

Appendix B, Metric Descriptions and Details

Administrative/Management Preparedness Details

A-1) MOAs/MOUs/IGAs

The following subjects must be addressed in a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or Inter-Governmental Agreement (IGA):

1. Members assigned to the AHIMT remain employees or members of the employing or sponsoring entity for the purposes of compensation, benefits, and Workers Compensation insurance coverage.
2. Salaries, wages, or reimbursement normally provided to the member will be paid by the respective member's employing/sponsoring entity, and each member will retain all rights, privileges, and benefits, including, but not limited to, insurance, retirement, seniority, and promotional consideration.
3. Unless absence has been agreed to by the AHIMT leadership, members assigned to the AHIMT will be available to deploy with the AHIMT during their on-call period.
4. Members assigned to the AHIMT, after timely notification to the member's employing/sponsoring entity, have express permission from member's employing/sponsoring entity to deploy to the area to which the AHIMT is being assigned. Reference A-4, Geographical Restrictions.
5. If there are members of the team(s) who are retirees, members of non-governmental organizations, or volunteers, their status should be addressed within any MOU, MOA, or IGA.

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A-2) Standard Operating Procedures or Manual of Operations

The AHE must have Standard Operating Procedures, Standard Operating Guidelines, Procedures Manual, or similar documentation that includes the topics, procedures, and plans listed.

The document(s) must include:

1. A record noting changes, including updates, deletions, and new topics. The change record should include the date of the change
2. A Table of Contents
3. The subjects listed below

Personnel-Related Topics

- a) Team structure and organization
- b) Responsibilities of on-call members
- c) Team onboarding procedures and policies
- d) Common responsibilities of all team members
- e) Responsibilities of ICS leadership positions
- f) Chief of Party or Team Leader duties and responsibilities
- g) Code of conduct, ethics, and harassment-free policies
- h) Rotation of teams and/or team members
- i) Team discipline policy and processes for removal or termination
- j) Complaint process (from public or team member)
- k) Recruitment and retention of members
- l) Health screening/Immunizations
- m) Critical Incident Stress Management
- n) Performance Evaluation Procedures, individual

Team-Related Topics

- o) Activation of Team, mobilization, deployment, and notification processes
- p) Process and procedures to enable the use of alternates, replacements, and sharing of other AHJs credentialed personnel to maintain deployment capability (reference O-4 details).
- q) Delegations of Authority, Letters of Direction, other instruments
- r) Work/rest and length of deployment policies
- s) Vehicle operation and driving policies
- t) Demobilization process
- u) Handling sensitive documents and access
- v) Incident Within an Incident (IWI) Plan description, procedures, and responsibilities
- w) Emergency procedures for team members and notification
- x) Media policies: interactions; access, requests, and releases

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- y) Cybersecurity (network, internet, devices, and data) security and protection procedures
- z) Social media use policies: access, posting, requests, and releases
- aa) Security of property and supplies
- bb) Theft of or lost equipment, property, and/or supplies
- cc) Performance Evaluation Procedures, team
- dd) After-Action Review procedures
- ee) Financial policies and procedures and purchase authority

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A-3) Team and Individual Performance Evaluation Documentation

The following documents or similar documents should be used during the evaluation of an AHIMT and the ICS personnel assigned to the AHIMT during a deployment or qualifying exercise:

1. Team Performance Evaluation Form

- a) The AHIMT Performance Evaluation Form, ICS 226T-AHIMTA, is an AHIMT Team Performance Evaluation Form, developed by the AHIMTA. This form should be completed by the Agency Administrator who requested the AHIMT.

2. Individual Personnel Performance Rating

- a) The Incident Personnel Performance Rating (ICS 225) is used by the individual filling the role of an ICS supervisor position to evaluate subordinate positions. This rating is used only for determining an individual's ICS position performance while under the supervisor's ICS management authority on an incident, event, or qualifying simulation.

Note:

The AHIMT Performance Evaluation Form, ICS 226T-AHIMTA is under development. There currently is no standardized ICS team evaluation form. Several AHIMTs have shared an evaluation form and that will be edited and sent back to the AHIMTs for their approval. After approval it will be sent to the IQS Committee for their concurrence, then to the BoD for approval. The form and number will correspond to the NIMS ICS form naming/numbering guidelines.

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A-4) Geographical Restrictions

The term “Geographic restriction or other limitations” is intended to indicate that the rostered personnel have permission from their employer or sponsor to deploy and operate within the geographic area identified, even if it is outside the jurisdictional boundaries of their normal work area or authorized area. If an individual works for City A, they must be able to leave City A to respond to an incident in City B if the AHE has determined that City B is within the AHIMT’s Local PCL (Preparedness Capability Level). The same is true for the Regional and National PCLs. This subject should be clearly defined in the MOAs/MOUs/IGAs discussed in A-1).

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Operational Preparedness Details

O-1) Qualifications System Process

The AHE's qualifications process should meet or exceed the NIMS NQS, AHIMTA, or their State, Local, Tribal, or Territorial qualification criterion that meets or exceeds the NIMS NQS or AHIMTA qualification criteria.

1. The Model Qualifications System is available at <https://ahimtdevelopment.org/fema-nqs-compliant-model-qualifications-system/>
2. The NIMS NQS Guidance is available at <https://www.fema.gov/emergency-managers/nims/components>
3. The following topics in the referenced systems must be included in any system developed by the AHE:
 - a) Components of the qualifications system, including: Training, Experience, Physical/Medical Fitness, and Position Currency
 - b) Committee structures and responsibilities
 - c) Recognition of Prior Learning process and flowchart
 - d) Use of the AHIMTA Position Qualification Requirements (PQRs) or the FEMA PQR from the RTLT website as the position qualifications criteria
 - e) Process for use and tracking of Position Task Books
 - f) Evaluator and Final Evaluator qualifications
 - g) Qualifying Incident, Event, and Exercise Guidelines
 - h) Maintenance, Loss of Certification, Decertification process, and Recertification process
 - i) Procedures for Revocation and Transferring Qualifications
 - j) Training Course Equivalency determination process

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O-2) Qualifications System Documentation

The AHE should have access to a complete record of all documentation necessary to validate the qualification, certification, currency, and credentialing of AHIMT members and alternates.

1. Documentation can consist of either physical or electronic documentation methods, or a combination of both.
2. The documentation can be consolidated into one location or distributed among two or more locations or agencies.
3. The minimum documentation for an individual record must include:
 - a. Training records of successful attendance for required courses
 - b. Completed Incident Personnel Performance Rating (ICS 225) evaluations
 - c. Position Task Book verification forms or copies of the PTB
 - d. Completed checklists for progress tracking
 - e. All documentation included in any Recognition of Prior Learning/Historical Recognition application
 - f. Evidence of attainment of credential (incident qualifications card, letter, badge, or some other method meeting the AHJs credential documentation guidelines.)

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O-4) Member Roster

Team should be capable of deploying the minimum number of qualified personnel who meet the criteria identified in this document.

1. Local PCL Details

- a) An AHIMT listed as a Local PCL AHIMT should strive to meet the capability of obtaining sufficient replacements to permit the team to maintain their deployment capability, except under extreme circumstances.

2. Regional or National PCL Details

- a) An AHIMT listed as a Regional or National PCL AHIMT must have the capability of obtaining sufficient replacements to permit the team to maintain their deployment capability, except under extreme circumstances.

Example. If primary or alternate members of the AHIMT's C&GS are simultaneously rostered as primary or alternate members of other organized emergency-response-related teams (e.g., Type 2, Type 1, or CIMT wildland fire IMTs, US&R Task Forces, Swift Water Rescue teams), the AHIMT must have a process to obtain sufficient replacements when those other specialized response teams are deployed or requested prior to or simultaneously with the listed AHIMT and the AHIMT lacks sufficient required personnel.

- b) The AHIMT should address the process of obtaining and using alternates, replacements, and/or sharing of qualified personnel in their Standard Operating Procedures or Manual of Operations (reference A-2 Details).

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O-7) Incident Documentation Best Practice Examples (All PCLs)

[Specific details under development]

AHIMTs and IMTs are required to maintain incident records and submit them to the AHJ(s) at the close of the incident. The Incident Commander is responsible for ensuring incident documentation is complete. These official documents provide a record of significant events and actions taken, provide information to address payments and claims, and must be produced under the Freedom of Information Act (FOIA). Some records have permanent value for developing lessons learned and long-term historical value.

To complete this process, the records required to manage an All-Hazards incident must be compared to the wildland-fire-focused requirements, and a list of suggested additions and modifications need to be produced for consideration. The records and filing standard and guidelines found at <https://www.nwcg.gov/committees/incident-planning-subcommittee> will need some modification to exchange the wildland-fire-specific language and replace it with a more inclusive term (e.g., replace the word fire with the word incident).

The desired end state is not to develop a completely different records system or process for managing incident records, but only to develop the steps necessary to modify the NWCG system to adapt it to an All-Hazards incident. This will minimize the development of the DOCL position and their Duties and Responsibilities, training, and development of any Job Aids necessary. It will also encourage the endorsement process and resource-sharing between the wildland fire and All-Hazards (discipline-neutral) personnel.

A group within the AHIMTA Planning Functional Group is assuming the task of developing a model system that is integrated with the NWCG system.

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O-8) Minimum Team Composition Requirements

The AHIMT must maintain the ability to deploy the positions shown in the table below:

1. The number of trainees in the Command and General Staff positions should not exceed those shown in O-9, C&GS Qualification Level.
2. Personnel deploying at the National PCL must also meet O-10, C&GS Competency Validation Requirements, for completion of the All-Hazards Incident Management Team National-PCL Assessment Exercise (ANPAE) or must have been approved as Conditional National PCL.
3. Additional positions above this base-level staffing should be negotiated with the RE at the time of order, or as soon as possible if additional information alters the original request.
 - a) The IC or team leader would negotiate with the Regional ESF #4 Coordinator after receiving a Resource Order to mobilize for a mission in response to an MA issued to ESF #4.
 - b) The IC or team leader would negotiate with the RE in response to an EMAC resource request, prior to filling out an EMAC Resource Support Agreement (RSA) that formalizes acceptance.
 - c) The IC or team leader would negotiate after being provided a deployment briefing, scope of work, or delegating instrument that alters or expands the mission originally provided.

Team Composition Requirements		
LOCAL PCL	REGIONAL PCL	NATIONAL PCL
1 – ICT3	1 – ICT3	1 – ICT3
1 – SOF3	1 – SOF3	1 – SOF3
1 – PIO3	2 – PIO3	2 – PIO3
1 – LOFR3	1 – LOFR3	1 – LOFR3
1 – PSC3	1 – PSC3	1 – PSC3
1 – OSC3	2 – OSC3	2 – OSC3
1 – LSC3	1 – LSC3	1 – LSC3
1 – FSC3	1 – FSC3	1 – FSC
	1 – RESL	1 – RESL
	1 – SITL	1 – SITL
	1 – COML	1 – COML
	1 – STAM	1 – STAM

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Logistical Preparedness Details

L-1) Self-Sufficiency Capability: Food, Water, and Lodging

1. Food Considerations (All PCL Levels)

- a) MRE (Meals Ready to Eat, Fire-Eaters, Freeze Dried Food or equivalent). Quantity sufficient to provide for AHIMT personnel, 3 meals a day for number of hours indicated in the corresponding PCL Level.
- b) Supplemental food items, procured when deployed, including coffee, hot chocolate, protein bars and/or nutrition bars, etc., for number of hours indicated in the corresponding PCL Level.

2. Water Considerations (All PCL Levels)

- a) Water, bottled, 12-16 oz size, for individual use. Also consider cases of bottled water, refillable cubitainers or totes and potable water trailers.
- b) Follow national recommendations (FEMA, US&R) on gallons per person per day, sufficient for number of hours indicated in the corresponding PCL Level.

3. Lodging Considerations (Local and Regional PCLs)

- a) Methods to achieve may include advising the AHJ/RE that AHIMT may need assistance in arranging for use of existing commercial establishments offering lodging. Should be inspected for structural integrity and safety considerations.
- b) Methods to achieve may include advising the AHJ/RE that AHIMT may need assistance in arranging for use of existing non-lodging structures after they have been inspected for structural and safety considerations. AHIMT must provide needed personal shelter and sleeping equipment (personal tent, cot, sleeping bag, etc.) for their personnel.
- c) Advise the AHJ/RE that local contractors may be needed to supply tents/shelters (Western Shelters, Coleman, etc.) for lodging. AHIMT must provide needed personal shelter and sleeping equipment (personal tent, cot, sleeping bag, etc.) for their personnel.

4. Lodging Considerations (National PCL Details)

- d) AHIMT has sufficient shelter tentage available in their equipment cache and supplies to support their lodging needs for number of hours indicated in the National PCL Level. AHIMT provides needed personal shelter and sleeping equipment (personal tent, cot, sleeping bag, etc.) for their personnel.

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L-2) Self-Sufficiency Capability: Workspace

1. Workspace Considerations (Local and Regional PCLs)

- a) Advise the AHJ/RE that AHIMT may need assistance in arranging for use of existing commercial establishments offering workspace sufficient for AHIMT ICP operations, possibly 24-hours per day, for the number of hours/days anticipated. Should be inspected for structural integrity and safety considerations.
- b) Advise the AHJ/RE that local contractors will be needed to supply tents/shelters (Western Shelters, Coleman, etc.) offering workspace sufficient for AHIMT ICP operations, possibly 24-hours per day, for the number of hours/days anticipated.

2. Workspace Considerations (National PCL Details)

- a) AHIMT must have sufficient tentage available in their equipment cache and supplies to support their workspace. Workspace should be sufficient for AHIMT ICP operations, possibly 24-hours per day, for the number of hours/days the AHIMT anticipates being deployed.

3. Workspace requirements that must be addressed when determining workspace self-sufficiency

- a) Command post with sufficient room for all functions activated
- b) Operational Briefing area for responders
- c) Planning Meetings
- d) Communications area
- e) Equipment and supplies (for environmentally sensitive supplies and equipment)
- f) Food preparation and/or eating area
- g) Medical treatment area
- h) Sanitation facilities

Reminder, if the AHIMT considers buildings or facilities that are not owned by the RE, the FSC and representative from the AHJ need to seek approval, releases, waivers, or agreements from the owner(s) of the facilities for their use.

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L-3) Self-Sufficiency Capability: Equipment and Cache

[Specific details under development]

Self-Sufficiency Capability: Equipment and Cache				
Item #	Item Description:	Local	Regional	National
1	Chair, collapsible	20	20	30
2	Table, folding (6 foot x 3 foot)	10	10	15
	Examples!			

The requirements for compensation for use or replacement of items should they become unusable should be included in the Cache Management Plan identified in L-4.

Printers, plotter, and other equipment that requires periodic maintenance to maintain operational status must be included in the Cache Management Plan identified in L-4.

Self-sufficiency does not normally include fuel for at-incident use, but arrangements need to be made with RE for Fuel and emergency repairs while on-site.

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L-5) Mobilization Plan or Guide

[Specific details under development]

The AHE must have Standard Operating Procedures, Standard Operating Guidelines, Procedures Manual, or similar documentation that includes the topics, procedures, and plans listed.

The document(s) must include:

1. A record noting changes, including updates, deletions, and new topics. The change record should include the date of the change
2. A Table of Contents
3. The subjects listed below
 - a) Topic A
 - b) Topic B
 - c) Topic b

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L-8) Individual Go-Kit and Supplies

[Specific details under development]

Individual Go-Kit and Supplies				
Item #	Item Description:	Local	Regional	National
1				
2				

[Make sure to include personal extreme-weather gear in the personal checklist as well as the austere checklist.]

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L-9) Section/Team Go-Kit and Supplies

[Specific details under development]

Section/Team Go-Kit and Supplies				
Item #	Item Description:	Local	Regional	National
Command				
1				
Planning Section				
Operations Section				

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Logistics Section				
Finance				

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L-10) Austere-Environment Capabilities Examples

[Specific details under development]

Austere-Environment Capabilities				
Item #	Item Description:	Local	Regional	National
1				
2				

[Team should have a mechanism to purchase supplies or items if they are not brought.

[“Austere Environment” capability should also include extremes such as hot, cold, snow, etc.]