

**Standard Operating Procedures
Incident Medical Specialist
2003**

- A. Incident Medical Specialist (IMS) teams are assigned to Incident Management Teams (IMT) this year in Region 6. IMS teams will be on the same rotation as the IMT to which they are assigned.
- B. IMS teams may be ordered simultaneous with their assigned IMT. When the IMS team is not dispatched as an initial order the Supply unit may order their assigned IMS team after the IMT has arrived on the incident and determines the need for the team.
- C. The IMS teams will be responsible for keeping their teams intact and will not take other assignments without the permission of their respective IMT's.
- D. IMS Team members will keep their manager informed of their availability and will be available during their team rotation. During unforeseen circumstances the team member will immediately notify their manager of their unavailability. Managers are responsible to make replacements as needed to keep their five-person team available for dispatch at all times.
- E. Managers will request additional personnel through the IMS coordinators.
- F. Managers receiving a dispatch will contact the IMS coordinator informing her of the dispatch. They will also inform the coordinator when they arrive home.
- G. Managers will contact each team member when their team is up in the rotation.
- H. Dispatch is channeled through the IMT dispatch organization. The IMT lead dispatch office will contact the managers' local area dispatch office.
- I. Vicky Wessling and Peggy Tribble are the IMS coordinators and will maintain a list of available resources that can be called up to assist teams assigned or to provide additional teams to out of region IMT's.
- J. There will be only one extra team available through NWCC this year.

Richard Warthen
IMS Chair

Dale Pospisil
Vice Chair