diego', 'Orange Co.', 'Long Beach', and 'Santa Barb'.

The Team Tab shows name of team, status availability option (one for each in-state and FEMA or EMAC) drop down menu.

Team positions for each: in this area, you can pre-populate with names and or wait until the team is assigned and then fill in the names.

The roster for deployed teams will be filled out on the team sheet that has the most members assigned.

Team Tab – FEMA or EMAC

#	Team Position	Last Name	First Name	Depart. 3 letter ID	O.A.
1	Incident Commander (ICT3)				
2	Safety Officer (SOF3)				
3	Information Officer (PIO3)				
4	Assistant PIO (PIO3)				
5	Liaison Officer (LOFR)				
6	Operations Section Chief (OSC3)				
7	Deputy Operations Section Chief (OSC3)				
8	Staging Area Manager (STAM)				
9	Finance Section Chief (FSC3)				
10	Logistics Section Chief (LSC3)				
11	Communications Unit Leader (COML) or Incident Communications Technician (COMT)				
12	Plans Section Chief (PSC3)				
13	Resource Unit Leader (RESL)				
14	Situation Unit Leader (SITL)				
15					

AHIMT3 Mobilization/ordering process:

- The mobilization for AHIMT3s outside of their local region and local agreements shall use the Cal OES Fire and Rescue Division's resource ordering process.

Teams shall use the following resource ordering status system of record naming convention: Team –AHIMT - T3 – CA -team name.

Duration of Assignments

The duration of assignment for an AHIMT3 may vary by incident. Typically, a deployment should last no longer than 14 days (excluding travel).

After 14 days, an AHIMT3 would expect to either return incident management back to the AHJ (in the case of a de-escalating event) or transition incident management to a Type 1 or Type 2 IMT (as in the case of a longer term or escalating event).