INCIDENT MANAGEMENT ASSISTANCE TEAM PROGRAM

INCIDENT MANAGEMENT ASSISTANCE TEAM APPLICATION PACKET

STATE INCIDENT MANAGEMENT ASSISTANCE TEAM (IMAT) VISION

The vision of the State Incident Management Team (IMAT) is to provide the state of Indiana with a resource of qualified responders that are capable of managing, stabilizing and resolving any crisis. The team will also be proficient in assisting other jurisdictions through coordination, mentoring and advice. The team will function through advanced levels of the Incident Command System and be an example for other jurisdictions to follow.

STATE INCIDENT MANAGEMENT ASSISTANCE TEAM (IMAT) MISSION

The mission of the IMAT is to provide field a team consisting of qualified and trained individuals capable of supporting state, local, tribal and territorial jurisdictions. The team will be capable of statewide and national deployments under the Emergency Management Assistance Compact (EMAC) or Federal Emergency Management Administration (FEMA) Supplemental Response Team (SRT) affiliation, with on-site incident management, emergency operation center management, resource coordination, technical assistance, management capabilities and the ability to function as a state coordinating element. The IMAT also will be a direct conduit to the State EOC for situational awareness. The IMAT's end goal when deployed is to assist supported jurisdictions in attaining incident stabilization. The result of such assistance is to ensure incidents are managed safely, effectively and efficiently through the Incident Command System (ICS) framework, through proper multi-agency coordination, and with exemplar transparency, professional and ethical conduct and personal character.

STATE INCIDENT MANAGEMENT ASSISTANCE TEAM DESCRIPTION

The Indiana State IMAT is a NIMS Type 3 Incident Management Team trained in advanced levels of the Incident Command System (ICS) and functions according to the National Incident Management System (NIMS). The State IMAT is available for assembly to respond to large state or federal level emergencies

and disasters when response capability exceeds local and county the resources of the supported entity. The State IMAT is designed to enhance and assist the capabilities of the supported jurisdiction when a rapidly expanding incident requires a much larger scaled incident management capability; however, the Indiana State IMAT does NOT and is NOT intended to act as a replacement or to take over the incident management capabilities at the local level.

The concept behind the IMAT is that during any type of natural or man-made disaster/emergency within the state, local jurisdictions, regardless of size, may become overwhelmed in very short order. Building a system that will provide consistent support during emergency situations is a priority. The IMAT will be a trained, multi-discipline, all hazards response resource for an impacted jurisdiction to draw on to assist their staff with Command and General Staff incident management functions. It will contain a wide variety of personnel from not only ICS backgrounds, but also disciplines/functionalities such as recovery, code enforcement, finance, structural engineers, power sector and health care to provide evaluation of real time lifeline situational awareness. The IMAT will be trained to fill these roles in both tactical field operations and in an Emergency Operations Center. The IMAT will be equipped so that it will be fully self-sustained, not drawing any resources from the requesting jurisdiction (and limited resources from the state) for the first 72 hours of an event. In many counties, an incident that would require the activation of an IMAT also would make it difficult for that jurisdiction to provide any support to the team. Therefore, the IMAT will come as a complete package, able to meet all their personnel and work needs, for the initial deployment period.

APPLICATION PACKET FOR INDIANA INCIDENT MANAGEMENT ASSISTANCE TEAM

Minimum requirements for membership include completion of National Incident Management System (NIMS) training courses IS-100, IS-200, IS-700, IS-800, ICS 300 and ICS 400. Upon selection, additional team/position training will be required above and beyond these courses.

Team members will be expected to have the full support of their agencies. Team members should be able to be deployed on short notice and available for a minimum of two weeks on initial deployment. A Letter of Consent will be signed by the employer agency permitting the member to participate from their home agency. IMAT members and their home agencies/jurisdictions are expected to make a minimum of a two-year commitment to the team, after the initial training period.

Team members must be able to work long hours, in excess of 7.5 hours per day, and be prepared to operate in stressful and less than desirable environmental conditions. Many disaster areas lack power and basic utilities making medical care or personal hygiene difficult. Members must sign a Letter of Commitment documenting their physical/medical/mental ability and willingness to work in these types of conditions. The application process is a five-step process:

1. Application and verification of current training completed
2. Application review
3. Follow-up with candidate
4. Member Letter of Commitment and agency Letter of Consent

Selection, position(s)/team assignment and development of training plan. As part of your application, provide a maximum of two pages that answer the following questions:

1. What position or positions you would like to be considered for on the IMAT, and why?
2. Please provide a description of the specific response experience you have that would assist the IMAT.
3. Please provide a description of the work experience you have that would assist the IMAT.
4. Other information that you believe the committee should know, pertinent to IMAT selection.

Please include:

1. Application
2. Copies of certificates to support application
3. Resume or curriculum vitae
4. Narrative answering the above questions

All applications should be sent to the State Incident Management Assistance Team: imat@dhs.in.gov.

The Indiana Department of Homeland Security Indiana Fire and Public Safety Academy will verify completed training. The IMAT Advisory Board will review applications for qualifications, experience, member suitability and inherent skills. The board then will meet with the applicant, if needed, to assist in member selection. Once selections are made, candidates will be notified of selection or denial and any

further needed courses. The board will complete this process within 60 days after the application has been received.

If you have questions about the Incident Management Assistance Team, please contact the IMAT program coordinator at imat@dhs.in.gov or at 317-238-1762.

INDIANA INCIDENT MANAGEMENT ASSISTANCE TEAM CANDIDATE APPLICATION

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Mobile Phone: _____ Office Phone: _____

Email: _____

Current Agency: _____

Mailing Address: _____

Email: _____

Phone: _____ Supervisor: _____

REFERENCES

Please provide three references, other than your immediate supervisor, that we may contact to support your application for this position:

	Name	Title	Agency	Phone
1.				
2.				
3.				

IMAT POSITIONS

What positions are you most qualified or interested in serving in?
Please pick two: primary (P) and secondary (S).

_____Unified/Incident Commander

_____Liaison Officer

_____Public Information Officer

_____Safety Officer

_____Operations Section Chief

_____Logistics Section Chief

_____Planning Section Chief

_____Finance/Admin Section Chief

_____Resource Unit Leader

_____Situation Status Unit Leader

_____Documentation Unit Leader

_____Communications Unit Leader

_____Supply Unit Leader

_____Cost Unit Leader

_____Demobilization Unit Leader

_____Other (Please Specify)

I HAVE COMPLETED THE FOLLOWING CLASSES:

____ICS 300   ____ICS 400   ____O-305 All Hazards Incident Management Team

____G-191 ICS/EOC Interface   ____E-449 ICS Curricula Train-the-trainer

I confirm I have completed the following NIMS ICS All-Hazards Position Specific courses.
Please check which courses or write in if not included.

☐   E/L 950: NIMS ICS All-Hazards Position Specific Incident Commander

☐   E/L 952: NIMS ICS All-Hazards Position Specific Public Information Officer

☐   E/L 954: NIMS ICS All-Hazards Position Specific Safety Officer

☐   E/L 956: NIMS ICS All-Hazards Position Specific Liaison Officer

☐   E/L 958: All-Hazards Position Specific Operations Section Chief

☐   E/L 960: NIMS ICS All-Hazards Position Specific Division/Group Supervisor

☐   E/L 962: All-Hazards Position Specific Planning Section Chief

☐   E/L 964: All-Hazards Position Specific Situation Unit Leader

☐   E/L 965: All-Hazards Position Specific Resources Unit Leader

☐   E/L 967: All-Hazards Position Specific Logistics Section Chief

☐   E/L 969: All-Hazards Position Specific Communications Unit Leader

☐   E/L 970: All-Hazards Position Specific Supply Unit Leader

☐   E/L 971: All-Hazards Position Specific Facilities Unit Leader

☐   E/L 973: All-Hazards Position Specific Finance/Admin. Section Chief

☐   E/L 975: All-Hazards Position Specific Finance/Admin. Unit Leader Course

Please list any other training, experience, instructor qualifications, licenses or certifications.

All forms must be completed in their entirety and submitted prior to participation in the IMAT Program. Ensure all information contained in this application is accurate.

Applicant Signature: Date:

_____

Applicant Agency Contact Information:

_____

Phone: _____   Email: _____

By signing the application, you consent to be contacted by Indiana Department of Homeland Security.