



KANSAS SEARCH & RESCUE RESPONSE SYSTEM APPLICATION PACKET

SCOPE

Welcome to the Kansas Search & Rescue Response System. Your decision to apply to become part of an elite group of individuals focused on helping those in need following a disaster should not be taken lightly. Individuals like you share common core values; that we will do whatever is necessary to provide timely and effective search and rescue, disaster medical care, and often simply humanitarian assistance to those affected by a disaster.

The provisions of this application packet shall apply to all persons applying for membership in the Kansas Search & Rescue Response System, which is administered by the Office of the State Fire Marshal (OSFM).

NON-DISCRIMINATION STATEMENT

It is the policy of the OSFM to accept all applications for membership without discrimination on the basis of the applicant's race, religion, color, sex, age, disability, national origin, or ancestry.

DEFINITION OF TERMS

Applicant - An applicant is any person completing the application process for membership.

US&R Resource – A task force or team organized within a Kansas Homeland Security region and typed according to the National Incident Management System (NIMS) Resource Typing Definitions for Mass Search & Rescue Operations.

Participating Agency – An agency in Kansas that has promulgated a Memorandum of Understanding (MOU) with the OSFM to participate in the Kansas Search & Rescue Response System.

Affiliated Members – Individuals not employed by a Participating Agency that can fill a position(s) on a regional US&R resource, or can be deployed by the OSFM as a single resource.

Sponsoring Agency – A Participating Agency within each Kansas Homeland Security region that has the overall responsibility for managing the regional US&R resource.

Program Manager – An individual designated by the Sponsoring Agency to manage the regional US&R resource. The Program Manager is responsible for receiving and processing applications for membership on the regional US&R resource.

Approval/Selection - Each Sponsoring Agency shall form a Selection Committee which is responsible for reviewing applications and approving membership on the regional US&R resource. Applications approved by each region will then be forwarded to the OSFM for final approval. Affiliated Members will submit applications directly to the OSFM for review and final approval.

Document Maintenance & Security – Participating Agencies are responsible for maintaining a personnel file for each member, the specific content and organizational structure of which will be identified by the OSFM in accordance with the national US&R standard. Affiliated Member personnel files will be maintained by the OSFM unless they are assigned to a specific regional US&R resource. A secure filing system must be maintained for Administrative, General and Position Specific requirements, including training and certification records for each member.

COMPONENTS

- Application for Membership
- Individual Letter of Commitment
- Code of Conduct
- Fit for Deployment Form

APPLICATION PROCEDURE

Interested applicants may apply for membership in the Kansas Search & Rescue Response System by completing the components of this Application Packet and forwarding all completed documents to the region's Program Manager, or to the OSFM as described above. Verification of all relevant training and/or certification shall be maintained in the individual's personnel file.

REVIEW/APPROVAL PROCESS

The Selection Committee/OSFM will review each application and approve membership based on the needs of the regional US&R resource and/or OSFM. After final review, each applicant will be advised of either Acceptance or Rejection by the OSFM. An applicant may file an appeal of a Rejection in writing to the OSFM as to why the application packet should be reconsidered. After review, the OSFM will render a final decision in writing. Copies of all related correspondence shall be maintained by the OSFM.

MINIMUM REQUIREMENTS

Each applicant shall meet the following minimum requirements:

- Reside in the State of Kansas, or be a member of a Police, Fire, EMS, or Emergency Management agency in Kansas, unless otherwise approved by the OSFM.
- Reside within the respective region for membership on that region's US&R resource, unless otherwise approved by the Program Manager.
- Possess a valid Driver's License.
- Be a U.S. citizen in good standing.

Background Check – Each applicant will be required to provide their date of birth, gender and driver's license number for the purposes of an annual background check.