

**Illinois – Incident Management Team
Annual Report
November, 2009**

Executive Summary

IL-IMT Summary for 2009:

Illinois Incident Management Team (IL-IMT) completed its fourth year of existence in 2009. The year of 2009 proved to be the most significant for the IL-IMT. The IL-IMT currently consists of 77 team members. The team members are from various disciplines. These members provide emergency management assistance to local and state governments for both planned events and emergency deployment. The IL-IMT continues to work under the direction of the IL-IMT Subcommittee and the leadership of both the ITTF and IEMA.

The IL-IMT deployed to the following events:

- May 19, 2009 - ISU Power Plant Explosion Exercise, Bloomington, IL
- May 27, 2009 - WIU Active Shooter Exercise, Macomb, IL
- June 18, 2009 - National Veterinary Stockpile (NVS) Agriculture Exercise, East Peoria, IL
- June 28 & 29, 2009 - MABAS Tent City Training Exercise Glenview, IL
- August 13 – 23, 2009 - Illinois State Fair, Springfield, IL
- September 8-10, 2009 - MABAS Technical Rescue Team, Champaign, IL

Key goals were securing a Homeland Security Grant, establishing SMART cards for team identification, and position specific training for members at the start of 2009. These proved to be significant accomplishments during 2009.

IL-IMT members received position specific training in the following areas:

- | | | |
|-------------------------------|--------------------|-------------------|
| • Planning Section Chief | Chicago, IL | April 11-14, 2009 |
| • Operations Section Chief | Chicago, IL | May 11-14, 2009 |
| • ICS L-381 Leadership Class | Jefferson City, MO | June 3-7, 2009 |
| • Finance Admin Section Chief | Springfield, IL | |

IL-IMT members completed FEMA / DHS sponsored Train-the-Trainer classes in College Station, Texas during August, 2009. Several IL-IMT members now have FEMA / DHS national teaching credentials for ICS Position Specific classes and can teach these classes both in Illinois and across the United States.

The IL-IMT has established twenty-three team goals for 2010. Additionally, each team position has established objectives for 2010.

The IL-IMT website is <http://www.imtcenter.net/llinoisIMT3/default.html?TeamID=73>

**Illinois – Incident Management Team
Annual Report
November, 2009**

The IL-IMT co-sponsored the very first Incident Management Team Conference in the United States in November, 2008. This conference was held in Dekalb, Illinois and was a huge success in building the ICS / IMT concept with other states. IL-IMT members will also attend the second annual IMT Conference in Houston, Texas in November, 2009

The IL-IMT, its subcommittee, and team members remain committed to the concept and look forward to working together in the future with state agencies. The IL-IMT is a highly recognized IMT in the nation. The success of the IL-IMT is because of the previous efforts of the IL-IMT Subcommittee and team members. We look forward to enhancing the future success of the IL-IMT.

Geographic Team Structures

10 members do not have team or assignment designations

Metro		18 members	
Incident Commander	1	Operations Section Chief	3
Deputy IC	1	Planning Section Chief	2
Information Officer	2	Resource Unit	0
Liaison Officer	2	Situation Unit	1
Safety Officer	1	Logistics Section Chief	2
		Service Branch	1
		Supply Branch	1
		Finance/Admin Section Chief	1
North		22 members	
Incident Commander	1	Operations Section Chief	2
Deputy IC	1	Planning Section Chief	3
Information Officer	1	Resource Unit	1
Liaison Officer	3	Situation Unit	1
Safety Officer	3	Logistics Section Chief	3
		Service Branch	0
		Supply Branch	0
		Finance/Admin Section Chief	3
South		27 members	
Incident Commander	1	Operations Section Chief	2
Deputy IC	1	Planning Section Chief	5
Information Officer	2	Resource Unit	1
Liaison Officer	2	Situation Unit	2
Safety Officer	2	Logistics Section Chief	4
		Service Branch	2
		Supply Branch	0
		Finance/Admin Section Chief	3

**Illinois – Incident Management Team
Annual Report
November, 2009**

Background Disciplines of Team Members

Consultants	2
Department of Natural Resources	1
Emergency Management Agencies	14
Fire Agencies	31
Illinois Fire Service Institute	6
Office of State Fire Marshal	1
Local Police Agencies	9
Public Works	1
State Police Agencies	8
Telecommunication Services	2
Universities	2

Goals and Accomplishments

Homeland Security Grant

The IL-IMT secured funding through the Illinois Terrorism Task Force (ITTF) for the purchase of equipment and training. The amount of \$130,000 was granted for these items. Currently, equipment is in the process of being purchased for the team and training listed in this report has occurred using these funds.

SMART cards for Team Identification

It is important that as IL-IMT members arrive on the scene of an incident that they can be identified quickly. The IL-IMT has secured the ability to use a SMART card system. The SMART cards are federally interoperable and allow team members to present a credential on-scene to validate identity, certifications, and team affiliations.

Position Specific Training for Members

The National Fire Academy (NFA) has released the curriculum to the States to do Position Specific Training. This gives the ability for each State to have authorized trainers to teach the eight respective Command and General Staff positions. The IL-IMT has actively worked with Gene Felchner, the State of Illinois Training Coordinator, Illinois Fire Service Institute (IFSI), Illinois Law Enforcement Alarm System (ILEAS), Mutual Aid Box Alarm System (MABAS), and other emergency responding agencies to get the Train-The-Trainer courses. Currently, the IL-IMT has approximately ten members of the team who have the ability to instruct these courses.

**Illinois – Incident Management Team
Annual Report
November, 2009**

Position Specific Train-the-Trainer classes completed by IL-IMT members in 2009, sponsored by FEMA / DHS, and held in College Station, TX:

Incident Commander	8/10-12/09	Lindsey May Tom Lovejoy Bob Elliott Les Albert
Public Information Officer	8/13-15/09	Lindsey May
Safety	8/18-19/09	Jim Schwall Gary Hanebrink Tim Bragg
Liaison	8/16-17/09	Jim Schwall Gary Hanebrink Tim Bragg
Planning	8/24-26/09	Leon Duncan Tom Lovejoy Matt Bryan Gary Hanebrink Dan Ellis
Operations	8/20-21/09	Les Albert
Logistics	8/22-23/09	Les Albert Matt Bryan

Conference Presentations

March 2 & 3, 2009	ILEAS Conference
April 15, 2009	Illinois Community College Homeland Security Conference
April 16, 2009	Illinois Emergency Services Management Association (IESM) Conference

**Illinois – Incident Management Team
Annual Report
November, 2009**

Training Deployments

ISU Power Plant Explosion Exercise Bloomington, IL May 19, 2009

Team members participated in the half-day exercise as evaluators for EOC Incident Management PIO. All three team members were able to contribute to the After Action Report.

WIU Active Shooter Exercise Macomb, IL May 27, 2009

Team members participated in an active shooter event and hazardous materials release full-scale exercise on the campus of Western Illinois University. The mission was for local emergency responders to respond to a terrorism and hazardous materials release event. It was sponsored by the Illinois Emergency Management Agency, Western Illinois University, and the McDonough County Emergency Services and Disaster Agency. This event included more than 200 participants and nine state and local agencies. It was designed to establish a learning environment for players to exercise emergency response plans, policies, and procedures as they pertain to terrorism. To conduct an effective exercise, subject matter experts (SMEs) and local representatives from numerous agencies took part in the planning process and in the exercise conduct and evaluation. This included 16 members of the IL-IMT serving in various roles including Exercise Planning Team, Controller, Evaluator, and Observer. The seven capabilities evaluated were Emergency Operations Center Management, Fatality Management, Public Safety and Security Response, Medical Surge, Onsite Incident Management, Triage and Pre-Hospital Treatment, WMD/Hazardous Materials Response and Decontamination capabilities.

**National Veterinary Stockpile (NVS) East Peoria, IL June 18, 2009
Agriculture Exercise**

Three members of the IL-IMT participated in this exercise. They worked with the Department of Agriculture, Department of Public Health, Department of Transportation, and Illinois State Police on an IAP for a redistribution of the NVS stockpile.

Illinois State Fair Springfield, IL August 13-23, 2009

Five members of the IL-IMT provided planning assistance to the Illinois State Police in developing an Incident Action Plan for the 2009 Illinois State Fair. The purpose of the IAP was to utilize a NIMS compliant format in place of plans previously done in an Operations Plan format.

**MABAS Technical Rescue Team Champaign, IL September 8-10, 2009
Validation Exercise**

Team members attended this 36-hour exercise and assisted with IAP development and other duties as required during the exercise.

**Illinois – Incident Management Team
Annual Report
November, 2009**

Training

Planning Section Chief Chicago, IL April 11-14, 2009

Team members participated in NIMS ICS Position Specific training designed to provide all-hazards competencies and behaviors for the Command and General Staff position of Planning Section Chief. The competencies in this training were focused around the ability to assume the position responsibilities for the Planning Section Chief, lead assigned personnel, communicate effectively, and to ensure the completion of assigned actions to meet identified objectives for the position.

UCP/ITECS Urbana, Illinois April 13 & 14, 2009

Team members (Logistics) were given the opportunity to view and coordinate the use of the Unified Command Posts and ITECS trailers to gain a better understanding of how the team could utilize them in the event of a call out.

Operations Section Chief Chicago, IL May 11-14, 2009

Team members participated in NIMS ICS Position Specific training designed to provide all-hazards competencies and behaviors for the Command and General Staff position of Operations Section Chief. The competencies in this training were focused around the ability to assume the position responsibilities for the Finance/Administration Section Chief, lead assigned personnel, communicate effectively, and to ensure the completion of assigned actions to meet identified objectives for the position.

ICS L-381 Leadership Class Jefferson City, MO June 3-7, 2009

Team members participated in this training designed to provide future leaders of divisions, groups, and type 3 incidents with the leadership tools to effectively exert command and control over a quickly assembled team in a time constrained and rapidly changing incident environment. Course material and instruction included: Command presence/climate, Leaders intent, Command and control, Rapid team building, Communication techniques, Detecting and mitigating error, and Operational tempo awareness.

Finance Admin Section Chief Springfield, IL August 4-6, 2009

Team members participated in NIMS ICS Position Specific training designed to provide all-hazards competencies and behaviors for the Command and General Staff position of Finance/Administration Section Chief. The competencies in this training were focused around the ability to assume the position responsibilities for the Finance/Administration Section Chief, lead assigned personnel, communicate effectively, and to ensure the completion of assigned actions to meet identified objectives for the position.

**Illinois – Incident Management Team
Annual Report
November, 2009**

Goals for 2010

1. Identify next level of obstacles facing teams
2. Clarify/streamline deployment process
3. Clarify/streamline shadowing process
4. Credentialing - Establish system to sign-off task books at *local* events by bringing Type I leaders here rather than sending several local people to California or Texas
5. IMT awareness
 - Work from bottom up and top down
 - Reach out to locals and state to be utilized for preplanned events
 - Staff a booth at ILEAS, IESMA, IEMA, IML
 - Education of local officials as to our existence and capabilities
6. Further clarify and define role of IL-IMT with ITTF and IEMA
7. Review, refine and revise policy manual
8. Provide opportunity for position specific training
9. Develop better relationship with IEMMAS (IEMA Mutual Aid System)
10. Develop and distribute preorder information
 - What the team needs to operate if they are deployed
11. Address equipment needs for deployment
12. Address the issue of IT needs for the Team as a whole
13. Address IT needs and support if deployed (equipment and personnel)
 - Possibly target local colleges or universities for “interns” to assist when the team is deployed
14. Maintain and ensure access or distribution of contact information to team
15. Plan full drill of the IMT
 - Possibly tie to a statewide exercise
 - Possibly at a state park or ING training facility
 - Have on weekend – use family members as “victims” educate families as to what we do
16. Obtain uniforms for everyone. Identify funding, pricing, and vendors.
17. Develop support staff element that are not part of team but that we can call on as needed basis for an incident. (Fire Administrative Assistant Professional Group) See Becky for further information on group
18. Upgrade computers and identify software needs
19. Identify and address GPS and mapping needs
20. Need for large format laminated forms shipping case (golf bag container)
21. Continued expansion of radios and communications
22. Continue to develop a strong relationship with IEMA communications and IT Personnel
23. Revisit or mission statement and ensure it meets our needs and defines what we do. Distribute statement outside our team to clarify our purpose.

**Illinois – Incident Management Team
Annual Report
November, 2009**

Position Specific Objectives for 2010

Safety

Position Lead – Leon Duncan

1. Ensure better tracking of team members to / from deployments & trainings
 - a. Develop of policy for tracking members
2. Develop a Safety Officer list of equipment
3. Fund, Purchase, Issue that equipment to each Safety Officer
 - a. Develop procedure for deploying team members using carpooling methods to minimize parking/ traffic problems at incident sites.
 - b. Develop an emergency information documentation for members
4. Next of kin roster for each member
5. Emergency Personal Information form
 - a. Develop procedures for deploying additional Safety Officers to ensure adequate personnel dedicated to safety.

Liaison

Position Lead – Tom Ruyle

1. Determine awareness efforts to date by developing and maintain a spreadsheet with input from all team members accessing and updating when they conducted a presentation or informed an entity on the IL IMT capabilities.
2. Document this list as a reference- for example geographically, of the 102 counties, how many have we had some sort of contact. We can look at it from agency level {city, county, state fed}, discipline (EMS< EMA, Fire Police, Elected Officials, Public Works}, and method of contact (written, verbal, electronic). Will never be a complete list, but will be more than we now know and can be used to illustrate the extent of our interaction.
3. Contact every Emergency Management Agency head in every county and provide contact information for the IL IMT. (working within IEMA Policy)
4. Document future awareness efforts as they occur, for example if a member gives a presentation or deploys to a scene, they should provide a list of agencies/contacts we can then add to an existing list.
5. Identify awareness shortfalls and pro-actively correct by seeking opportunities to interact, for example if there is a specific organization such as Red Cross that we have never discussed how we can be mutually supportive in events, we can also determine entities with websites we may want to request an IL-IMT webpage link be added.
6. Liaison volunteers to staff a booth at ILEAS, IESMA, IEMA, IML conferences.
7. Review, refine, and revise liaison related policies.
8. Complete Liaison position specific training.
9. Seek out and participate as Liaison in local or state exercises and events.
10. Develop list of Liaison specific resource needs to operate if deployed and acquire said items.
11. Contribute to planning full drill of the IMT by identifying other agency liaison/ points of contact; for example a state park or Marseilles Training Center in LaSalle County.

(<http://www.il.ngb.army.mil/Departments/POTO/MTC/default.htm>)

**Illinois – Incident Management Team
Annual Report
November, 2009**

Position Specific Objectives for 2010 (continued)

Information (PIO)

Position Lead – Joe Gasparich

1. Develop/revise current power point presentation to incorporate photos and relevant text to inform emergency responders about IMT composition / availability
2. Develop schedule for awareness displays and presentations of IMT
3. Develop a list of IMT personnel who could assist with IMT awareness presentations
4. Work with/through ITTF to increase awareness of capabilities of IMT in State of Illinois response
5. Update web site with IMT awareness information
6. Develop list of State -wide exercises that IMT can participate in
7. Assist IEMA Training and Exercise Program in statewide exercises with local jurisdictions

Operations

Position Lead – Art Zern

1. Training for mission and job specificity.
2. Continuation of funding.
3. Development of a pre-order, call out list.
4. Addressing the vehicle problem.

Planning

Position Lead – Lee Shannon

1. Review, refine and revise policy manual as necessary
2. Complete position specific training
3. Upgrade IAP templates to fit the needs of Team deployments
4. Work with other team positions to insure cohesive implementation of equipment, software, office supplies, large form boards, etc.
5. Assist in the development of other forms specific to our team and create a manual (book, file, be a repository) of forms for the IMT.
6. Be a central receiving point for forms developed by other sections, preferably electronically. Any forms developed would be placed on CD's and the Website.
7. Set up a numbering system (similar to the Policy Manual) for a Non-IAP Forms

Logistics

Position Lead – Alan Gower

1. Establish a pre-order list of logistical needs of team for deployment.
2. Coordinate funding issues with finance for purchase and equipping of logistics support trailers.
3. Purchase, equip, and assemble logistic support trailers.
4. Determine locations of trailers and distribute them after their assembly.
5. Coordinate funding issues with finance and obtain uniforms for team members.
6. Establish a radio frequency guidance and produce wallet card instruction for team members with radios

**Illinois – Incident Management Team
Annual Report
November, 2009**

Position Specific Objectives for 2010 (continued)

Finance/Administration

Position Lead – Ed St. Louis

1. Identify areas of improvement in the reimbursement process and implement any steps necessary to improve time frame for receiving reimbursement.
2. Continue development of the IL-IMT Reimbursement Policy.
3. Continually update IL-IMT Roster and Contact Information
4. Transfer all Team Members records from Planning to Finance/Administration.
5. Continually maintain all Team Members records.

IT/Communications Committee

Lead – Eric Hodges

1. Develop three (3) self-sufficient, easy to operate, Information Technology environments to support the activities of the IL-IMT. Each identical infrastructure will support up to three Internet sources, shared network storage, and color printed output.

Travel Coordinator

Lead – Eric Hodges

1. Develop a process for handling the logistical and financial needs of deployed team members, from pre-deployment travel arrangements through post-deployment trips home. Process should leverage existing state and federal emergency worker travel programs and should provide an Illinois presence to quickly assess, support, and respond to unique needs that will arise through the course of a deployment.

**Illinois – Incident Management Team
Annual Report
November, 2009**



Flood Fight 2008



Gustav / Ike, 2008

**Illinois – Incident Management Team
Annual Report
November, 2009**



Panther Fire / California-2008



Zaca Fire / California – July 2007