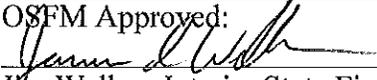


	<p align="center">OFFICE OF STATE FIRE MARSHAL <i>INCIDENT MANAGEMENT TEAMS</i> STANDARD OPERATING GUIDELINES</p>	<p>Number: IMT-I-1006 Adoption Date: Aug. 2012 Author: Mariah Spradlin-Crater Review/Revision Date: June, 2014</p>
<p>OSFM Approved:  Date <u>6/12/14</u> Jim Walker, Interim State Fire Marshal</p>		<p> Date <u>6/5/14</u> Mariana Ruiz-Temple, Assistant Chief Deputy</p>
<p>SUBJECT: Vacant positions on an Incident Management Team (IMT). OBJECTIVE: Outline how vacant IMT positions are filled and how team members find coverage.</p>		

I. SCOPE

This SOG provides guidance whenever there is a vacancy on an IMT or a team member needs to find coverage during their on-call week.

II. DEFINITIONS

Vacant position: standing position on an IMT which has no individual assigned.

Leave: when an individual is assigned to a standing position on an IMT, but is unavailable to mobilize due to vacation, illness, etc.

III. FILLING TEAM POSITIONS

When a team position is vacant the team Incident Commander (IC) or their designated representative may request the position be filled during a mobilization. This request may occur during the Incident Activation Conference Call as a resource request to be filled by the Agency Operations Center (AOC) staff. The AOC staff will use the IMT roster to fill the resource request following the steps below:

1. First, use the IMT roster to locate an alternate on the team for the position. Call all numbers associated with the identified alternate to fill the position before moving on. If the position cannot be filled by an alternate on the team, continue to step 2.
2. Determine which individuals on the last-up team can fill the position, utilizing primaries before alternates. Call all numbers associated with each individual identified. If the position cannot be filled by this method, continue to step 3.
3. Determine which individuals on the next-up team can fill the position, utilizing alternates before primaries. Call all numbers associated with each identified individual until someone is able to mobilize.

IV. FILLING POSITIONS FOR INDIVIDUALS ON LEAVE

If a team member needs coverage it is their responsibility to locate a replacement for their position on the team. The team member is to notify their IC with the dates they are unavailable and the name of the person they have located to provide coverage. Team members who are unavailable will fill their position following the steps below:

1. First, use the IMT roster to locate an alternate on your team for your position. Contact the identified alternate and verify they can cover. If your position cannot be covered by an alternate on your team, continue to step 2.
2. Determine which individuals on the last-up team can fill the position, utilizing primaries before alternates. Contact the identified individual and verify they can cover. If the position cannot be filled by a primary or alternate on the last up team, continue to step 3.
4. Determine which individuals on the next-up team can fill the position, utilizing alternates before primaries. Contact the identified individual and verify they can cover.
5. If you are unable to find coverage, notify your IC and explain the situation.

After you've found coverage, notify your IC and Section Chief. Your IC or Planning Section Chief will notify the Office of State Fire Marshal of their team's staffing and replacements prior to the team's on-call status.

SAMPLE IMT CALENDAR

<u>RED TEAM</u>	<u>BLUE TEAM</u>	<u>GREEN TEAM</u>
Jan 1	Feb 1	Mar 1
Apr 1	----->	May 1-7
May 8-14	May 15-21	May 22-28
May 29-Jun 4	Jun 5-11	Jun 12-18
Jun 19-25	Jun 26-Jul 2	Jul 3-9
Jul 10-16	Jul 17-23	Jul 24-30
Jul 31- Aug 6	Aug 7-13	Aug 14-20
Aug 21-27	Aug 28-Sep 3	Sept 4-10
Sep 11-17	Sep 18-24	Sep 25-Oct 1
Oct 1	Nov 1	Dec