San Diego County Office of Emergency Services
SDO STANDARD OPERATING PROCEDURE

TITLE: **San Diego Urban Area (SDUA) Type 3 All Hazard Incident Management Team (AHIMT)**

ACTION OFFICIAL: **Staff Duty Officer**

DATE OF ISSUE: **December, 2012**

RESPONSIBILITIES: This Standard Operating Procedure details the notification process for the San Diego Urban Area Type 3 All Hazards Incident Management Team in the event of an emergency requiring all or part of a Type 3 Incident Management Team is needed.

PROCEDURE: External agencies requesting the services of the SDUA AHIMT or relaying a request for the AHIMT should call the Office of Emergency Services, Staff Duty Officer (SDO).
Agencies receiving a request should use the attached form to capture important information regarding the incident.
The OES Staff Duty Officer will relay all pertinent information to the AHIMT using the team notification list.

CALL LIST:

External Agency Notification

1.	Office of Emergency Services	Staff Duty Officer	[redacted]
2.	San Diego Fire Department	Communications Center	[redacted]

BACKGROUND: The San Diego Urban Area AHIMT is a multi-agency/multi-jurisdiction team that is available 24/7/365. The AHIMT can be deployed locally, regionally or nationally for incidents of any size or nature. The AHIMT can augment ongoing operations or can provide incident management functions to include all components of Command and General Staff.

DRAFT

San Diego Urban Area AHIMT Request

Date:	Time:
Incident Name:	
Incident Location:	
Person and agency requesting AHIMT assistance:	
Authorizing Official for the request:	
Telephone Number(s):	

REQUEST SPECIFICS

REQUEST TYPE

☐ **INDIVIDUAL(S)**
Request to fill specific a Command or General Staff position(s) on an existing incident management team.

☐ **PARTIAL TEAM**
Request for an Incident Management Section for a specific task (e.g. creating Incident Action Plans)

☐ **FULL TEAM**
Request for all components of Command and General Staff.

☐ **OTHER**
Please specify: