# IMTEX Facilitator Guide (Land)

Introduction:

The IMTEX Scenarios have been constructed so that they may be applied to an applicable setting within your area.

The scenario and subsequent injects are what could reasonably be expected in such a situation and will provide a challenge to your IMT.

Early consideration should be given to Objectives and KPI’s.

IMTEX Prep:

Identify date early – avoid Holiday Weekends / Major Events / Known Police Operations

Provide early advice to participants of training date.

Select and book training venue – well in advance.

Ensure venue will support;

* IT requirements, including Search Technology
* Number of attendees
* Adequate utilities and refreshments
* Adequate room to accommodate CIMS Organisation

Familiarise yourself with the Scenario.

Align a local area with the scenario, ie – specific location, grid reference & Map.

Laminate A4 Topo Map copies of the Search Area.

Generate copies of Search Forms ( <https://NZSAR.govt.nz/Resources/NZSAR-Forms> )

* Readiness Plan for Area
* LandSAR Response Guidelines
* LPB (Robert J Koester Text)
* IMT Laminates – CIMS3 Org Chart etc

During IMTEX

Provide injects as appropriate based on IMT actions / progress / requests.

Evaluate the activity of participants against the SAREX OBJECTIVES (V2) document.

Ensure enough time is allowed to debrief the IMTEX activity prior to participants leaving the venue.

Suggested Objectives & KPI’s (but not limited to)

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| **Objectives** | **Contributing Objectives** | **KPI** |
| Planning documents demonstrate preparedness | Test how the IMT implements a readiness plan | * IMT accesses the readiness plan in an appropriate time frame * IMT personnel have appropriate skills and knowledge for the role they are undertaking * IMT procedures are in accordance with the readiness plan |
| SAR partners collaborate effectively | Appropriate agencies are selected for and participate in the IMTEX | * All agencies required for the exercise participate * All agencies participating collaborate effectively * Liaison arrangements for inter-agency engagement are maintained |
|  | All SAR agencies operate within the CIMS model and principles | * Agencies work under common structures, roles and responsibilities * Agencies use common terminology * Agency response is coordinated * Agencies coordinate resource organisation |
| The IMT effectively manages the exercise | IMT operates within the CIMS principles | * IMT structure is in accordance with CIMS * IMT roles and responsibilities are in accordance with CIMS * IMT personnel use CIMS terminology * IMT operation ensures integrated information management and communications * Information is communicated within and across agencies * Situational awareness is maintained |
|  | IMT operates in accordance with the CIMS model | * ICP established * Appropriate structure established * Documentation is completed * IAP is established for the initial operational period * IAP is updated for subsequent operational period * IAP review meetings are conducted by the IC * IC leads regular IMT briefings * IMT function managers undertake regular team briefings |