



D7 HURRICANE

INCIDENT MANAGEMENT TEAM

HANDBOOK

JUNE 01, 2003

TABLE OF CONTENTS

CHAPTER 100	GENERAL
110	RESPONSIBILITY
CHAPTER 200	INCIDENT MANAGEMENT TEAM STAFFING
210	IMT WATCH ORGANIZATION
220	CHANGES TO THE WATCH STAFFING
230	WATCH SCHEDULE AND RELIEF
240	RELOCATION
250	EQUIPMENT AND SUPPLIES
CHAPTER 300	OPERATING PROCEDURES
310	INCIDENT MANAGEMENT TEAM START-UP
320	MESSAGE PROCESSING AND FILING
ATTACHMENT (1)	GD SEVEN IMT ORGANIZATION CHART
ATTACHMENT (2)	CCGDSEVEN WATCH, QUARTER AND STATION BILL

DISTRICT SEVEN HURRICANE INCIDENT MANAGEMENT TEAM

OPERATING PROCEDURES

100 GENERAL

- A. The Seventh District is threatened by hurricanes nearly every year. The Hurricane Incident Management Team (IMT) may be established when a hurricane threatens a District unit(s). Through the IMT, the District Commander remains current on the threat to District units, provides unified support to the Coast Guard units in the District as they deal with these threats, and handles response and recovery operations in the path of these destructive storms.

- B. The IMT will be activated to support the District Commander in his role as head of the Regional Incident Command (RIC). A RIC will be activated for incidents of significant magnitude, complexity, or operational intensity. The RIC's primary purpose is to provide resource brokering, support to the Incident Commanders in the field, and to facilitate information flow throughout the Coast Guard hierarchy. The RIC will typically be activated in preparation for and in the aftermath of a hurricane. However, the RIC may be activated for any incident including: Mass Rescue Operations, Hazardous Material Incidents, Mass Migration Operations, Terrorism incidents and other natural, man made, or technological disasters. Attachment (1) is a diagram of the D7 RIC organization.

- C. Within the context of the Incident Command System (ICS) the IMT and D7 Command Center (D7(cc)) function as the Planning Section. When a RIC is activated, the IMT assembles in the Crisis Action Center (CAC). The D7(cc) will work closely with the IMT but will continue to focus on their other primary missions.

110 Responsibility

- A. The IMT is responsible for tracking all information relating to the storm. Asset status, weather information, response and recovery operations are all monitored by the IMT. The IMT is charged with collecting information coming into the District staff, distributing the information to the proper staff elements, and ensuring proper responses are carried out.

- B. The Command Center remains responsible for asset movement, directing and planning resource use, and executing mission responses. The Command Center works very closely with the IMT.

200 INCIDENT MANAGEMENT TEAM STAFFING

- A. A Command Duty Officer (CDO) with the rank of O5 – O6 will serve as the Planning Section Chief. The CDO will provide oversight and direct supervision to the IMT.

- B. The IMT will normally consist of a 5 person watch team made up of the following personnel:
 - 1. CDO from D7 (o/m/r).

2. One officer or CPO from D7 (m).
 3. One officer or CPO from D7 (o).
 4. One petty officer from the District Staff.
 5. One officer, warrant officer, or chief petty officer from ISC Miami.
- C. There will normally be three separate watch sections, each standing an 8-hour watch. An O-5/6 assigned to each team from the District staff will function as the Command Duty Officer for each watch section.

210 Incident Management Team Organization

PLANNING SECTION

Command Duty Officer (Planning Section Chief)

- Supervises all sections of the Incident Management Team (IMT) organization.
- Determines the incident objectives and strategy of the IMT.
- Assess the situation and determines priorities for the IMT.
- Obtains additional resources to man the IMT as outlined in the IMT organization.
- Keeps the chain of command briefed/informed.

Senior LT/O3 within watch section will:

- Supervise the Units assigned to the Planning Section.
- Ensure all functions assigned to the Units are carried out.
- Remain current on all IMT actions and resource status.
- Review and release all message traffic.
- Prepare briefings as required by Command Duty Officer.

Situation Unit will:

- Maintain Status boards and logs.
- Assist in preparing briefings.
- Review and print all hurricane message traffic.
- Maintain hurricane message folder.

Documentation Unit will:

- Draft daily SITREPs and Executive Summaries.
- Draft any message traffic as needed.

Demobilization unit will:

- Collect all Lessons Learned from IMT.
- Clean up/Organize CAC spaces when IMT deactivated.

Resource Unit (typically will remain a function of the D7(cc)) will:

- Validate all requests for resources.
- Take appropriate action on validated resource requests.

SUPPORT UNIT

Watch standers from ISC Miami will staff the Support Unit within the IMT Planning Section. They will be the primary liaison with ISC Miami in its function as Logistics Section and Finance/Admin Section. The Support Unit will monitor the following functions:

- Finance – Works in concert with D7 (af) to arrange for procurement and movement of hurricane supplies and logistics support as requested by the IMT. Provides cashier services post-storm as necessary.
- Area Housing - Directs and assists local housing officers in performance of pre-and post hurricane recovery efforts, including pre-storm evacuations, and post-storm damage claims. Notifies MLCLANT of potential requirement for housing recovery team members from other ISCs; deploy as necessary.
- Work-Life – Provides member to act as Team Leader for Emergency Information Team (EIT). Identifies other ISCs that are able to assume EIT functions if the Miami EIT is evacuated. Arranges for W-L support post-storm to affected members and their families.
- Force Optimization and Training – Alerts appropriate commands that a voluntary or involuntary recall of reservists may be required after the storm passes, and ensures preps for issuing orders to reservists have been complete. Initiates and coordinates voluntary or involuntary recall of reservists as required.
- Industrial – Works with GRU Miami and NESU Miami to assist in securing 110' cutters undergoing dockside availability.
- Facilities Engineering – Ensures Causeway Island is secure. Arranges removal of hazardous waste, topping off of fuel, hurricane shutters are installed, etc.
- Local Housing (Miami area) – Ensures hurricane shutters detail for CG-owned units at Richmond Heights is designated and deployed. Assists residents in evacuation and storm recovery.
- Personnel Services – Assigns and tracks travel orders for evacuations. Assists with personnel issues on CI as necessary. Provides Mutual Assistance relief post-storm as necessary.

220 Changes to the Watch Staffing

- A. Changes to the watch staffing may be made as directed by the CDO. The IMT can operate with, as few as 2 people or with as many that are necessary to accomplish the mission. Normally the IMT will operate with the 5 people identified in Section 200:

230 Watch Schedule and Relief

- A. Watch sections will be assigned 8-hour shift as follows:
 - 0700-1500 day shift
 - 1500-2300 evening shift
 - 2300-0700 midnight shift
- B. Oncoming watches will arrive 30 minutes prior to relieving the watch. Each watch team will relieve as a whole unit. Each oncoming watchstander will meet with his/her counterpart on watch and prepare to relieve the watch. Once the oncoming IMT CDO is prepared to assume the watch, the oncoming team will relieve the watch.

240 Relocation

- A. In the event that a hurricane threatens the District office and evacuation of the building is ordered, the IMT Away Team (Watch sections 2 & 4) will relocate to LANTAREA command center in Portsmouth, VA or other remote site as delineated in the D7 Continuity of Operations Plan (COOP). The Command Center has the responsibility to notify the relocation site prior to an evacuation. Office space and communications will be provided by LANTAREA or other receiving unit.
- B. When relocation is ordered, watch section 1 or 3 will assume the watch at D7. Watch sections 2 and 4 will muster at Air Station Opa Locka for transport to LANTAREA or other site as directed by the CDO. Once the watch is established at the remote site the D7 watch will evacuate the Brickell Plaza Building.

250 Equipment and Supplies

- A. The Command Center maintains supplies in the Crisis Action Center (CAC) for use during an event. If additional supplies, tools, or equipment are needed, request them from the Senior Controller or Command Center watch.

300 OPERATING PROCEDURES

The following sections outline standard procedures, and include step-by-step instructions for executing each action.

310 Incident Management Team Start-Up

- A. Prior to the IMT's arrival in the CAC, the Command Center will recall the D7 (o) and (m) watchstanders from watch section 1 to set up the CAC and begin to update status boards. The Command Center SDO will assist in preparing the CAC. The following items will be complete prior to the IMT's arrival:
1. The space will be clean, neat and orderly.
 2. The status boards will be checked, brought up to date, and prepared for the IMT.
 3. Message folders matching the status boards will be empty of all outdated message traffic, properly labeled, and in the folder stand on the table.
 4. Phones (4), Fax (1), printer (1), and computers (6) will be checked and working properly.
 5. CAC supplies will be checked, and restocked if needed.
 6. The message file (IMT.MSG) will be empty, with current traffic filed in the proper message folder.
 7. The Action Pending folder will be current and up to date.
 8. A briefing template will be completed with the current information and given to the oncoming IMT Watch Captain.
- B. Immediately after assuming the watch, the IMT will:
1. Send the message establishing the IMT watch. (see proforma messages)
 2. Send the staff e-mail to inform the staff that the IMT is operational.

320 Message processing and filing

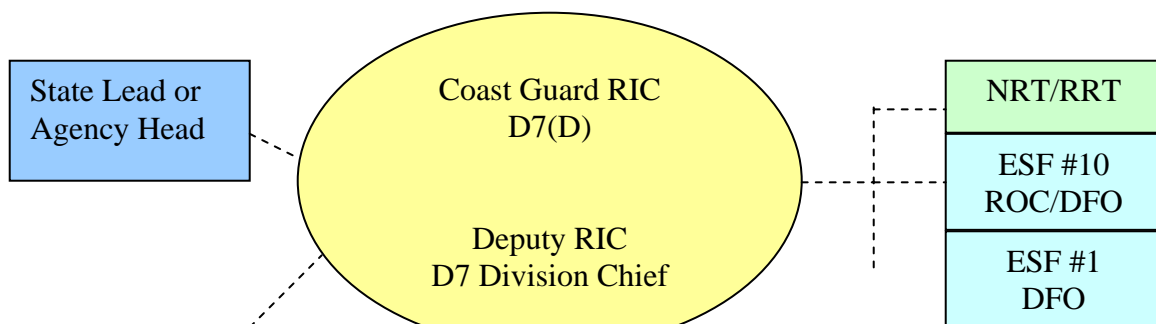
DRAFTING/SENDING THE MESSAGE

- Start the CGMS Client by selecting **Start | Programs | USCG Local Apps | CGMS**.
- To begin drafting a message, click the **Open** icon.
- Navigate to the appropriate folder containing message templates
- Select the appropriate message template from the list.
- Click on the **Assign Current DTG** icon for the date time group.
- Click **Admin Msg** or **Corrected Copy** if applicable.
- Type in the originator if not already listed and click **Add to Originator List** to store for future use.
- Click the **Addresses** tab.
- Ensure all **PLAs** listed are correct for **Action** and **Info** addresses.
- If not type in the correct **PLA**, double click it on the bottom half or press enter. Repeat until all **PLAs** have been entered.
- Type the Staff Symbol(s) with a "/" between each one and hit the **Enter** key twice.
- To delete incorrect **PLAs**, highlight address and select the **Delete** icon on the CGMS toolbar.
- If applicable click **Information** or **Exempt Addresses** then repeat previous 2 steps until all **PLAs** are entered.

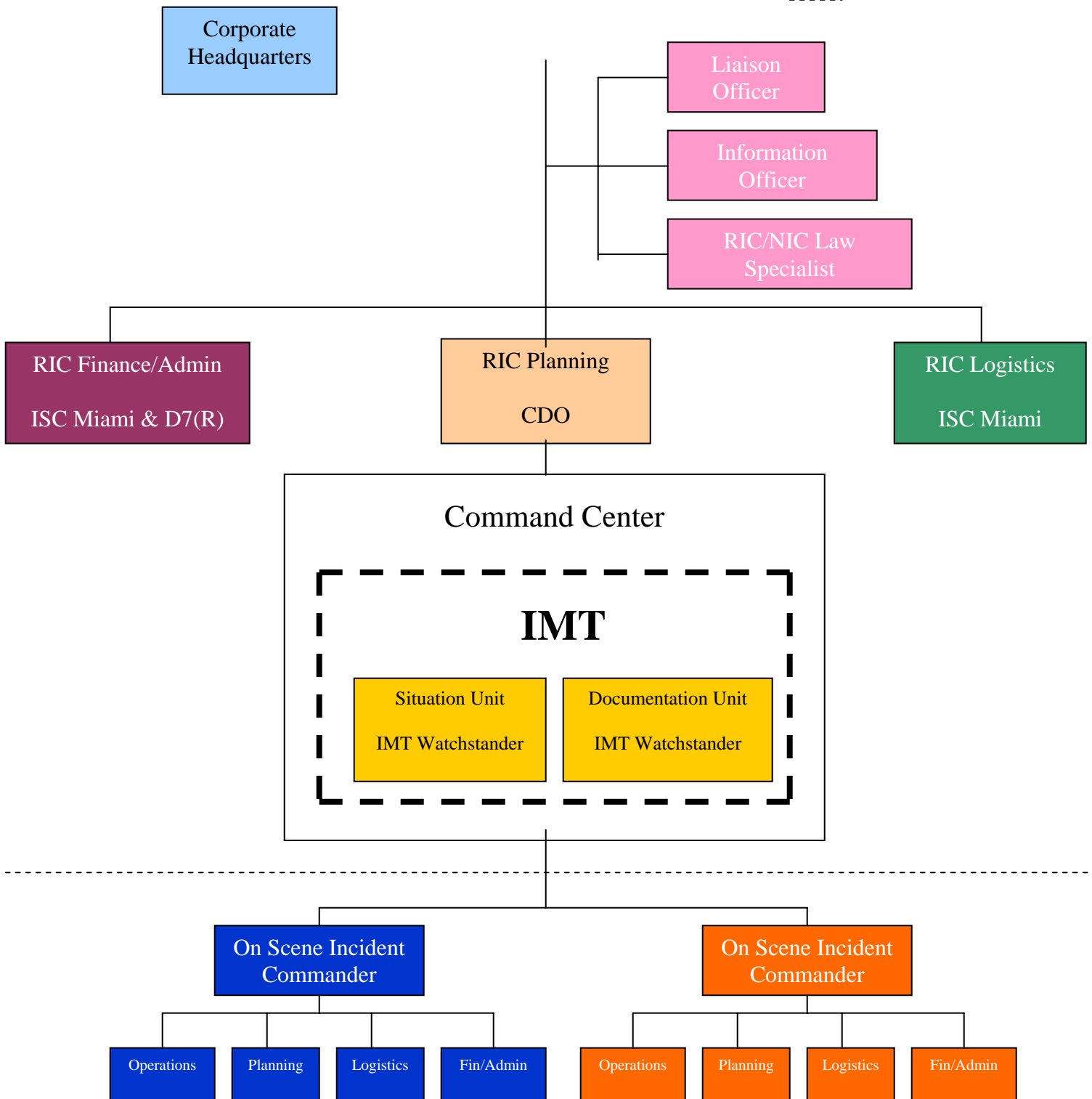
- Click the **Message Text** icon.
- Update **Message Text** to reflect current incident.
- Click the **Spell** icon to spell check.
- Click the **Verify Format** icon, this will put the message together including all format lines. **You will not be able to proceed until you complete this step.**
- Print a copy of the message draft for review by the CDO for release.
- After approval, select the **Release** icon.
- Verify that message has been distributed by accessing the CGMS and performing **Search** function for message DTG.
- Once message has been posted to the message board, open it up and select the **Save** icon.
- Open folder on U:\ drive marked **Hurricane**.
- Open folder in **Hurricane** with the correct year of incident (ie; 2002, 2003) and save to folder by **DTG**.

RETRIEVING A SAVED MSG FOR EDITING (IE; SITREP, etc.)

- Start the CGMS Client by selecting **Start | Programs | USCG Local Apps | CGMS**.
- Click the **Open** icon.
- Click the drop down arrow on the **Look in:** line and select the **(U:)** drive.
- Select the **Hurricane** folder in the list and click on the **Open** button.
- Select the correct year folder (ie; **2002, 2003**) and click on the **Open** button.
- Edit message, as needed using the steps in **DRAFTING/SENDING THE MESSAGE**.



D7 Regional Incident Command (RIC)



ATTACHMENT (1)