	PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY 2605 Interstate Drive Harrisburg, Pennsylvania 17110-9364	EMERGENCY MANAGEMENT DIRECTIVE NO. D2003 - 7
SUBJECT: **REGIONAL INCIDENT SUPPORT TEAMS**		**DATE: December 31, 2003**

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PURPOSE

    This directive contains information for the organization, implementation and utilization of Regional Incident Support Teams in support of Regional Counter-Terrorism Task Force operations. These teams may be used to satisfy the requirements in the Counter-terrorism Planning, Preparedness and Response Act (Act 227 of 2002) to establish a "…specialized regional counter-terrorism response team."

I. AUTHORITY AND REFERENCES

    A. Pennsylvania Emergency Management Services Code, Title 35 Pa .C.S.A. § 7101-7707, as amended

    B. Counter-terrorism Planning, Preparedness and Response Act, Title 35 P.S. 2140.101-2140.303 (Act 227 0f 2002)

III. INCIDENT SUPPORT TEAM SCOPE

    This directive is applicable to the Regional Counter-terrorism Task Forces (RCTTFs) in the development of Incident Support Teams (ISTs) for use at incidents that may overwhelm the local, county, or task force's ability to adequately provide incident management due to the size, scope or complexity of an event. Each Regional Counter-terrorism Task Force is required to establish at least one IST. A Task Force may establish additional teams if there is a need or desire.

IV. INCIDENT SUPPORT TEAM DEFINITION

    A. The Regional IST is designed to provide personnel who are trained and organized to support disaster response operations by assisting the incident commander/unified command (IC/UC) through the use of incident management specialists and subject matter experts. The IST will provide additional personnel to staff extended operations.

    B. The Regional IST members will not assume any command positions, but only provide support and consultation. The Regional IST will be engaged within the Incident/Unified Command System under the direction of the IC/UC.

    C. The Regional IST will respond and provide assistance when requested by the authority having jurisdiction over the incident.

V.   MISSION STATEMENT

The Regional ISTs will provide technical and/or command level support to Incident/Unified Commanders (IC/UC) at potential terrorism events or large-scale incidents that may potentially overwhelm local resources and pose unique tactical and/or incident management requirements.

VI.   INCIDENT SUPPORT TEAM ORGANIZATION

The Regional IST will be organized to fit the needs of the specific incident. Each Regional Counter-Terrorism Task Force will maintain a pool of persons qualified to serve in one or more of the following positions. When a team is dispatched, the dispatching agency will specify which positions are being requested.

VII.   POSITION DESCRIPTIONS

A.   IST Leader (Liaison to Incident Command) - The IST Leader advises the IC/UC on the function and capability of the Regional IST, as well as expected follow-on resources from State and Federal government. Additionally, the IST Leader:

1.   Provides information and guidance to the IC/UC on establishment and use of an expanded Incident/Unified Command System (ICS/UCS) as well as duties of Command and General Staff positions;
2.   Provides assistance, as requested, in development of strategic goals and objectives, incident action plans, changes to the ISC/UCS and establishment of liaison with internal and external agencies, as applicable; and,
3.   Uses established checklists and forms, and maintains adequate notes and documentation of activities.

B.   IST Operations Officer - The IST Operations Officer provides assistance to the IC/UC, or Operations Branch Chief if established, on management of incident tactical activities, tactical priorities, and the safety and welfare of operating personnel. Additionally, the IST Operations Officer:

1.   Employs IST Subject Matter Experts (SMEs) in the performance of his/her duties, as applicable; and,
2.   Utilizes established checklists and forms, and maintains adequate notes and documentation of activities.

C. IST Planning Officer - The IST Planning Officer provides assistance to the IC/UC or Planning Branch Chief. He/she gathers, assimilates, analyzes and processes information needed for effective decision-making. Additionally, the IST Planning Officer:

1. Assists with development of plans and projects unmet needs for resources;
2. Employs IST SMEs in the performance of his/her duties, as applicable; and,
3. Uses established checklists and forms, and maintains adequate notes and documentation of activities.

D. IST Logistics Officer - The IST Logistics Officer provides assistance to the IC/UC or Logistics Branch Chief. He/she assists in the acquisition and provision of services and support systems to all organizational components involved in the incident. This includes, but is not limited to, facilities, transportation, supplies, equipment maintenance, fueling, communications, feeding, bedding and responder rehabilitation. Additionally, the IST Logistics Officer:

1. Employs SMEs in the performance of his/her duties, as applicable; and,
2. Uses established checklists and forms and maintains adequate notes and documentation of activities.

E. Subject Matter Experts - IST SMEs provide information and assistance to IST Officers and Leaders, within their areas of functional expertise. Additionally, SMEs:

1. May be assigned through the IST Leader to assist in the ICS/UCS as requested; and,
2. Uses established checklists and forms, and maintains adequate notes and documentation of activities.

VIII. COMMUNICATIONS

A. The IST shall operate on a pre-established radio frequency that is not assigned to the incident. The IST leader will be provided with specific communications interface capability by the IC/UC.

B. The IST members shall communicate directly with their respective counterparts within the ICS/UCS structure.

IX.   ACTIVATION OF THE INCIDENT SUPPORT TEAMS

   A. Within the Task Force – The Emergency Management Coordinator, or designee, of any county within the task force may request the activation of an IST within that Task Force.

   B. Outside the Task Force - In accordance with provisions identified in the Counter-terrorism Planning, Preparedness and Response Act (Act 227 of 2002), the Governor or designee may activate an IST through the Task Force for use outside the Task Force. Any request for support should be forwarded to the Pennsylvania Emergency Management Agency (PEMA). The request should specify which of the above positions are needed. PEMA will contact the nearest non-activated IST through its task force and the task force shall activate the team.

X.   DEVELOPMENT AND CRITERIA

   A.   Each Regional Task Force shall develop a policy to organize, activate, assemble and deploy an IST in accordance with this directive.

   B.   IST Membership Criteria - Members shall be selected to IST positions based on the following:

      1. A minimum of five years of Command and Staff experience;
      2. Documentation of experience in multi-agency, or multi-jurisdiction incident(s);
      3. High School Diploma or GED;
      4. NIMS 201 OR equivalent;
      5. HAZMAT Awareness as defined in OSHA Regulation 1910.120; and,
      6. Ability to participate, based on employer requirements (the Task Force should request a letter from the employer stating that the IST member will be released to perform his/her IST duties.)

   C. Personnel interested in IST membership should submit a resume to their County Emergency Management Coordinator. The resume shall include detailed information regarding training, education and experience to satisfy the criteria listed above. The County Coordinator will review the application and make a recommendation to the Regional Counter-Terrorism Task Force's Executive Committee. The Task Force Executive Committee shall review the resumes and determine which applicants are qualified to serve on the team. Membership on the IST requires the approval of the Task Force Executive Committee.

XI.   <u>RESCISSIONS</u>

None

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Director

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