

STATE OF COLORADO IMT SHADOW PROGRAM 2009

IMT SHADOW PROGRAM

Beginning in 2009, shadow opportunities will be available for those who have initiated state task books or are participating in Type 3 IMT. A copy of the shadow program agreement, guidelines, and application are included in this section. Here is some pertinent information:

Shadowing is offered to give members of local jurisdictions experience at an incident, to help prospective members of Type 3 IMT's understand how the IMT operates and observe or participate with specific team positions. Shadowing also gives local and state government employees exposure to ICS and an interagency incident.

1. Individuals interested in shadowing must apply.
2. Shadow opportunities will be by invitation only. The Division of Fire Safety issues shadowing invitations when approved by the IC and the team member being shadowed.
3. Shadow participation is for command and general staff and unit leader positions only. Shadows will not be placed with pool members or division/group sups.
4. Shadowing is limited to 48 hours, with exceptions only as outlined in the guidelines.
5. While shadow participants follow response guidelines for single resources, they are neither mobilized resources nor official members of the team. Their home agencies are responsible for all participant expenses, and the agency with the legal authority for management of the incident will bill agencies for any participants' incident costs.
6. Shadow participants will check-in, be tracked by the planning section, and demobilize.

Please give your IC feedback on how the shadow program is working in the field so we can improve the process and the learning opportunities.

INCIDENT MANAGEMENT TEAM SHADOW PROGRAM

The State can partner with local jurisdictions and agencies to provide their employees an opportunity to shadow Type 1, 2 or 3 IMT's during a mobilization.

Under this agreement, employees of local and state agencies who are interested in participating in the Type 3 IMT program, and have the permission of their chief executive, are allowed to visit incidents and shadow ICS command and general staff positions.

Under this agreement, participating local governments/agencies agree to:

Departments Divisions Offices

1. Absorb all costs and liability associated with participation in the shadow program.
2. Ensure that all participating personnel meet the minimum training qualifications, which consists of basic ICS, applicable equipment standards, and this agreement.
3. Limit participating shadow personnel. The shadow program is limited to one per each Command and General Staff position. Rarely will shadow participation be available for all command and general staff positions at a given incident. Visits are limited to 48 hours. Additional personnel and longer visits may be mutually approved, on a case by case basis, by the incident commander, member of the IMT being shadowed, and the participant's supervisor or agency head.
4. Abide by all rules, regulations, and restrictions imposed by the managing agency or incident management team.

In return, the State agrees to:

1. Host, by invitation, qualified participants to observe and work with members of the incident management teams. Priority will be given to participants who need field experience to complete task books, and potential candidates for incident management teams.
2. Allow shadow program participants to observe all planning meetings, shift meetings, and briefings.

INCIDENT MANAGEMENT TEAM SHADOW PROGRAM REQUIREMENTS

1. Due to the nature of incidents, invitation to participate in an incident usually comes at very short notice. When informed that there is an opportunity to respond to a mobilization, the Division of Fire Safety will contact qualified shadow program applicants to determine if they are available to respond. If so, their information will be transmitted to the planning section. If an individual is assigned and fails to show up, their name will be removed from the list and no additional shadow opportunities will be allowed.
2. The agencies' training officer will contact the Division of Fire Safety with the shadow's name, department, and contact number.
3. The individual will follow the incident response requirements as specified. Participants will be required to show their agency identification at check-in.
4. Incident locations are often remote and accommodations are spartan at best. Participants must bring their own tent and sleeping bag. There are often no accommodations or luxuries available other than what the participant brings. See attached "Recommendations for Individual Resource Travel Kit" for required and recommended supplies and gear.
5. The participant's agency is responsible for transportation to and from the incident and all related transportation costs. Participants will not have access to incident fueling services. Group transportation may be offered in some circumstances.
6. The agency providing shadow personnel may incur a daily rate per person to cover the cost of meals, showers, and other incident amenities. This rate varies depending on the location and agency supporting the incident base. The participants' agency must reimburse this daily charge per person to the incident agency host. The *minimum* base charge estimated for 2008 is \$50/day. The participants' agency will be billed directly following the conclusion of the shadow assignment.
7. Participants should be ready for long days in adverse conditions. Operational period are usually 12 hours on and 12 hours off. In some circumstances, individuals may be working well in excess of these 12-hour shifts.
8. Additional participation and hands-on experience, commensurate with the skills, training and abilities of the visitor, may be granted at the discretion of IC and the incident management team, as appropriate to the skill level and training of the shadow participant. In addition, visiting team members agree to make available to the incident management team any relevant skills which may be of value to the incident, including administrative, financial, public affairs, emergency management, hazardous materials, law enforcement, or structural fire suppression.

This program is voluntary. Neither party is under obligation to participate on any given incident.

For more information, contact Bill Miederhoff Colorado Division of Fire Safety, 720-852-6744 or william.miederhoff@cdps.state.co.us

IMT SHADOW PROGRAM APPLICATION 2009

Shadow Position Desired

Shadow Opportunity Objective

Name:

Title:

Agency:

Address: _____ City _____ State _____ Zip _____

Work Phone _____

Home Phone _____

Pager _____

Mobile _____

Email _____

Signature _____

Date _____

Authorization to participate by Department Head:

I certify that this individual has completed the minimum training stated above, and I agree to the shadow program requirements listed in the State of Colorado IMT Shadow Program Agreement and Guidelines.

Signature _____

Date _____

Name & Title

MAIL TO: Bill Miederhoff: Emergency Resource Mobilization Manager
Colorado Division of Fire Safety
9195 E Mineral Ave, Suite 234
Centennial, CO 80112

FAX TO: 720-852-6756

E-MAIL TO: william.miederhoff@cdps.state.co.us

General Recommendations for Individual Resource Travel Kit

The minimum equipment and supply inventory for a shadow assignment response will depend on the nature of the incident, the task assignment, and the duration of the incident.

Most of the recommended inventory is common and can be prepackaged and ready for quick response.

A backpack is recommended for use as an easy to transport. All other items should be placed in a durable duffle bag; suitcases are not recommended.

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1. Generally, the total weight recommended per individual is 55 pounds (35 pounds for personal equipment and 20 pounds for web gear or briefcase)
 2. Tags or markings are recommended for identifying personal gear
 3. External frame packs should not be used due to their bulk
 4. Personal protective equipment required:
 5. Work gloves
 6. Leather boots (lace-up, heavy duty)
 7. Socks (heavy duty)
 8. Jackets: One heavy, one light, of cotton, wool, or flame-resistant material
 9. Underclothes (non-synthetic fabric)
 10. Handkerchiefs
 11. Personal toilet gear
 12. Watch
 13. Optional: Sunglasses, writing paper, envelopes, and stamps

Cameras are not recommended.

Personal

Clothing:	Underwear (two sets) Outerwear (one set) Socks Jackets
Optional:	Rain gear Hat Sweatshirt or sweater
Protective Clothing:	Appropriate personal protective equipment
Personal Hygiene Supplies:	Toilet kit Towel Lip balm Lotion Sunscreen
Sleeping bag	
Miscellaneous:	Medical Information Card Sunglasses Watch Pocket knife Legal pads, pens, clipboard Map(s) Cellular telephone