



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

RON DESANTIS
Governor

JARED MOSKOWITZ
Director

Approved:

Document #: SOP-RES-011

Effective: 05/19/2020

Review: August

ALL-HAZARDS INCIDENT MANAGEMENT TEAM DEPLOYMENT STANDARD OPERATING GUIDE

PURPOSE:

The Florida Division of Emergency Management (Division) All-Hazards Incident Management Team (AHIMT) Deployment Standard Operating Guide (SOG) is the official document outlining the mission, recruitment, qualification, requalification, notification, mobilization, and demobilization of the State of Florida's All-Hazards Incident Management Teams.

Note: This document does not preclude local municipalities or counties from requesting their own regional assets.

AUTHORITY:

- Florida Statutes Chapter 252 Emergency Management, Parts I-III (§§ 252.31-63, Florida Statutes; §§ 252.81-905, Florida Statutes; §§ 252.921-9335, Florida Statutes.)

SCOPE:

Members of the All-Hazards Incident Management Teams, when deploying for the State Emergency Response Team (SERT) and the Response Bureau's Operations Section.

MAINTENANCE:

Preparation and revision of the All-Hazards Incident Management Team Deployment Standard Operating Guide shall be the responsibility of the Response Bureau's Operations Section with assistance and involvement from all applicable stakeholders and partners. This Guide must be updated, at a minimum, once every two years. However, an examination and review of the document should be conducted annually by the Operations Section to update the document with any changes in the implementation of guidelines, improvement of capabilities, and deficiencies identified from corrective actions.

TABLE OF CONTENTS:

Section 1 6

 1.1. PRIMARY MISSION..... 6

 1.1.1. ASSUMPTIONS 6

 1.2. APPLICATION AND SELECTION PROCESS 6

 1.1.2. TEAM MEMBER ACCEPTANCE GUIDELINES..... 7

 1.3. DIVision PORTAL 8

 1.4. QUALIFICATION PROGRAM 8

Section 2 9

 2.1. DEPLOYMENT GUIDELINES..... 9

 2.1.1. OPERATIONAL ASSUMPTIONS 10

 2.2. LOCAL DELEGATIONS OF AUTHORITY 10

 2.3. CODE OF CONDUCT..... 11

 2.3.1. DEPLOYMENT BEHAVIORAL GUIDELINES 11

 2.3.2. DRUG AND ALCOHOL POLICY 12

 2.3.3. PUBLIC INFORMATION RELEASE 12

 2.4. NOTIFICATION..... 13

 2.5. MOBILIZATION..... 13

 2.5.1. MISSION READY PACKAGES 14

 2.6. DEMOBILIZATION..... 14

 2.7. POST DEPLOYMENT AND AFTER ACTION REPORTING (AAR) 16

Section 3 17

 3.1. MISSIONs OF THE AHIMT 17

 3.1.1. MISSION 1 – SUPPORT THE SERT AND SCO 17

 3.1.2. MISSION 2 – DIRECT COORDINATION AND SUPPORT..... 18

3.1.3.	MISSION 3 – SUPPORT RECOVERY	19
3.1.4.	MISSION 4 – SUPPORT THE STATE LOGISTICS RESOURCE CENTER 19	
3.1.5.	MISSION 5 – RADIOLOGICAL/NUCLEAR SUPPORT	19
3.1.6.	MISSION 6 – EMERGENCY OPERATIONS CENTER SUPPORT	20
3.1.7.	MISSION 7 – FORWARD SERT	21
3.1.8.	MISSION 8 – PROVIDE STATE ON-SCENE COORDINATION	21

APPENDICES:

- Appendix A: AHIMT Location Map
- Appendix B: AHIMT Team Member Breakdown
- Appendix C: AHIMT Team Members Roles and Responsibilities
- Appendix D: Delegation of Authority Template
- Appendix E: Finance Guide for Deployments
- Appendix F: AHIMT Position Check List
- Appendix G: Record of Change

REFERENCES:

Below are documents referenced within the SOG, which can be found on the FDEM SharePoint Portal:

- Florida Division of Emergency Management’s Emergency Operations Plan
- Florida Division of Emergency Management’s Type 3 All-Hazards Incident Management Qualification Standard Operating Guide

TRAINING:

The following NIMS/ICS and AHIMT specific training courses may either be required or recommended based on existing policy and the discretion of the AHIMT Incident Commander/Team Administrator. This is not an exhaustive list of available courses and is subject to change. Additional information regarding required trainings related to each

of the Type 3 AHIMT Positions are listed within Appendix A of the Type 3 All-Hazards Incident Management Qualification Standard Operating Guide.

Incident Command System (ICS) and National Incident Management System (NIMS) Training Courses:

- IS 100 – Introduction to Incident Command System
- IS 200 – ICS for Single Resources and Initial Action Incidents
- IS 700 – Introduction to NIMS
- IS 702 – NIMS Public Information Systems
- IS 703 – NIMS Resource Management
- IS 706 – NIMS Intrastate Mutual Aid, An Introduction
- IS 800 – National Response Framework, An Introduction
- G 300 – Intermediate Incident Command System for Expanding Incidents
- G 400 – Advanced Incident Command System Command & General Staff: Complex Incidents

All-Hazards Incident Management Team Training Courses:

- L-950 – Incident Commander
- L-952 – Public Information Officer
- L-954 – Safety Officer
- L-956 – Liaison Officer
- L-958 – Operations Section Chief
- L-960 – Division/ Group Supervisor
- L-984 – Strike Team/ Task Force Leader
- L-962 – Planning Section Officer
- L-964 – Situational Unit Leader
- L-965 – Resource Unit Leader
- L-967 – Logistics Section Chief

- L-969 – Communication Unit Leader
- L-970 – Supply Unit Leader
- L-971 – Facility Unit Leader
- L-973 – Finance/ Administrative Section Leader
- L-975 – Finance/ Administration Unit Leader
- O-305 – All-Hazards Incident Management Team Training

Emergency Operations Center Training Courses:

- G 775/ IS 775 – Emergency Operations Center Operations
- G 191 – Incident Command System/Emergency Operations Center Interface

FORMS:

None required.

SECTION 1 TEAM ORGANIZATION

1.1. PRIMARY MISSION

All-Hazards Incident Management Teams (AHIMTs) serve as the forward-coordinating element of the State Emergency Response Team (SERT) and the State Coordinating Officer (SCO). State and Regional AHIMTs do not typically assume operational control of an incident; they provide situational awareness and operational planning to the SERT and the SCO by incorporating information collected from the State Emergency Operations Center (SEOC), County Emergency Operations Centers, and local agencies. AHIMTs assist in the coordination of necessary logistical support to the SCO and SERT for forward deployment. Furthermore, the AHIMT, in coordination with SERT Liaisons, may be tasked to assist the SERT Chief with other missions assigned by the SEOC.

1.1.1. ASSUMPTIONS

- Multiple AHIMTs may be activated in support of one or more concurrent incidents.
- Active partnerships with local and state responders are necessary in order to ensure the simultaneous deployment of multiple AHIMTs.
- AHIMTs are initially tasked with identifying resource gaps, objectives, problems, and developing situations.
- AHIMTs do not work independently from the SERT Chief. They report directly to the SERT Chief or their designee.
- When established, the Forward SERT will perform a resource coordination role.
- A Regional AHIMT is less likely to be deployed if their region is impacted by a disaster, as team members will be engaged in response activities with their respective home agencies.
- When necessary or appropriate, and at the discretion of the SERT Chief, AHIMTs may be comprised of contract or temporary (OPS) personnel.

1.2. APPLICATION AND SELECTION PROCESS

The Division recognizes the increased value that state, regional, and county agency personnel offer the AHIMT program through unique skillsets and diverse experiences of associated team members. In recognition of this value, the application process for AHIMT positions are managed by the regional AHIMT Incident Commanders/Team Administrators with overall direction provided by the Division.

AHIMT Incident Commanders/Team Administrators, with the assistance of the Division, continuously advertise team vacancies and actively recruit qualified candidates to serve as team members on each of the regional teams. Candidates must meet or exceed all prerequisite training and satisfactorily complete position specific training and experiences as outlined in the position task books.

Note: The SERT Chief and SERT Operations Section have the authority to waive training requirements.

Qualified individuals for each team position are identified and assigned by the AHIMT Incident Commander/Team Administrators based on the candidate's training level, skills, knowledge, and abilities.

Candidates must complete an AHIMT application and submit it to the appropriate AHIMT Incident Commander/Team Administrator. The AHIMT Incident Commander shall review all candidate applications and make the position assignments, if appropriate. The candidate information may then be uploaded into the Division Portal by the AHIMT Incident Commander/Team Administrators or their designee. Candidates are notified of team acceptance and position assignment by their respective AHIMT Incident Commander/Team Administrators.

1.1.2. TEAM MEMBER ACCEPTANCE GUIDELINES

- Primary staff for the AHIMT are pre-selected in coordination with the AHIMT Incident Commander/Team Administrators and the Division.
- AHIMT members with fewer than two (2) years' experience as an Emergency Manager or First Responder shall be designated as a Trainee while deployed, unless waived by the AHIMT Incident Commander/Team Administrators.
- AHIMT personnel must demonstrate the necessary knowledge, skills, and abilities to function in a forward deployment environment. At a minimum, AHIMT members shall demonstrate functional knowledge of the Florida Comprehensive Emergency Management Plan (CEMP), the resource management systems and procedures, and have completed prerequisite emergency management and NIMS/ICS training.
- Each AHIMT shall include at least two (2) members who are qualified Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) for Professional Rescuers and Health Care Providers and/or First Aid/CPR/AED certified by an accredited organization. Individuals may also qualify if they possess active licensure or certification as a Paramedic/EMT/First Aid training from an accredited institution.
- The AHIMT Incident Commander/Team Administrators may update the team member acceptance guidelines, at their discretion, for the AHIMT under their authority based on the needs of the AHIMT.

1.3. DIVISION PORTAL

The Division has created a SharePoint Portal Site for the AHIMT team members. It is the responsibility of the AHIMT Incident Commander/Team Administrators to update their respective Portal Site.

The SharePoint Portal may contain the following:

- Team Rosters
- Calendar of Events
- Position Specific Task Books
- ICS Forms
- Application
- SOG
- CEMP
- Emergency Operations Procedure (EOP)
- Useful links

1.4. QUALIFICATION PROGRAM

The Division is committed to improving emergency management and the response capabilities of their personnel for all major disasters and other incidents where mutual aid is required. In order to better align the request and matching process associated with interstate mutual aid, national mobilization, and qualifying efforts, the Division has developed the All-Hazards Incident Management Qualification Program for the Type 3 All-Hazards Incident Management Teams in Florida.

The intent of the Qualification Program is to build upon existing processes and systems to improve the delivery of intrastate and interstate mutual aid and recognizing that the local authorities having jurisdiction regulate the provision of mutual aid. The Division has implemented the State Qualifications Review Committee which is responsible for the oversight of the program, revision of this guide as needed, and making recommendations for statewide all-hazards incident management training and exercises.

Additional information regarding the AHIMT Qualification Program can be found in the Type 3 All-Hazards Incident Management Qualification Standard Operating Guide.

SECTION 2

CONCEPT OF OPERATIONS

2.1. DEPLOYMENT GUIDELINES

Each AHIMT is comprised of designated personnel from state, county and local agencies capable of mobilizing and deploying to an incident area. While deployed, members of the AHIMTs are state assets who ultimately report to the SERT Chief or their designee. Typically, an AHIMT will be activated for multi-county/regional incidents, however, a catastrophic incident in a single jurisdiction may warrant AHIMT activation and deployment. In all cases, the AHIMT will coordinate deployment, mission activities, and demobilization with field based SERT Liaison(s). AHIMT members shall remain deployment-ready to address the full range of potential hazards, such as pending natural disasters (e.g. hurricanes), significant events that may require state level coordination or support, or no-notice incidents (e.g. accidents, radiological incidents, and terrorism).

Depending upon the nature of the event, the AHIMT may be tasked to pre-deploy to the event or incident location to perform the duties outlined in Section 3 – Operation Objectives of this SOG. Additional duties may be assigned by the SERT Chief to meet specific needs of the incident or event.

The AHIMT may be activated and deployed for any event or incident upon order of the SERT Chief. During activation, the AHIMT reports to the SERT Chief or designated subordinate and operates under specific delegated authority from the SERT Chief to provide effective field coordination for events or incidents in conjunction with local SERT Liaisons. SERT Liaisons in the impacted jurisdictions will coordinate activities with the AHIMT. SERT Liaisons may become part of the AHIMT chain of command throughout the activation period.

Upon activation of the AHIMT, members of the team assemble at a central point designated by the AHIMT Incident Commander. Prior to departure, the AHIMT Logistics Chief will ensure that all the equipment and supplies needed to support the AHIMT during the mission are available. At a minimum, the AHIMT must have enough supplies to be self-supporting and self-sustaining for the duration of the event/incident.

The AHIMT Finance Chief will send the final team roster of activated members, once approved by the AHIMT Incident Commander, to the Division's Finance Section as described in Appendix D. In addition, the AHIMT Operations Chief will contact the local SERT Liaison to make them aware that the AHIMT has been mobilized to the event/incident area. The SERT Liaisons will need to be prepared to receive the AHIMT and to coordinate support activities with the AHIMT at a predetermined location based on operations.

2.1.1. OPERATIONAL ASSUMPTIONS

- The SCO, SERT Chief, or SERT Operations Chief determines which of the AHIMTs are available for deployment.
- The AHIMT, once deployed, reports to the Agency Having Jurisdiction.
- The AHIMT may report to the Recovery Chief (Deputy State Coordinating Officer) when deployed to a Joint Field Office (JFO), Area Field Office (AFO), or Multi-Agency Resource Center.
- The AHIMT, if deployed to the State Logistics Resource Center (SLRC), reports to the SLRC Manager.
- The AHIMT will coordinate with the appropriate SERT Liaisons for all interactions with a County EOC.
- SERT Liaison(s) in the AHIMT area of operations may report to and through the AHIMT.
- If a full Forward SERT activation is not warranted, then the AHIMTs may be expanded to supplement State Emergency Support Function (ESF) personnel and assume an expanded complement of SERT responsibilities.
- If requested by the SERT Chief, the AHIMT may assume the responsibilities of, and act as, the Forward SERT.
- The AHIMT deployed to the Camp Blanding Joint Operations Center Training Center (JOC-TF) may assume command and control of the State Emergency Response activities while the SERT relocates to the JOC-TF under its Continuity of Operations Plan (COOP). Once the transition is complete, the AHIMT will be integrated into the SERT.

2.2. LOCAL DELEGATIONS OF AUTHORITY

AHIMTs are not deployed for the purpose of operating local EOC's. However, in some situations where local jurisdictions require support, they may request the assistance of an AHIMT which can then be transitioned into an IMT. AHIMTs may not accept a Delegation of Authority to become an IMT or County EOC Support Team from the local jurisdiction until all the following conditions are satisfied:

- The AHIMT Incident Commander notifies the SERT Chief and SERT Operations Chief.
- The SERT Chief or SCO has approved the release of the AHIMT to the local jurisdiction.

- A Demobilization Plan has been created.
- The AHIMT completes a Demobilization and Debrief with the SEOC.
- An additional AHIMT has arrived on-scene and a transfer of command has occurred, and/or the SEOC has control of the Area of Operations.

2.3. CODE OF CONDUCT

The AHIMT maintains a policy of “zero tolerance” for inappropriate behavior during incident operations, meetings, drills, and other team-sponsored activities. Any form of harassment, discriminatory practices, or disrespectful behavior shall not be tolerated. The AHIMT Incident Commander/Team Administrator shall be responsible for documenting and resolving any incidents or violations of the Code of Conduct.

The AHIMT expects all AHIMT team members and personnel to maintain an attitude of mutual respect towards other members of the team, other response personnel, and the public. Any Equal Employment Opportunity (EEO) complaints shall be reported to the supervisor or the Human Resource Specialist. Members may also report EEO complaints directly to the AHIMT Incident Commander or the Deputy Incident Commander (DIC).

Violations of the Code of Conduct may result in the offender’s removal from the incident or activity by the AHIMT Incident Commander. Disciplinary actions, up to and including termination, from the AHIMT may be imposed by the SERT Chief, SERT Operations Section, or the AHIMT Incident Commander. All violations of the Code of Conduct shall be reported to the member’s home jurisdiction.

During off-incident and off-duty rest and recuperation periods, all personnel are responsible for maintaining proper conduct and ensuring fitness for duty.

2.3.1. DEPLOYMENT BEHAVIORAL GUIDELINES

Off-Duty conduct may be subject to local, state, and federal policies governing sexual harassment, drug use, and alcohol consumption. Off-duty behavior that negatively impacts other team members, local jurisdiction employees, or team member work performance may be grounds for ineligibility on future deployments and may result in immediate removal from the AHIMT at the discretion of the SERT Chief, SERT Operations Section, or the AHIMT Incident Commander.

At a minimum, each AHIMT has an individual Deployment Behavioral Guideline based on their home agency. When deployed by the SERT, the AHIMT’s local agency retain administrative control while adhering to the policies and procedures established by the SERT. Below are Division guidelines for off-duty and off-incident behavior during deployment:

- Drive agency/rental vehicles in a safe and lawful manner.

- Never operate any vehicles or other machinery while impaired or under the influence of alcohol or other mind-altering substance. Do not allow unauthorized persons to operate vehicles agency/rental vehicles.
- The AHIMT is an emergency response resource. Team members should always be alert and perform safely and effectively to prevent harm to themselves or others.
- Respect the local public and jurisdiction.
- AHIMT's encounter people of diverse racial, ethnic, and religious backgrounds while deployed. Be cautious not to use language or conduct behavior that may be interpreted as prejudice.
- Sexual harassment shall not be tolerated.
- The AHIMT members are responsible for understanding deployment conditions. If there are any concerns, please direct all questions to the AHIMT Operations Section Chief or appropriate chain-of-command.
- Issues should be reported to either the AHIMT Incident Commander/Team Administrator, SERT Operations Chief, or the AHIMT Planner.

2.3.2. DRUG AND ALCOHOL POLICY

The AHIMT maintains a "zero tolerance" policy regarding members or staff who illegally use, or have illegally used within the past six months, controlled dangerous substances (CDS) as defined by local, state, and federal laws. AHIMT members shall not use or possess CDS, either on-duty or off-duty.

AHIMT members shall not consume alcohol while on-duty. AHIMT members shall not report for duty while under the influence of alcohol.

Additional restrictions may be imposed by the AHIMT Incident Commander at any point of the deployment or training activity as deemed necessary.

Violations of the drug and alcohol policy shall constitute conduct unbecoming of a member of the AHIMT and may result in disciplinary action up to and including termination from the team. Violations of the drug and alcohol policy shall be reported to the member's home jurisdiction.

2.3.3. PUBLIC INFORMATION RELEASE

All information, directly or indirectly, associated with an AHIMT deployment is the property of the Division and the State of Florida. Any person(s), directly or indirectly, involved with an AHIMT deployment or operation may not release information, documentation, or direct statements to the public or news media unless previously authorized by the AHIMT Incident Commander. Information shall be vetted and

approved prior to release by either the AHIMT Incident Commander, the AHIMT Incident Commander's designee, or the Division's Public Information Officer. AHIMT Members shall refrain from posting pictures, accounts of any activities, plans, discussions, or metadata, commonly referred to as tagging, tags, and hashtags, on social media related to a response event during and after deployment.

2.4. NOTIFICATION

The decision to activate the AHIMT is be made by the SCO or the SERT Chief, and the mission must be entered into the Division's instance of WebEOC. At a minimum, the mission assignment should include:

- The address or destination and/or host EOC.
- The name and title of the SERT Liaison in the Incident Area.
- An anticipated arrival time of the AHIMT.
- The estimated duration of the AHIMT activation.
- The name of the AHIMT Incident Commander.

The SERT Chief or their designee will notify the AHIMT Incident Commander of a potential deployment and provide initial incident objectives for the AHIMT's mission. The AHIMT Incident Commander, or the AHIMT Incident Commander's designee, will be responsible for notifying the AHIMT team members.

Prior to deployment, the AHIMT Logistics Chief will coordinate with the SERT Logistics Section Chief to secure required equipment and supplies for the assignment. The AHIMT Finance Chief will send the final team roster for the mission, once approved by the AHIMT Incident Commander, to the AHIMT Planner. In addition, the AHIMT Operations Chief will contact the local SERT Liaison to make them aware that the AHIMT is mobilizing to the event/incident area.

Check-In: Prior to departure, AHIMT members should check in with the AHIMT Incident Commander. When all members and equipment are accounted for, the Incident Commander reports the team's status to the SERT Operations Chief at the SEOC.

2.5. MOBILIZATION

The SERT Chief will give the AHIMT Incident Commander an initial briefing outlining clear directions and authorities for deployment. The AHIMT Incident Commander will conduct a pre-deployment briefing with all AHIMT members. Depending on the situation, the AHIMT may conduct a conference call or convene at the central location previously agreed to and received a full briefing on its mission assignment(s) from the SERT Chief.

During the deployment briefing, the AHIMT will be given its initial mission(s). It is important to note that the mission assignment may change at any point during the incident.

Upon deployment, the AHIMT Incident Commander reports directly to the SERT Operations Chief or the AHIMT Planner. In cases where the SCO and/or the SERT Chief deploys with the AHIMT, the SCO or the SERT Chief will take direct coordination of the team. The AHIMT shall post its roster, convoy, and communications information into WebEOC.

2.5.1. MISSION READY PACKAGES

The AHIMT Incident Commanders/Team Administrators or a designee will work with the AHIMT Planner, SERT Operations Chief, and the Mutual Aid Branch Director to create Mission Ready Packages (MRPs) for each team.

MRPs are NIMS typed and include, but are not limited to, the following:

- Name of team members.
- Contact information (phone numbers and email).
- Salary information (including regular, overtime, fringe benefits, and overtime fringe rates).
- The amount of regular work hours and overtime hours anticipated.
- Equipment (including the number/purpose/how many team members use the equipment as well as estimated equipment costs).
- The ability and duration that the AHIMT is capable of remaining self-sustainable.
- Anticipated needs for commodities and the estimated cost per person/per commodity.

Once the teams finish gathering information, the AHIMT Planner and the Mutual Aid Branch Director create MRPs to be distributed to the AHIMTs. The MRPs are updated every year prior to the beginning of hurricane season.

2.6. DEMOBILIZATION

The AHIMT Incident Commander recommends team demobilization to the SERT Operations Chief and the AHIMT Planner based on:

- Time the team has been deployed (14-day maximum unless approved by the SERT Chief). If an AHIMT is still needed after the two-week maximum, a relief team will be identified and command will be transferred to the incoming team.

- The ability of local jurisdictions to manage the incident without continued state assistance.
- The need for reassignment to a different operational area.

The SERT Chief will make the final determination regarding demobilization of the AHIMT. The AHIMT Planner updates the WebEOC mission to record team demobilization. The AHIMT Planning Chief develops a detailed demobilization plan to be approved by the AHIMT Incident Commander. The demobilization plan should include:

- Date and time of anticipated demobilization.
- Discussion on the completion of the AHIMT mission, relocation, or transition to another entity.
- Detail the critical incident stress management (CISM) process, in conjunction with SERT procedures.
- Coordinate the demobilization of all expendable and non-expendable resources managed by the AHIMT in cooperation with the SERT Logistics Chief, as appropriate.
- Include a decontamination plan for personnel, vehicles, and equipment.
- Details for a closeout meeting/conference call with the local EOC(s) to ensure a smooth transition of duties and responsibilities and discuss any potential issues that warrant specific discussion.
- Detail the coordination of a team member meeting closeout to discuss team performance and safety briefing for members traveling back to their home jurisdictions.
- Detail the process of recovering assets and cleaning/restocking Mobile Command Vehicles (MCV) or others support vehicles, as applicable.

If a relief team has been mobilized to assume the duties and responsibilities of a demobilizing team, at least one full overlap day will be allocated to ensure a smooth transition between the teams. The outgoing team shall not demobilize until all sections concur that available institutional information has been transferred to the incoming team. The incoming AHIMT Incident Commander shall notify the SERT Operations Chief after the transition is complete and the outgoing team has fully demobilized.

2.7. POST DEPLOYMENT AND AFTER ACTION REPORTING (AAR)

The AHIMT Finance Chief is responsible for ensuring that members of the AHIMT complete the State of Florida Travel Reimbursement Voucher (TRV) within three (3) days of return. Further instructions are provided in Appendix D.

The AHIMT Incident Commander and the AHIMT Planning Chief shall prepare an After Action Report for every activation and deployment of their AHIMT. The report must adhere to the format and minimum content requirements of the Homeland Security Exercise and Evaluation Program (HSEEP).

The AHIMT Incident Commander will establish a time, date, and location for the AHIMT members to meet, following any deployments, to evaluate the team's effectiveness, discuss lessons learned, and project future AHIMT needs. The AHIMT Incident Commander conducts the meeting and the AHIMT Planning Chief compiles the meeting notes.

AHIMT Section Chiefs are responsible for producing and analyzing incident documents to be included in the AAR. AHIMT Command and General Staff evaluate the members within their span of control. Information regarding AHIMT operations should also be included in the AAR.

The AHIMT Incident Commander submits the completed AAR to the SERT Chief, SERT Operations Chief, and the AHIMT Planner. Additional significant items may be discussed, as appropriate.

SECTION 3 OPERATIONAL OBJECTIVES

3.1. MISSIONS OF THE AHIMT

- Mission 1: Support the SERT and the SCO in forward deployments.
- Mission 2: Provide direct coordination and support for assigned SERT Liaisons.
- Mission 3: Support the recovery process, to include the initial coordination and staffing at the JFO or AFO.
- Mission 4: Support the SLRC.
- Mission 5: Coordinate protective actions and decision-making for Nuclear Power Plant Emergencies or Exercises.
- Mission 6: EOC Support.
- Mission 7: Provide initial support for larger forward coordinating element (Forward SERT).
- Mission 8: Provide the State on-scene coordination.
- Mission 9: MARC Support.
- Mission 10: Shelter Support.

3.1.1. MISSION 1 – SUPPORT THE SERT AND SCO

Support the SERT and the SCO forward deployment. This includes:

- Deploying as required in support of the SERT and SCO.
- Establishing reliable communications, workspace, logistics, and planning support.
- Assessing ongoing operations and developing situational awareness.
- Identifying, addressing, and resolving critical issues.
- Assuming Command and Control of State Emergency Response activities at Camp Blanding during the transition from the SEOC to the Joint Operations Training Facility, if requested.

3.1.2. MISSION 2 – DIRECT COORDINATION AND SUPPORT

The AHIMT may work in conjunction with the assigned SERT Liaisons. This requires AHIMT leadership to be cognizant of both the current operational needs of the incident, as well as the event's political context (at the local, state, and federal level).

When tasked by the SERT Chief, the AHIMT provides a direct link between the SEOC and SERT Liaisons embedded into an affected county's EOC.

- The AHIMT Incident Commander ensures that the County Emergency Management Director(s) is provided timely and pertinent information to manage response.
- The AHIMT Incident Commander gathers updated information from the County Emergency Management Agency and relays it to the AHIMT and the SERT, as appropriate.

When directed by the SERT Chief, the AHIMT may provide additional staff to support SERT Liaisons when the workload has increased beyond the capacity of the Liaison to handle. In this case, the AHIMT will:

- Maintain contact with the SERT Operations Chief and/or the AHIMT Planner.
- Work with the Division Planning Section to ensure the accuracy of the Essential Elements of Information (EEI) board.
- Ensure that the impacted jurisdictions are represented on State conference calls.
- Assist the county(ies) by ensuring resource requests are submitted accurately and with all required information (who, what, when, where, purpose, point of contact, etc.)
- Monitor and troubleshoot any issues identified by SERT or the jurisdiction.

At the direction of SERT Operations Chief, the Division's Regional Coordinators for the impacted counties may become part of the Operations Section of the activated AHIMT to provide real-time situational awareness for both SERT Liaisons and the AHIMT.

The AHIMT coordinates the compilation and development of current situational awareness, and then reports that information back to the SEOC. This may include:

- Protective action decision-making.
- Assessing and communicating severity and magnitude of damages, if any.
- Immediately correcting and/or reporting critical issues.

Monitor the impacted county(ies) for resource support needs and, where necessary, plan for, facilitate, and expedite the delivery of requested resources. This includes:

- Planning for Points of Distribution (PODs) support.
- Planning for State response actions.
- Providing direct support and requested facilitation to the state-tasked mission(s).

As directed, provide immediate support and facilitation for recovery mission(s):

- Support the completion of Preliminary Damage Assessments (PDAs)
- Support the establishment of Disaster Recovery Centers (DRCs)
- Provide support to SERT Liaisons for technical assistance to the affected county(ies).

3.1.3. MISSION 3 – SUPPORT RECOVERY

Support the recovery process to include the initial staffing for temporary Federal coordination centers such as the Joint Field Office (JFO), Area Field Office (AFO), and/or Disaster Recovery Center (DRC).

- Work directly with recovery staff and support the PDA process.
- Provide support during the establishment of the JFO or AFO, to include initial staffing.

3.1.4. MISSION 4 – SUPPORT THE STATE LOGISTICS RESOURCE CENTER

- Provide staffing and support for the SLRC.
- Support data entry operations to track the movement of commodities.

3.1.5. MISSION 5 – RADIOLOGICAL/NUCLEAR SUPPORT

The AHIMT may have specific responsibilities during a radiological/nuclear power plant incident.

Any AHIMT Radiological Emergency Preparedness (REP) mission focuses on supporting the AHIMT Incident Commander. For Nuclear Power Plant exercises or emergencies, the AHIMT is to ensure that all objectives and instructions from the AHIMT Incident Commander are met. The AHIMT Incident Commander is responsible for the overall activity of the AHIMT, whose function is to coordinate response actions with counties, the local utility companies, the Florida Department of Health's Bureau of Radiation Control (BRC), and the SEOC, as well as to manage/facilitate expedient protective action decision-making meetings.

Upon arrival at the Utility's Emergency Operations Facility (EOF), the AHIMT Incident Commander establishes contact with on-scene local, state, and federal agencies. When an Executive Order has been signed and the AHIMT is deemed operational, the AHIMT will assume command and control of the emergency from the EOF. The AHIMT Incident Commander must relay all decisions made at the EOF to the SCO. The SCO retains overall control of the emergency.

Protective Action Recommendation and Decision-Making Meeting Protocol is as follows:

- Utility declares an incident has occurred or is occurring using one of the established Emergency Classification Levels: (1) Notification of Unusual Event, (2) Alert, (3) Site Area Emergency, and (4) General Emergency.
- Utility notifies State and Local government decision-makers of the declaration, provides a brief plant status and advises on Protective Action Recommendations (PAR).
- If necessary, the Nuclear Regulatory Commission provides input.
- Utility turns the meeting over to the Division.
- The Division leads meeting using the Decision Makers Protective Action form:
 - State DOH Bureau of Radiation Control provides input on PAR.
 - Counties determine initial concurrence with PARs.
 - Counties discuss PAR implementation with EOCs (possible evacuation impediments, potassium iodide authorization, etc.)
 - Counties determine and concur on EAS message number and time of transmission to citizens.
 - Counties determine and concur on a time to activate sirens.
 - Risk County EOC initiates the transmission of emergency alerts.

The AHIMT will follow the REP mission as defined in the Radiological Hazard Specific Annex to the Florida EOP.

3.1.6. MISSION 6 – EMERGENCY OPERATIONS CENTER SUPPORT

During extreme disasters, AHIMT's may be requested to assume control of one or more positions within a city, county, region or state Emergency Operations Center. If released by the SERT to serve in such a capacity, the AHIMT will be required to follow the Standard Operating Procedures and Guidelines of the EOC in which they are located.

- Once on-scene, establish communications with the assigned EOC.

- Establish communications with the SEOC and/or FEMA Region IV.
- Begin implementation of EOC's SOP.

NOTE: Depending on the situation, the AHIMT will not report, as with every other task, to the SERT Chief and SCO. As an EOC Support Team, the AHIMT may be given a Delegation of Authority. The AHIMT will report directly to whatever entity has given them this Delegation. Unless they are functioning as the Alternate SEOC, assumed command of a Forward SERT, or have relieved the normal SEOC staff, the AHIMT report to the SERT Chief or SEOC.

3.1.7. MISSION 7 – FORWARD SERT

Establish a Forward SERT as tasked by the SERT Chief and/or SCO. During the process, the AHIMT will likely be absorbed into a Forward SERT. Under extreme circumstances the AHIMT Incident Commander may be given control of the Forward SERT. A Division Bureau Chief may be transferred the roles of Deputy SCO and GAR. At this time, they will be designated as the FSERT Chief and named Deputy SCO. The establishment of a Forward SERT may be required due to any of the following parameters:

- The State has received multiple event impacts over a large geographic area.
- The area of singular impact is geographically large, requiring direct oversight and operational coordination.
- While managing an ongoing event, the State anticipates the impact of another significant event or incident.
- The impact of a singular event is so catastrophic that local governmental structures have become incapacitated or non-functioning.

The AHIMT Leadership will provide the following:

- Identify a suitable facility that will accommodate full Forward SERT operations.
- Determine staffing needs (anticipate full Emergency Support Function staffing).
- Establish logistical support for the Forward SERT.

3.1.8. MISSION 8 – PROVIDE STATE ON-SCENE COORDINATION

AHIMT's may provide state on-scene coordination for natural, technological and man-made emergencies where Florida SERT agencies or entities are not the primary responders (including emergencies where the national response framework and Stafford Act do not apply).

When supporting missions in which the SERT agencies are NOT the primary responders (e.g. Deepwater Horizon), the AHIMT is to establish on-scene coordination capabilities at the command post, staging area, or facility of the primary response agency, as directed the SERT Chief or SCO.

- AHIMT Leadership must be cognizant of both operational needs of the incident as well as the event's political context (at the local, state and federal levels).
- Establish reliable communications, workspace, operations, logistics, and planning support.
- Assess ongoing operations and maintain situational awareness.
- Represent the SERT in command, operations, planning, logistics, and public information activities. (e.g. establishing priorities, operational and technical decisions, strategies and procedures, participate in meeting/briefings, etc.).

The AHIMT should co-locate or embed appropriate state personnel with the primary response agency(ies) command, operations, planning, and logistics sections/units. Co-locating benefits both the AHIMT and the primary response entities to:

- Provide Florida-specific reconnaissance/intelligence to primary response agency(ies) to facilitate a common operating picture.
- Ensure Florida laws, rules, regulations, and procedures are followed.
- Serve as a liaison to troubleshoot, de-conflict, and expedite emergency operations with state and local officials.

APPENDIX B AHIMT TEAM MEMBER BREAKDOWN

PURPOSE:

The following table is an example breakdown of the positions on an AHIMT. This may vary from team to team, depending on the AHIMT Incident Commander/Team Administrator.

Shift A	Shift B	Reserve Team
AHIMT Incident Commander/Team Administrator	Deputy Incident Commander/Team Administrator	Reserve Team Member
Operations Section Chief	Deputy Operations Section Chief	Reserve Team Member
Planning Section Chief	Deputy Planning Section Chief	Reserve Team Member
Logistics Section Chief	Deputy Logistics Section Chief	Reserve Team Member
Fin/Admin Section Chief	Deputy Fin/Admin Section Chief	Reserve Team Member
Safety Officer	Safety Officer	Reserve Team Member
Liaison Officer	Liaison Officer	Reserve Team Member
Public Information Officer	Public Information Officer	Reserve Team Member
Situation Unit Leader	Situation Unit Leader	Reserve Team Member
Resource Unit Leader	Resource Unit Leader	Reserve Team Member
Supply Unit Leader With Ordering Manager	Supply Unit Leader	
Fin/Admin Unit Leader	Fin/Admin Unit Leader	
Facility Unit Leader	Facility Unit Leader	
Division/Group Supervisor	Division/Group Supervisor	
Communication Unit Leader	Communication Unit Leader	
Technical Specialists	Technical Specialists	

** Reserve Members can be slotted for dual positions.

APPENDIX C

AHIMT ROLES AND RESPONSIBILITIES

PURPOSE:

The following are roles and responsibilities for each of the AHIMT team members. This is not a comprehensive list; additional roles and responsibilities may be assigned, if necessary, depending on the event/exercise.

1.1 AHIMT COMMAND STAFF

1.1.1 AHIMT INCIDENT COMMANDER/TEAM ADMINISTRATOR

When assigned a mission by the SERT Chief, the AHIMT Incident Commander/Team Administrator is responsible for the activation, organization, supervision, effective management, and safe/successful conclusion of the mission assignment.

Roles of the AHIMT Incident Commander/Team Administrator:

- Think and act strategically in accordance with current mission.
- Provide clear, strong, and effective communication to the AHIMT and mission participants.
- Facilitate a collaborative atmosphere.
- Adapt actions and AHIMT activities to the needs of the assigned mission.
- Be cognizant of both the current operational needs of the mission, as well as event's political context (at the local, state, and federal levels).
- Delegate authority as necessary in order to accomplish the mission.

Responsibilities of the AHIMT Incident Commander/Team Administrator:

- Contact AHIMT members for deployment.
- Implement the assigned AHIMT mission and complete the established mission priorities.
- Establish an appropriate AHIMT Command Post that will meet both the current mission needs as well as potential requirements.
- Coordinate the activities of the AHIMT with appropriate local, state, and federal key officials in accordance with the mission requirements.

- Establish or modify an AHIMT organizational structure, as necessary, to support the mission and request additional staffing assets.
- Ensure that the AHIMT conducts comprehensive planning in support of the mission requirements, which include:
 - Conducting reconnaissance in order to develop situational awareness.
 - Liaising with other agencies.
 - Holding AHIMT Planning Meetings.
 - Approving the AHIMT Incident Action Plan (IAP).
- Review and approve all AHIMT procurements and requests for additional assistance.
- In accordance with assigned tasking, keep the SEOC informed of AHIMT activities and mission progress.
- Authorize the release of information to the media in support of mission tasking.
- Ensure that the AHIMT is implementing adequate safety measures.
- Direct the demobilization of the AHIMT when the mission is completed.

1.1.2 AHIMT DEPUTY INCIDENT COMMANDER

The AHIMT Deputy Incident Commander supports the AHIMT Incident Commander / Team Administrator by assisting with the delegated responsibility regarding the activation, organization, supervision, effective management and the safe/successful conclusion of the assigned AHIMT mission.

Role of the AHIMT Deputy Incident Commander:

- Same as those assigned to the AHIMT Incident Commander.
- Assume a key forward coordination role during recovery operations.
- Assume leadership of the AHIMT in the absence or incapacitation of the AHIMT Incident Commander.

Responsibilities of the AHIMT Deputy Incident Commander:

- Assist the AHIMT Incident Commander with the activation, organization, supervision, management, and safe/successful conclusion of an assigned AHIMT mission.

- Determine the need for additional staffing (e.g. Operations, Plans, and Logistics staff) to complete recovery missions.
- Support the mission as delegated by the AHIMT Incident Commander.

1.1.3 AHIMT LIAISON OFFICER

The AHIMT Liaison Officer serves as the primary point of contact for coordination between the AHIMT and local, state, or federal agencies/entities in the AHIMT mission area.

Role of the AHIMT Liaison Officer:

- Serve as the point of contact between the AHIMT representatives from other governmental agencies, non-governmental organizations, elected officials, and private entities.
- Keep agencies/entities aware of and supporting the AHIMT, the mission, and the mission status.

Responsibilities of the AHIMT Liaison Officer:

- Reach out and become aware of the political environment in the area assigned.
- Establish and maintain a list of supporting agencies/entities and coordinate inter-agency contacts.
- Represent the AHIMT to agency leaders when neither the AHIMT Incident Commander nor the AHIMT Deputy Incident Commander are available.
- Coordinate AHIMT operations with external agencies to prevent potential interagency issues.

1.1.4 AHIMT PUBLIC INFORMATION OFFICER (PIO)

Provide public information management for the AHIMT in accordance with SEOC mission tasking.

Role of the AHIMT PIO:

- Oversee all mission-specific media interactions relating to the AHIMT in coordination with ESF 14.
- Represent the AHIMT at Joint Information Centers (JIC).
- Serve as a media liaison to the local level public affairs personnel.

- Coordinate activities with VIPs and their staff.

Responsibilities of the AHIMT PIO:

- Gather specific information related to the mission that may be of interest to the media and determine if and how this information is to be released.
- Coordinate media releases with local, state, and federal representatives.
- Develop media releases as required.
- Obtain AHIMT Incident Commander approval for all media releases.
- Arrange and conduct media tours, interviews, or briefings, as required.
- Monitor developing information pertinent to the event/incident status and mission information.
- Assist the AHIMT Planning Section in maintaining current situational awareness or intelligence that may be useful in mission status displays and planning.

1.1.5 AHIMT SAFETY OFFICER

The AHIMT Safety Officer closely monitors all AHIMT operations and activities and advises the AHIMT Incident Commander on all matters relating to the health and safety of the AHIMT members.

Role of the AHIMT Safety Officer:

- While ultimate responsibility for the safe conduct of the AHIMT and its mission rests with the AHIMT Incident Commander, the AHIMT Safety Officer provides an ongoing assessment of AHIMT operations and activities to reduce mission risks, enhance AHIMT personnel health and safety, and develop operational accountability.

Responsibilities of the AHIMT Safety Officer:

- Ensure that safety inspections are complete for all vehicles traveling in support of or transporting the AHIMT.
- Conduct risk assessments of ongoing AHIMT operations and activities from activation through AHIMT demobilization.
- Advise the AHIMT Incident Commander on assessment findings and develop measures to reduce anticipated risks.

- Work through the appropriate chain of command, correct any unsafe conditions, and prevent and/or stop unsafe acts.
- Immediately suspend mission activities when the safety of persons in the Area of Operations is at risk.
- Review the AHIMT IAP for safety implications and prepare a mission-specific safety message or plan based on the operations, hazards, problems, and/or agency requirements anticipated.
- Coordinate safety management issues relating to the AHIMT mission across jurisdiction, governmental agencies, non-governmental organizations, and private sector agencies.
- Review and approve the AHIMT's Medical Plan.
- Investigate and report findings to the AHIMT Incident Commander on any incident causing, or has the potential to cause, harm to any AHIMT member.
- Provide a safety briefing at all AHIMT briefings.
- Conduct a final safety inspection on any vehicle prior to demobilization.

2.1 AHIMT GENERAL STAFF

2.1.1 OPERATIONS SECTION

2.1.1.1 AHIMT OPERATIONS SECTION CHIEF

The AHIMT Operations Section Chief develops the Operation's portion of the AHIMT IAP and, as such, directly supervises all operational components of the AHIMT and its assigned mission. Included in this description is the responsibility for the operational expansion of the AHIMT structure into the Forward SERT at the direction of the SERT Chief.

Role of the AHIMT Operations Chief:

- Assign and supervise the Operations Section.
- Manage the operations of the AHIMT.
- Report directly to the AHIMT Incident Commander regarding operations.

Responsibilities of the AHIMT Operations Chief:

- Develop the operations elements and priorities of the AHIMT IAP in accordance with the direction of the AHIMT Incident Commander.
- Assign, reassign, and release operational components of the AHIMT mission, in accordance with the AHIMT IAP and mission tasking.
- Determine the timing for SERT Liaisons to report to the Operations Section. Once established, all SERT Liaisons must coordinate and report through the Operations Section of the AHIMT.
- Brief Operations Section personnel and maintain close contact with subordinate positions to directly supervise the execution of the Operations portion of the AHIMT IAP.
- Make or approve expedient changes to the Operations portion of the AHIMT IAP as conditions or events warrant.
- Maintain close communications with the AHIMT Incident Commander. Report information about special activities, events, and occurrences.
- Manage the AHIMT mission flow in WebEOC.
- Ensure a follow-up of all AHIMT missions at the end of each operational period.
- Request additional resources in support of the AHIMT Operations.

2.1.2 PLANNING SECTION

2.1.2.1 AHIMT PLANNING SECTION CHIEF

The AHIMT Planning Chief collects and evaluates situational awareness information on all aspects of the response. This information is then used to develop the AHIMT IAP and forecast future mission needs. The AHIMT Planning Chief provides input to the AHIMT Incident Commander and Operations Chief in preparing the IAP and supervises the preparation of the IAP document. Additionally, the AHIMT Planning Chief establishes information requirements and reporting schedules for Planning Section units and facilitates planning meetings and briefings.

Conference Calls: The Planning Section is responsible for coordinating conference calls affecting the area of operation and participating in conference calls as requested by the SEOC and the county SERT Liaisons. The Planning Section may coordinate the following conference calls during each operational period:

- Regional calls for the county level command teams within the area of operations.
- Regional conference calls with the county SERT Liaisons.

- Conference calls with the SLRC and PODs within the area of operation.
- Recovery coordination and other conference calls, as required.

2.1.2.2 AHIMT DEMOBLIZATION UNIT

The Demobilization Unit is responsible for the development of plans involving potential response-related issues that may occur in future operations. Such plans include, but are not limited to, continuity of operations, deployment, and demobilization.

2.1.2.3 AHIMT DOCUMENTATION UNIT

The Documentation Unit develops, maintains, and stores incident files. The Unit also maintains a historical log of important events and activities and provides copying services. The AHIMT Documentation Unit should coordinate closely with the jurisdictions in the area of operation to ensure they receive pertinent county-level documents such as IAP, emergency declarations, curfews, etc.

2.1.2.4 AHIMT RESOURCE UNIT

The Resource Unit Leader is responsible for maintaining the status of all assigned resources (primary and support) at the incident. This is achieved by oversight of the check-in of all resources, maintenance of a status-keeping system indicating current location and status of all resources, and maintenance of a master list of all resources.

2.1.2.5 AHIMT SITUATION UNIT

The Situation Unit is responsible for the collection, processing, and organizing of all incident information that will assist in the understanding, analyzing, and projecting of situational awareness by:

- Collecting impact assessment and damage assessment information from each of the jurisdictions within the area of operation. This information will be coordinated with the SEOC.
- Evaluating current resource statuses and working with the Resource Unit to evaluate resource needs to meet the objectives in the next operational period of each of the jurisdictions within the area of operation.
- Working closely with the Geographic Information Technician to develop maps, images, and photographs that will support implementation of the operational objectives. Provide photographic services and maps, if required.

Roles of the AHIMT Planning Section:

- Provide planning support services to the AHIMT.

- Collect situation and mission status information.
- Evaluate and disseminate collected information and processes in the form of Situation Reports.
- Forecast future AHIMT mission needs, including demobilization.

Responsibilities of the AHIMT Planning Section:

- Collect, evaluate, and disseminate information pertaining to the mission, operational developments, resource status, and accomplishments.
- Conduct and facilitate AHIMT IAP planning meetings.
- Supervise the collection of all AHIMT planning documents and collation of that information into development of the AHIMT's mission IAP.
- Utilize technical specialists to provide specialized information (i.e. weather, mapping, etc.) to the planning effort.
- Determine the need for specialized resources in support of the AHIMT mission.
- Establish information reporting requirements and planning schedules.
- Report and track mission status, including any significant changes, and forecast future mission requirements.
- Develop contingency plans and other plans as appropriate, which may include:
 - Evacuation Plans
 - Control & Containment Plans
 - Continuity of Operations Plans
 - Demobilization Plans

2.1.3 LOGISTICS SECTION

2.1.3.1 AHIMT LOGISTICS SECTION CHIEF

The AHIMT Logistics Chief manages the logistics function of the AHIMT. This includes the provision of all support needs, services, equipment, supplies, and facility support to the AHIMT in accordance with assigned mission requirements. The primary purpose of the AHIMT Logistics Chief is to provide for the basic needs of AHIMT personnel. The AHIMT Incident Commander will ensure that the Logistical Support Checklist is up-to-

date and that all required equipment and supplies are on-hand or available on-site prior to deployment.

2.1.3.2 SELF-SUFFICIENT/SELF-SUSTAINING:

The AHIMT are expected to be completely self-sufficient for the duration of the mission. This includes food, water, and sleeping gear, as well as the necessary tools to perform and complete the AHIMT's mission. It is important for the AHIMT to consider the type of mission it will be assigned to accomplish prior to the completion of actual equipment list and deployment. The AHIMT Logistics Chief is responsible for identifying equipment and supplies based upon the mission task. Note: Some supplies may be provided by the SERT's Logistics Section depending on funding and other considerations.

Prior to Arrival:

- The AHIMT Logistics Section will prepare a convoy and a travel plan that includes routing, communications, and safety information. The communications plan must include the Team's internal communication as well as the team's communication with the SERT.
- The AHIMT may request or coordinate resource requests or establish priorities for the assignment of critical resources needed to support local incident(s) throughout the deployment period. In all cases, the AHIMT will adhere to the established SEOC mission tracking and resource management systems and procedures.

Role of the AHIMT Logistics Section:

- Plan for and provide all logistical support to the AHIMT in accordance with the mission tasking requirements.
- Check-in and check-out all assigned resources to team members.

Responsibilities of the AHIMT Logistics Section:

- Plan for and provide all logistical needs in support of the AHIMT and its assigned mission. This includes, but is not limited to:
 - Transportation, including vehicle maintenance and fueling.
 - Preparation of a Mobile Command Vehicle (MCV), if applicable.
 - Communications and Information Technology.
 - Equipment and disposable supplies.
 - Medical Services.

- Facilities including lodging, operational work spaces, and member personal hygiene and sanitation needs.
- Food and water for AHIMT.
- Coordinate requests for additional resources as required by the mission.
- Advise AHIMT Leadership on current support capabilities, future needs and requirements.
- Provide input for and review the AHIMT's Communication, Traffic and Medical Plans.
- When directed, oversees the demobilization of AHIMT mission support assets in accordance with the demobilization plan.

2.1.4 FINANCE SECTION

2.1.4.1 AHIMT FINANCE SECTION CHIEF

The AHIMT Finance Chief manages all financial aspects of the AHIMT deployment and mission, including the role and responsibilities outlined in Appendix E.

Role of the AHIMT Finance Section Chief:

- Plan for and provide all financial management and accounting support to the AHIMT in accordance with the mission-tasking requirements.
- Ensure appropriate accounting and documentation of all mission costs.

Responsibilities of the AHIMT Finance Section Chief:

- Manage all financial aspects of the AHIMT deployment and mission.
- Provide on-going cost estimates and analysis as requested.
- Maintain accurate AHIMT time records, personnel, and equipment cost records.
- Track workers' compensation and related claims.
- Along with the Safety Officer, ensure the completion and submittal of injury reports.
- Purchase items in support of the AHIMT.
- Provide daily feedback to the SEOC on on-going mission costs.

- Support the demobilization of the AHIMT and ensure appropriate financial closeouts are completed and filed prior to concluding AHIMT operations.

APPENDIX D DELEGATION OF AUTHORITY TEMPLATE

PURPOSE:

The following is a template Delegation of Authority for the AHIMTs to use if the situation arises where a Delegation of Authority is needed.

Delegation of Authority

For _____ Incident

_____ is assigned as Incident Commander. You have full authority and responsibility for managing the (Incident Description) activities within the framework of laws, Agency policy and direction provided in the (written direction documents/ Wildland Fire Decision Support System/Incident Situation Assessment/County Emergency Operations Plan etc.) and the Agency Administrator Briefing.

Your primary responsibility is to organize and direct your assigned resources for efficient and effective (directive). You are accountable to the Agency Administrator or the representatives designated below.

Specific directions for this incident covering management and environmental concerns are:

1. Protection of life and property is your highest priority task.
2. Personnel safety during mitigation of hazards.
 - a. (List specific hazards).
3. You are authorized to use (specialized equipment) for mitigation. You are not authorized to use (specified equipment) for mitigation.
4. Management of human resources assigned to the incident in a manner that promotes mutual respect.
 - a. (Reference workplace policies that apply)

5. Cost effectiveness.
 - a. (Reference policies/guidelines that apply)

6. Manage equipment and supplies to ensure losses are within the agency guidelines.
 - a. (Reference printed guidelines if applicable)

You should take over management of the incident on or before
DATE-MM/DD/YYYY, TIME.

(Agency Administrator, Title , of the Agency, or Designee Name, Title, will represent me on any occasion I am not immediately available).

Agency Administrator _____

Incident Commander _____

The above signed on this ____ day of ____ month/year ____ at ____ time ____.

APPENDIX E

FINANCE GUIDE FOR DEPLOYMENTS

1.1 PRE-DEPLOYMENT

A request for an All-Hazards Incident Management Team (AHIMT) for a mutual aid mission or Emergency Management Assistance Compact (EMAC) request will be made and entered in WebEOC and the decision to activate the AHIMT will be made by the State Coordinating Officer (SCO) or the State Emergency Response Team (SERT) Chief. For EMAC missions, a “RSA” form needs to be completed by Division Logistics with input from the AHIMT.

The Operations Section Chief or the AHIMT Planner will identify a regional AHIMT best suited to support the mission and contact the Regional AHIMT Incident Commander regarding team availability. If available, the Regional AHIMT Incident Commander will request team members’ availability while scaling the size of the team according to the mission request. Once the team members have been finalized, the AHIMT Finance Section Chief will send the names of the team members to a designated member of the DEM Finance Section at EOC-Finance@em.myflorida.com.

The DEM Finance Section will complete the Travel Authorization Requests (TAR) for the AHIMT while coordinating with the AHIMT Finance Section Chief in getting the proper accommodations for the AHIMT. Accommodations could include the following:

- Airline Tickets
 - In case of air travel, each team member will be allowed one checked bag for each mission.
- Hotel Accommodations
- Vehicles
 - As DEM will not cover the cost for any vehicle maintenance, it is recommended that AHIMTs use rental vehicles through the established state contract.
 - If a specialty vehicle is needed, a FEMA consistent equipment rate will be reimbursed.

1.2 DEPLOYMENT

The DEM Finance Section, SERT Operations Section Chief, and the AHIMT Planner will be available for the AHIMT if any concerns arise.

Emergency P-Cards will remain with the Finance Staff Cardholder, therefore all reservations and purchases will need to be made by the Finance Cardholder. When any P-Card Purchase is needed, the AHIMT must contact the designated Finance Point of Contact to make the purchase.

The AHIMT Finance Section Chief is responsible for ensuring all receipts are sent to Tallahassee within **3 days** of the P-Card charge. The receipts can either be:

- Emailed, sent as a picture or scanned to Travel@em.myflorida.com.

1.3 POST-DEPLOYMENT CHECKLIST FOR MUTUAL AID MISSIONS

The AHIMT Finance Section Chief is responsible for ensuring members of the team complete the State of Florida Travel Reimbursement Voucher (TRV) within three days of return. The voucher forms to be completed will be distributed to the AHIMT Finance Section Chief by the AHIMT Planner. Upon return from the mission, each team member will submit their completed TRV and supporting receipts and documents to DEM Travel Unit, 2555 Shumard Oak Blvd., Tallahassee, Florida 32399-2100.

Once obtained by DEM Finance, the reimbursement process will begin, and if any questions occur during the process, the AHIMT Finance Section Chief will be contacted by DEM Finance.

If AHIMT Team Member's local government entity is requesting salary reimbursement for overtime for the mission, please contact DEM Finance.

1.4 POST-DEPLOYMENT CHECKLIST FOR MUTUAL AID MISSIONS

In order to be reimbursed for EMAC Missions from the requesting state, the AHIMT Finance Section Chief will need to submit to the DEM Finance Unit a reimbursement request from each local government who had a team member on the AHIMT that was deployed for an EMAC mission. Each local government will need to submit copies of all paid items to be claimed including:

- Travel Reimbursement Voucher – if the local government's voucher is approved by the FL Department of Financial Services, it can be used. If it is not, a State of Florida Travel Reimbursement Voucher will need to be completed as additional backup showing that rates claimed were in accordance with Florida Statutes.

If reimbursement is being requested for salaries, copies of timesheets with authorized signatures, along with proof of payment, must be submitted. A spreadsheet should be included listing all names, amounts, and a description of what is being claimed.

A reimbursement request must be received for all members of the AHIMT Team before the claim can be sent to the requesting State. Once reimbursement is received from the requesting State, the State of Florida will reimburse the local governments included in the claim. No payments will be made directly to individuals.

Each local government should also submit copies of their approved Travel Policies & Procedures, Salary Payment Procedures, and any other policies that relate to an item being requested for reimbursement.

APPENDIX F

AHIMT POSITION CHECKLIST

PURPOSE:

The following checklist should be considered as the minimum requirements for this position. Depending on the situation, some additional tasks may be required. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TABLE OF CONTENTS:

- **Command Staff**
 - Incident Commander
 - Liaison Officer
 - Public Information Officer
 - Safety Officer
- **General Staff**
 - Operations Section Chief
 - Plans Section Chief
 - Finance/Administration Section Chief
 - Logistics Section Chief
- **Unit Leaders**
 - Demobilization Unit Leader
 - Division/Group Supervisor
 - Documentation Unit Leader
 - Procurement Unit Leader
 - Resource Unit Leader
 - Situation Unit Leader

AHIMT INCIDENT COMMANDER CHECKLIST

PURPOSE:

The following checklist should be considered as the minimum requirements for this position. Depending on the situation, some additional tasks may be required. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASKS

- Ensure welfare and safety of incident personnel.
- Supervise Command and General Staff.
- Obtain initial briefing from current Incident Commander and agency administrator.
- Assess incident situation:
 - Review the current situation status and initial incident objectives. Ensure that all local, State and Federal agencies impacted by the incident have been notified.
- Determine need for, establish, and participate in Unified Command.
- Authorize protective action statements, as necessary.
- Activate appropriate Command and General Staff positions. Safety Officer must be appointed on hazardous materials incidents:
 - Confirm dispatch and arrival times of activated resources.
 - Confirm work assignments.
- Brief staff:
 - Identify incident objectives and any policy directives for the management of the incident.
 - Provide a summary of current organization.
 - Provide a review of current incident activities.
 - Determine the time and location of first Planning Meeting.
- Determine information needs and inform staff of requirements.
- Determine status of disaster declaration and delegation of authority.
- Establish parameters for resource requests and releases:

- Review requests for critical resources.
 - Confirm who has ordering authority within the organization.
 - Confirm those orders that require Command authorization.
- Authorize release of information to the media.
 - If operating within a Unified Command, ensure all Incident Commanders approve release.
 - Establish level of planning to be accomplished:
 - Written Incident Action Plan (IAP).
 - Contingency planning.
 - Formal Planning Meeting.
 - Ensure Planning Meetings are conducted as indicated in the table below:

Sample Planning Meeting Agenda

Agenda Item	Responsible Party
Briefing on situation/resource status.	Planning/Operations Section Chiefs
Discuss safety issues.	Safety Officer
Set/confirm incident objectives.	Incident Commander
Plot control lines & Division boundaries.	Operations Section Chief
Specify tactics for each Division/Group.	Operations Section Chief
Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
Develop resource order.	Logistics Section Chief
Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
Provide financial update.	Finance/Administration Section Chief
Discuss interagency liaison issues.	Liaison Officer
Discuss information issues.	Public Information Officer
Finalize/approve/implement plan.	Incident Commander/All

- Approve and authorize implementation of the IAP:
 - Review IAP for completeness and accuracy.
 - Verify that objectives are incorporated and prioritized.
 - Sign ICS Form 202.
- Ensure Command and General Staff coordination:
 - Periodically check progress on assigned tasks of Command and General Staff personnel.
 - Approve necessary changes to strategic goals and IAP.
 - Ensure that Liaison Officer is making periodic contact with participating agencies.
- Work with agency staff to declare state of emergency according to agency protocol.
- Keep agency administrator informed on incident-related problems and progress.

AHIMT LIAISON OFFICER CHECKLIST

PURPOSE:

The following checklist should be considered as the minimum requirements for this position. Depending on the situation, some additional tasks may be required. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASKS

- Obtain briefing from Incident Commander:
 - Obtain summary of incident organization (ICS Forms 201 and 203).
 - Determine companies / agencies / non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization).
- Obtain cooperating and assisting agency information, including:
 - Contact person(s).
 - Radio frequencies.
 - Phone numbers.
 - Cooperative agreements.
 - Resource type.
 - Number of personnel.
 - Condition of personnel and equipment.
 - Agency constraints/limitations.
- Establish workspace for Liaison function and notify agency representatives of location.
- Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.
- Interview agency representatives concerning resources, capabilities and restrictions on use; provide this information at planning meetings.
- Coordinate media releases associated with inter-governmental cooperation issues with the Public Information Officer and Incident Commander.

- Monitor incident operations to identify potential inter-organizational problems and keep Command apprised of such issues.
- Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Team (IMT).
- Participate in Planning Meetings.
- Document all activity on Unit Log (ICS Form 214).

AHIMT PUBLIC INFORMATION OFFICER CHECKLIST

PURPOSE:

The following checklist should be considered as the minimum requirements for this position. Depending on the situation, some additional tasks may be required. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASKS

- Obtain briefing from Incident Commander:
 - Determine current status of Incident (ICS Form 209 or equivalent).
 - Identify current organization (ICS Forms 201 & 203, resource lists, etc.).
 - Determine point of contact for media (scene or Command Post).
 - Determine current media presence.
- Participate in Administrative Officer's briefing:
 - Determine constraints on information process.
 - Determine pre-existing agreements for information centers, Joint Information Centers (JICs), etc.
- Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need notice in order to shut down processes.
- Coordinate the development of door-to-door protective action statements with Operations.
- Prepare an initial information summary as soon as possible upon activation. If no other information is available, consider the use of the following general statement:

Sample Initial Information Summary

We are aware that an *[accident/incident]* involving *[type of incident]* occurred at approximately *[time]* in the vicinity of *[general location]*. *[Agency personnel]* are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at *[location]* and will notify the press at least ½ hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.

- Arrange for necessary workspace, materials, telephones, and staff. Consider assigning Assistant Public Information Officers to:
 - Joint Information Center (JIC).
 - Field (scene) Information.
 - Internal Information.
- Establish contact with local and national media representatives, as appropriate.
- Establish location of an Information Center for media and the public that is away from the Command Post.
- Establish schedule for news briefings.
- Coordinate, with Logistics, the activation and staffing of message center "rumor control" lines to receive requests and answer questions from the public. Provide statement to operators.
- Obtain current incident status reports from Planning Section; coordinate a schedule for updates.
- Observe constraints on the release of information imposed by the Incident Commander and according to agency guidance.
- Obtain approval from the Incident Commander prior to information release:
 - Confirm details to ensure no conflicting information is released.
 - Identify a site and time for press briefings and confirm participation by other AHIMT members.
- Release news to media, and post information in Command Post and other appropriate locations.
- Record all interviews and copy all news releases:
 - Contact media to correct erroneous or misleading information being provided to the public via the media.
- Update off-incident agency personnel on a regular basis:
 - Utilize electronic mail for agency updates.
 - Establish phone lines in the Command Post dedicated to internal communications to update agency personnel.

- Provide standard statement which can be given to general requests for information.
- Coordinate information releases with information staff from other impacted agencies and jurisdictions:
 - Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate.
- Attend Planning Meetings.
- Respond to special requests for information.
- Provide all news releases, bulletins, and summaries to the Documentation Unit to be included in the final incident package.
- Confirm the process for the release of information concerning incident-related injuries or deaths.
- Document all activity on a Unit Log (ICS Form 214).

AHIMT SAFETY OFFICER CHECKLIST

PURPOSE:

The following checklist should be considered as the minimum requirements for this position. Depending on the situation, some additional tasks may be required. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASKS

- Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer.
- Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available and are being used.
- Staff and organize function, as appropriate:
 - In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline.
 - Multiple high-risk operations may require an Assistant Safety Officer at each site.
 - Request additional staff through incident chain-of-command.
- Identify potentially unsafe acts.
- Identify corrective actions and ensure implementation. Coordinate corrective action with Command and Operations.
- Ensure adequate sanitation and safety in food preparation.
- Debrief Assistant Safety Officers prior to Planning Meetings.
- Prepare Incident Action Plan Safety and Risk Analysis (USDA ICS Form 215A).
- Participate in Planning and Tactics Meetings:
 - Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.
 - Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.
- Attend Planning meetings.
- Participate in the development of Incident Action Plans (IAP):

- Review and approve the Medical Plan (ICS Form 206).
 - Provide a Safety Message (ICS Form 202) and/or other approved documents.
 - Assist in the development of the “Special Instructions” block of ICS Form 204, as requested by the Planning Section.
- Investigate accidents that have occurred within incident areas:
- Ensure accident scene is preserved for investigation.
 - Ensure accident is properly documented.
 - Coordinate with incident Compensation and Claims Unit Leader, agency Risk Manager, and Occupational Safety and Health Administration (OSHA).
 - Prepare accident report as per agency policy, procedures, and direction.
 - Recommend corrective actions to Incident Commander and agency.
- Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.
- Document all activity on Unit Log (ICS Form 214).

AHIMT OPERATIONS SECTION CHIEF CHECKLIST

PURPOSE:

The following checklist should be considered as the minimum requirements for this position. Depending on the situation, some additional tasks may be required. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASKS

- Obtain briefing from Incident Commander:
 - Determine incident objectives and recommended strategies.
 - Determine status of current tactical assignments.
 - Identify current organization, location of resources, and assignments.
 - Confirm resource ordering process.
 - Determine location of current Staging Areas and resources assigned there.
- Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.
- Establish operational period.
- Establish and demobilize Staging Areas.
- Attend Operations Briefings and assign Operations personnel in accordance with the Incident Action Plan (IAP):
 - Brief the Staging Area Manager on types and numbers of resources to be maintained in Staging.
 - Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments.
- Develop and manage tactical operations to meet incident objectives.
- Assess life safety:
 - Adjust perimeters, as necessary, to ensure scene security.
 - Evaluate and enforce use of appropriate protective clothing and equipment.

- Implement and enforce appropriate safety precautions.
- Evaluate situation and provide update to Planning Section:
 - Location, status, and assignment of resources.
 - Effectiveness of tactics.
 - Desired contingency plans.
- Determine need and request additional resources.
- Notify Resources Unit of Section Branches, Divisions/Groups, Strike Teams/Task Forces, and single resources which are staffed, including location of resources and names of leaders.
- Keep Resources Unit up-to-date on changes in resource status.
- Write the formal Operations portion of IAPs with the Planning Section Chief, if directed by the Incident Commander:
 - Identify assignments by Division or Group.
 - Identify specific tactical assignments.
 - Identify resources needed to accomplish assignments.
- Ensure coordination of the Operations Section with other Command and General Staff:
 - Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate.
 - Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion.
 - Notify Logistics of communications problems.
 - Keep Planning up-to-date on resource and situation status.
 - Notify Liaison Officer of issues concerning cooperating and assisting agency resources.
 - Keep Safety Officer involved in tactical decision-making.
 - Keep Incident Commander apprised of status of operational efforts.
 - Coordinate media field visits with the Public Information Officer.

- Attend the Tactics Meeting with the Planning Section Chief, Safety Officer, and Incident Commander prior to the Planning Meeting to review strategy, discuss tactics, and outline organization assignments.
- Attend Planning Meetings.
- Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups.

AHIMT PLANS SECTION CHIEF CHECKLIST

PURPOSE:

The following checklist should be considered as the minimum requirements for this position. Depending on the situation, some additional tasks may be required. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASKS

- Obtain briefing from Incident Commander:
 - Determine current resource status (ICS Form 201).
 - Determine current situation status/intelligence (ICS Form 201).
 - Determine current incident objectives and strategy.
 - Determine whether Incident Commander requires a written Incident Action Plan (IAP).
 - Determine time and location of the first Planning Meeting.
 - Determine desired contingency plans.
- Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.
- Establish and maintain resource tracking system.
- Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.
- Advise Incident Command Post (ICP) staff of any significant changes in incident status.
- Compile and display incident status summary information. Document on ICS Form 209, Incident Status Summary (or other approved agency forms):
 - Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required.
 - Provide copy to Public Information Officer.
- Obtain/develop incident maps.
- Establish information requirements and reporting schedules for ICP and field staff.

- Prepare contingency plans:
 - Review current and projected incident and resource status.
 - Develop alternative strategies.
 - Identify resources required to implement contingency plan.
 - Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP.
- Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.
- Conduct Planning Meetings according to following agenda:

Sample Planning Meeting Agenda

Agenda Item	Responsible Party
Briefing on situation/resource status.	Planning/Operations Section Chiefs
Discuss safety issues.	Safety Officer
Set/confirm incident objectives.	Incident Commander
Plot control lines & Division boundaries.	Operations Section Chief
Specify tactics for each Division/Group.	Operations Section Chief
Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
Develop resource order.	Logistics Section Chief
Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
Provide financial update.	Finance/Administration Section Chief
Discuss interagency liaison issues.	Liaison Officer
Discuss information issues.	Public Information Officer
Finalize/approve/implement plan.	Incident Commander/All

- Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to all Command Staff, General Staff, and Operations personnel down to the Division/Group Supervisor level:
 - Establish information requirements and reporting schedules for use in preparing the IAP.
 - Ensure that detailed contingency plan information is available for consideration by Operations and Command.
 - Verify that all support and resource needs are coordinated with the Logistics Section prior to release of the IAP.
 - Include fiscal documentation forms in the written IAP as requested by the Finance/Administration Section.
 - Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate.
- Coordinate development of Incident Traffic Plan with Operations and the Ground Support Unit Leader.
- Coordinate preparation of the Safety Message with Safety Officer.
- Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.
- Instruct Planning Section Units in distribution of incident information.
- Provide periodic predictions on incident potential.
- Establish a weather data collection system, when necessary.
- Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.
- Ensure Section has adequate coverage and relief.
- Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.
- Ensure preparation of a demobilization plan, if appropriate.

- Ensure preparation of final incident package and route to Agency Administrator for archiving or follow-up after Incident Management Team (IMT) demobilization.
- Provide briefing to relief personnel on current and unusual situations.
- Ensure that all staff observe established level of operational security.
- Ensure all Planning functions are documenting actions on Unit Log (ICS Form 214).
- Submit all Section documentation to Documentation Unit.

AHIMT FINANCE/ADMINISTRATION SECTION CHIEF CHECKLIST

PURPOSE:

The following checklist should be considered as the minimum requirements for this position. Depending on the situation, some additional tasks may be required. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASKS

- Obtain briefing from Incident Commander:
 - Incident objectives.
 - Participating/coordinating agencies.
 - Anticipated duration/complexity of incident.
 - Determine any political considerations.
 - Obtain the names of any agency contacts the Incident Commander knows about.
 - Possibility of cost sharing.
 - Work with Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met, as applicable.
- Obtain briefing from agency administrator:
 - Determine level of fiscal process required.
 - Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement.
 - Assess potential for legal claims arising out of incident activities.
 - Identify applicable financial guidelines and policies, constraints and limitations.
- Obtain a briefing from an agency Finance/Administration representative:
 - Identify financial requirements for planned and expected operations.
 - Determine whether agreements are in place for land use, facilities, equipment, and utilities.
 - Confirm/establish procurement guidelines.

- Determine procedure for establishing charge codes.
 - Document important local contacts.
 - Document agency/local guidelines and processes.
 - Copy all incident-related agreements, activated or not.
 - Determine potential for rental or contract services.
 - Determine if an Incident Business Advisor (IBA) is available or acquire the contact information for an agency Financial/Administration representative.
 - Coordinate with Command and General Staff and agency Human Resources staff to determine the need for temporary employees.
 - Ensure that proper tax documentation is completed.
 - Determine who, either the hosting agency or another designated agency/individual, will maintain time records and what forms will be used.
- Ensure all Sections and the Supply Unit are aware of charge codes.
- Attend Planning Meetings:
- Provide financial and cost-analysis input.
 - Provide financial summary on labor, materials, and services.
 - Prepare forecasts on costs to complete operations.
 - Provide cost benefit analysis, as requested.
 - Obtain information on the status of incidents; planned operations; changes in objectives; use of personnel, equipment, and aircraft; and local agency/political concerns.
- Gather continuing information:
- Equipment time – Ground Support Unit Leader and Operations Section.
 - Personnel time – Crew Leaders, Unit Leaders, and individual personnel.
 - Accident reports – Safety Officer, Ground Support Unit Leader, and Operations Section.
 - Potential and existing claims – Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader.

- Arrival and demobilization of personnel and equipment – Planning Section.
 - Daily incident status – Planning Section.
 - Injury reports – Safety Officer, Medical Unit Leader, and Compensation/Claims Unit Leader.
 - Status of supplies – Supply Unit Leader and Procurement Unit Leader.
 - Guidelines of responsible agency – Incident Business Advisor, local administrative personnel.
 - Use agreements – Procurement Unit Leader and local administrative personnel.
 - What has been ordered? – Supply Unit Leader.
 - Unassigned resources – Resource Unit Leader and Cost Unit Leader.
- Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligations.
 - Coordinate with all cooperating agencies, specifically administrative personnel in the hosting agency.
 - Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services:
 - Labor - with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants.
 - Equipment - with breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment.
 - Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies.
 - Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel).

- Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to their respective home agency or department according to policy:
 - Notify incident management personnel when emergency timekeeping processes are in effect and where timekeeping is taking place.
 - Distribute time-keeping forms to all Sections and ensure forms are being completed correctly.
- Ensure that all obligation documents initiated by the incident are properly prepared and completed.
- Assist Logistics in resource procurement:
 - Identify vendors for which open purchase orders or contracts must be established.
 - Negotiate ad hoc contracts.
- Ensure coordination between Finance/Administration and other Command and General Staff.
- Coordinate Finance/Administration demobilization.
- Provide briefing to relief personnel on current activities and unusual events.
- Ensure all Logistics Units are documenting actions on Unit Log (ICS Form 214).
- Submit all Section documentation to the Documentation Unit.

AHIMT LOGISTICS SECTION CHIEF CHECKLIST

PURPOSE:

The following checklist should be considered as the minimum requirements for this position. Depending on the situation, some additional tasks may be required. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASKS

- Obtain briefing from Incident Commander:
 - Review situation and resource status for number of personnel assigned to incident.
 - Review current organization.
 - Determine which incident facilities have been/should be activated.
- Ensure Incident Command Post and other incident facilities are physically activated, as appropriate.
- Confirm the resource-ordering process.
- Assess adequacy of the current Incident Communications Plan (ICS Form 205).
- Organize and staff Logistics Section, as appropriate, and consider the need for facility security and Communication and Supply Units.
- Assemble, brief, and assign work locations and preliminary work tasks to Section personnel:
 - Provide summary of situation.
 - Provide summary of the kind and extent of Logistics support the Section may be asked to provide.
- Notify Resources Unit of other Units activated, including names and location of assigned personnel.
- Attend Planning Meetings.
- Participate in preparation of Incident Action Plan (IAP):
 - Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources.

- Identify future operational needs (both current and contingency), to anticipate logistical requirements.
 - Ensure Incident Communications Plan (ICS Form 205) is prepared.
 - Ensure Medical Plan (ICS Form 206) is prepared.
 - Assist in the preparation of Transportation Plan.
- Review IAP and estimate section needs for next operational period; order relief personnel if necessary.
 - Research availability of additional resources.
 - Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units.
 - Ensure coordination between Logistics and other Command and General Staff.
 - Ensure general welfare and safety of Section personnel.
 - Provide briefing to relief on current activities and unusual situations.
 - Ensure that all personnel observe established level of operational security.
 - Ensure all Logistics functions are documenting actions on Unit Log (ICS Form 214).
 - Submit all Section documentation to Documentation Unit.

AHIMT DEMOBILIZATION UNIT LEADER CHECKLIST

PURPOSE:

The following checklist should be considered as the minimum requirements for this position. Depending on the situation, some additional tasks may be required. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASKS

- Obtain briefing from Planning Section Chief:
 - Determine objectives, priorities and constraints on demobilization.
- Review incident resource records to determine scope of demobilization effort:
 - Resource tracking system.
 - Check-in forms.
 - Master resource list.
- Meet with agency representatives to determine:
 - Agencies not requiring formal demobilization.
 - Personnel rest and safety needs.
 - Coordination procedures with cooperating-assisting agencies.
- Assess the current and projected resource needs of the Operations Section.
- Obtain identification of surplus resources and probable release times.
- Determine logistical support needs of released resources (rehab, transportation, equipment replacement, etc.).
- Determine Finance/Administration, Communications, Supply, and other incident check-out stops.
- Determine debriefing requirements.
- Establish communications links with off-incident organizations and facilities.
- Prepare Demobilization Plan (ICS Form 221):
 - General - Discussion of demobilization procedure.
 - Responsibilities - Specific implementation responsibilities and activities.
 - Release Priorities - According to agency and kind and type of resource.
 - Release Procedures - Detailed steps and process to be followed.

- Directories - Maps, telephone numbers, instructions and other needed elements.
- Continuity of operations (follow up to incident operations):
 1. Public Information.
 2. Finance/Administration.
 3. Other.
- Designate to whom outstanding paperwork must be submitted.
- Include demobilization of Incident Command Post staff. In general, Incident Command Post staff will not be released until:
 1. Incident activity and workload are at the level the agency can reasonably assume.
 2. Incident is controlled.
 3. On-scene personnel are released except for those needed for final tactical assignments.
 4. Incident Base is reduced or in the process of being shut down.
 5. Planning Section has organized final incident package.
 6. Finance/Administration Section has resolved major known finance problems and defined a process for follow-up.
 7. Rehabilitation/cleanup accomplished or contracted.
 8. Team has conducted or scheduled required debriefings.
- Obtain approval of Demobilization Plan (ICS Form 221) from Planning Section Chief.
- Distribute Demobilization Plan (ICS Form 221) to processing points both on and off incident.
- Monitor implementation of Demobilization Plan (ICS Form 221).
- Assist in the coordination of the Demobilization Plan (ICS Form 221).
- Provide briefing to relief on current activities and unusual events.
- Document all activity on Unit Log (ICS Form 214).
- Give completed incident files to Documentation Unit Leader for inclusion in the final incident package.

AHIMT DIVISION/GROUP SUPERVISOR CHECKLIST

PURPOSE:

The following checklist should be considered as the minimum requirements for this position. Depending on the situation, some additional tasks may be required. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASKS

- Obtain briefing from Branch Director, Operations Section Chief or Incident Commander:
 - Determine resources assigned to the Division or Group.
 - Confirm geographic boundaries or functional responsibilities of Division or Group.
 - Confirm location and function of additional Divisions and Groups operating adjacent to or within your geographic location.
 - Confirm tactical assignment.
 - Confirm communication assignment.
- Attend Operations Briefing.
- Review assignments and incident activities with subordinates, and assign tasks.
- Ensure subordinates observe required safety precautions.
- Implement Incident Action Plan (IAP) for Division or Group.
- Submit situation and resource status information to Branch Director or Operations Section Chief:
 - Maintain “hot zone” resource tracking system, if necessary.
- Coordinate activities with adjacent Divisions/Groups.
- Determine need for additional resources and make request through Branch Director or Operations Section Chief.
- Report special occurrences or events, such as accidents or sickness, to Branch Director or Operations Section Chief.
- Resolve logistical problems within the Division and/or Group:
 - Monitor communications and assess communications needs.
 - Ensure adequate food, liquids, and rehabilitation.

- Ensure personnel are aware of process for medical assistance.
- Debrief with Branch Director or Operations Section Chief prior to leaving shift:
 - Include work accomplished or left to be accomplished, operational difficulties, resource needs, etc.
 - Participate in the development of plans for the next operational period.
- Document all activity on Unit Log (ICS Form 214).

AHIMT DOCUMENTATION UNIT LEADER CHECKLIST

PURPOSE:

The following checklist should be considered as the minimum requirements for this position. Depending on the situation, some additional tasks may be required. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASKS

- Obtain briefing from Planning Section Chief.
- Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
- Establish work area:
 - Ensure adequate duplication capability for large-scale operations and adequate staff to assist in the duplication and documentation process.
- Establish and organize incident files.
- Establish duplication services, and respond to requests.
- Determine number needed and duplicate Incident Action Plan (IAP) accordingly.
- Retain and file duplicate copies of official forms and reports.
- Accept and file reports and forms submitted by incident personnel.
- Check the accuracy and completeness of records submitted for files.
- Ensure that legal restrictions on public and exempt records are observed.
- Provide briefing to relief on current activities and unusual events.
- Document all activity on Unit Log (ICS Form 214).
- Give completed incident files to Planning Section Chief.

AHIMT PROCUREMENT UNIT LEADER CHECKLIST

PURPOSE:

The following checklist should be considered as the minimum requirements for this position. Depending on the situation, some additional tasks may be required. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASKS

- Obtain briefing from Finance/Administration Section Chief:
 - Determine charge code, and delegation of authority to commit agency funds. If the agency cannot delegate procurement authority to the Procurement Unit Leader, they will need to assign one of their procurement people to the incident.
 - Determine whether a buying team has been assigned to purchase all equipment, supplies, etc. for the incident. The Procurement Unit Leader will coordinate closely with this group.
 - Determine status of bid process.
 - Determine current vendor list.
 - Determine current blanket Purchase Order (PO) list.
 - Determine time-lines established for reporting cost information.
- Contact Supply Unit on incident needs and any special procedures or requirements.
- Prepare and sign offers for rental, as necessary.
- Develop Incident Procurement Plan. This plan should address/include:
 - Spending caps.
 - Necessary Forms.
 - Identify who has purchasing authority.
 - Process for obtaining approval to exceed caps.
 - Coordination process with Supply Unit.
 - Supply of emergency purchase orders.

- Review equipment rental agreement and use statements for terms and conditions of use within 24 hours after equipment arrival at incident. Provide hourly rates and associated costs to Cost Unit.
- Prepare and sign contracts, land-use agreements, and cost-share agreements, as necessary.
- Draft Memorandums of Understanding as needed (obtain legal review and Incident Commander's signature prior to implementation).
- Establish contact with supply vendors, as needed.
- Determine whether additional vendor-service agreements will be necessary.
- Interpret contracts/agreements, and resolve claims or disputes within delegated authority.
- Provide cost data from rental agreements, contracts, etc. to Cost Unit Leader according to reporting time frames established for operational period.
- Verify all invoices.
- It is imperative that all contractors are accounted for and their time documented:
 - Coordinate with all Sections.
 - It may be helpful to assign one person (or more) to simply travel the incident and document everything they see being used.
 - Ensure that all equipment rental documents and inspections are complete (coordinate inspection information with Ground Support Unit and/or Operations) before signing.
- Complete final processing and send documents for payment.
- Maintain final incident receiving documents:
 - Obtain copies of all vendor invoices.
 - Verify that all equipment time records are complete.
 - Maintain comprehensive audit trail for all procurement documents.
 - Check completeness of all data entries on vendor invoices.
 - Compare invoices against procurement documents.
 - Assure that only authorized personnel initiate orders.
 - Provide briefing to relief on current activities and unusual events.

- Document all activity on Unit Log (ICS Form 214).

AHIMT RESOURCE UNIT LEADER CHECKLIST

PURPOSE:

The following checklist should be considered as the minimum requirements for this position. Depending on the situation, some additional tasks may be required. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASKS

- Obtain briefing from Planning Section Chief.
- Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
- Establish check-in function at incident locations (ICS Form 211).
- Establish contact with incident information sources such as Staging Area Manager, Operations Section Chief, and initial Incident Commander to determine what resources have been assigned to the incident, their status, and location.
- Compile, maintain, and display resource status information on:
 - 1) all tactical and support personnel and apparatus (including agency-owned, mutual aid, or hired), and 2) transportation and support vehicles:
 - Review ICS Form 201 for resource information.
 - Review Check-In List (ICS Form 211).
 - Confirm resources assigned to Staging.
 - Confirm resources assigned to tactical Operations organization.
 - Confirm resources assigned to other Command and General Staff functions.
- Establish and maintain resource tracking system.
- Maintain master roster of all resources at the incident:
 - Total number of personnel assigned to the incident.
 - Total number of resources assigned to each Section and/or Unit.
 - Total number of specific equipment/apparatus types.
 - Assist in preparation of the Incident Action Plan (IAP).

- Prepare Organization Chart (ICS Form 207) and post in each room of the Incident Command Post (ICP).
- Assist in preparing the Organizational Planning Worksheet (ICS Form 215).
 - Prepare Organization Assignment List (ICS Form 203).
 - Prepare Division/Group Assignment Sheets (ICS Form 204).
- Participate in Planning Meetings, as assigned.
- Provide briefing to relief on current and unusual situations.
- Assist in identification of additional and special resources:
 - Other disciplines.
 - Technical Specialists.
 - Resources needed to implement contingency plans.
- Document all activity on Unit Log (ICS Form 214).

AHIMT SITUATION UNIT LEADER CHECKLIST

PURPOSE:

The following checklist should be considered as the minimum requirements for this position. Depending on the situation, some additional tasks may be required. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASKS

- Obtain briefing from Planning Section Chief.
 - Review ICS Form 201 for incident status.
 - Determine incident objectives and strategy.
 - Determine necessary contingency plans.
 - Identify reporting requirements and schedules-both internal and external to the incident.
- Organize and staff Unit, as appropriate:
 - Assign Field Observers.
 - Request Technical Specialists, as needed.
- Supervise Technical Specialists as assigned (on very complex incidents, it may be necessary to assign a supervisor to oversee Technical Specialists):
 - Brief Technical Specialists on current incident status.
 - Assign analysis tasks.
 - Notify staff of time lines and format requirements.
 - Monitor progress.
- Compile, maintain and display incident status information for Incident Command Post (ICP) staff:
 - Sort data into required categories of information (i.e. geographic area, population, facilities, environmental values at risk, location of facilities, etc.).
 - Determine appropriate map displays.
 - Review all data for completeness, accuracy, and relevancy prior to posting.

- Plot incident boundaries, location of perimeters, facilities, access routes, etc. on display maps in Planning area.
 - Develop additional displays (weather reports, incident status summaries, etc.), as necessary.
 - Ensure displays and maps are kept up to date.
- Provide photographic services and maps:
- Photographic services may be used to document operations and intelligence activities, public information activities, and accident investigations.
 - Issue disposable or digital cameras to Field Observers and Operations personnel as appropriate.
 - Ensure photographs are processed at the end of each operational period.
 - Request or develop additional and specialized maps as required.
 - Provide Incident Map(s) for Incident Action Plan (IAP).
- Provide situation evaluation, prediction and analysis for Command and Operations; prepare information on alternative strategies:
- Review current and projected incident and resource status.
 - Develop alternative strategies.
 - Identify resources required to implement contingency plan.
 - Document alternatives for presentation to Incident Commander and Operations and inclusion in the written IAP, using the ICS Form 204, Contingency Plan.
- Interview Operations personnel coming off duty to determine effectiveness of strategy and tactics, work accomplished and left to be accomplished.
- Request weather forecasts and spot weather forecasts, as necessary, directly from the National Weather Service.
- Prepare Incident Status Summary (ICS Form 209) and other status reports, as assigned prior to each Planning Meeting:
- Provide copies to Command and General Staff.
 - Forward to agency administrator and to other entities, as directed.

- Participate in Planning Meetings, as required.
- Prepare predictions at periodic intervals, or upon request of the Planning Section Chief. Notify Command and General Staff if unforeseen changes occur.
- Provide briefing to relief on current and unusual situations.
- Document all activity on Unit Log (ICS Form 214).

APPENDIX G RECORD OF CHANGE

PURPOSE:

The following is a record to document all changes made to this guide by the Operations Section of the Division.

1.1 AUGUST 2017 REVISIONS

- Document changed to reflect the name change from “State Assistance Teams (SAT)” to “All-Hazards Incident Management Teams (AHIMT).”
- Document formatting changed to reflect new guidelines provided by the Division, including the creation of document sections.
- Purpose, Authority, Scope, Maintenance, References, Training, and General information of the document updated to reflect new standards within Florida and its All-Hazards Incident Management Team Program.
- Section 1, 2, and 3 have been updated to reflect the changes within the All-Hazards Incident Management Team Program, the Division and the SERT. These changes include the creation of Mission Ready Packages, mobilization techniques and the creation of Florida’s All-Hazards Incident Management Qualification Program.
- Appendix A, B, C, D, E, and F have been added to reflect changes within the All-Hazards Incident Management Team Program, the Division and the SERT. These changes include the creation of a Division Finance Guide for Deployments, Delegation of Authority Example and Regional AHIMT Location Map.

1.2 MAY 2020 REVISIONS

- Broadened AHIMT reporting structure to accommodate deployments and team activations outside traditional FDEM control.
- Updated operational assumptions and the process for local entities to delegate authorities to an AHIMT.
- Updated deployment notification procedures to streamline the notification process and reduce complexity.
- Language regarding the base of operations for AHIMTs support Radiological/Nuclear operations updated to reflect the EOF.