

**2016-2020 KSAR Strategic Plan  
Tracking Spreadsheet**

<b>Responsible Person/Group</b>		<b>Action Item / Topic</b>	<b>Priority High/Med/Low</b>	<b>Start Date</b>	<b>Targeted Finish Date</b>	<b>% Complete</b>	<b>Notes</b>
	1.1	The Administrative Agency will work with legal counsel and the Kansas Legislature to develop/change statutes and/or Kansas Administrative Regulations needed to supplement current legislation in support of the Kansas Search and Rescue Response System.					
Hank/Doug	1.1.1	Work with legal counsel to address issues necessary for the deployment of Affiliated Members as part of a regional US&R resource or as individual resources, i.e. workers' compensation, liability, etc.	High	10/16/16	7/1/17	30%	Legislation has been developed and is currently working its way through committee.
	1.2	The Administrative Agency will develop and implement a system organizational structure to support the Kansas Search and Rescue Response System.					
Randy	1.2.1	Develop an organizational chart for the Kansas Search and Rescue Response System and identify roles and responsibilities for each position.	Medium	7/1/16	12/31/16	25%	Org chart finished. Need to identify roles and responsibilities for each position or group in administration manual.
Randy	1.2.2	Formalize the role of the Advisory Group to ensure coordinated input into the sustainment of the Kansas Search and Rescue Response System. Develop policies and/or guidelines for the Advisory Group including meeting schedules, format for agendas and minutes, distribution of minutes, tracking of progress, etc.	Medium	10/16/16	12/31/16	50%	Established meeting schedule on the 2nd Wednesday of every other month starting in February, to rotate between Salina, Wichita and Topeka.
Randy	1.2.3	Establish a Resource Management Committee with responsibility for standardizing personnel and equipment in the Comprehensive Resource Management & Credentialing System (CRMCS), as well as developing methods to use the system to support search and rescue operations, accountability, etc.	High	9/1/16	11/30/16	100%	Monthly meetings continue. Have begun entering personnel data into CRMCS as we process and approve applications.
Randy	1.2.4	Establish Section Work Groups to assist in the development of operational guidelines; equipment maintenance, replacement and sustainment guidelines; and section training plans. The Section Work Groups include Communications; Hazardous Materials; Logistics; Medical; Planning; Rescue; Search; and Water Operations.	High	9/1/16	11/30/16	75%	Still working on filling out work groups with representation from each region. Have assigned a coordinator to each work group and developed a brief overview and description of the working groups. Expect to have the working groups up and running by March 1, 2017.

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	1.3	Adopt the national US&R standard, position descriptions, and the NIMS resource typing as the guiding documents for the development of regional US&R resources in Kansas.					
Hank/Doug	1.3.1	Promulgate a policy document adopting the national US&R standard, position descriptions, and the NIMS resource typing definitions.	High	10/24/16	7/1/17		Need to develop and propose state regulation.
	1.4	Ensure that each Participating Agency has the “enabling authority” in place to participate in the Kansas Search and Rescue Response System, by requiring documentation of resolution, executive order or other such documents as utilized by each Agency’s governing body.					
Randy	1.4.1	The Administrative Agency will assist the Director of each Participating Agency, or his/her designee with the development of an “enabling authority” for each agency.	High	10/24/16	12/31/16	50%	Enabling Authority is required as part of the MOU. Several examples have been received and shared.
	1.5	Create a formal understanding between the Administrative Agency and each Participating Agency and Affiliated Member regarding participation in the Kansas Search and Rescue Response System.					
AA	1.5.1	Develop a Memorandum of Understanding (MOU) between the Administrative Agency and all Participating Agencies and Affiliated Members that addresses expectations, fiscal responsibilities, etc. for participation in the Kansas Search and Rescue Response System.	High	9/1/16	11/30/16	100%	Complete. Waiting on promulgation from several agencies and affiliated members.
Randy	1.5.2	Specify the management, organizational, fiscal and logistical responsibilities and authorities of a Sponsoring Agency in each region through an MOU or other document, between the Administrative Agency and each Sponsoring Agency.	High	10/24/16	11/30/16	100%	Developed and distributed Sponsoring Agency MOU. Awaiting promulgation from one agency.
Hank/Doug	1.5.3	Solicit review and final approval of MOUs and/or other documents from legal counsel.	High	9/1/16	1/1/17	100%	Complete.
Randy	1.5.4	Distribute the MOU to all Participating Agencies and Affiliated Members for review and promulgation.	High	9/1/16	3/1/17	75%	MOU has been distributed to all Participating Agencies for review and signature.

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	1.6	Develop procedures, policies and/or directives to establish management, deployment, and after-action processes for the Kansas Search and Rescue Response System.					
Randy	1.6.1	The Administrative Agency will develop an Administrative Manual that will serve as an overarching policy document for the Kansas Search and Rescue Response System.	High	10/24/16	6/14/17	Ongoing	Will have initial draft prior to June AG meeting.
Randy	1.6.2	Assist each Sponsoring agency with the development of regional plans and/or standard operating guidelines necessary for each regional US&R resource to comply with the national US&R standard and support the Kansas Search and Rescue Response System.	High	10/24/16		Ongoing	
Randy	1.6.3	Solicit review and approval of the Administrative Manual through the Kansas Search and Rescue Response System Advisory Group.	High	10/24/16	6/14/17	Ongoing	Will have initial draft prior to June AG meeting.

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	1.7	<b>The Administrative Agency will develop an application process for individual membership in the Kansas Search and Rescue Response System.</b>					
Randy	1.7.1	Develop an application packet to include an application, individual letter of commitment, code of conduct agreement, fit for deployment form, and other forms needed for each individual member in the Kansas Search and Rescue Response System.	High	9/1/16	1/1/17	100%	Application packet distributed and posted on website.
Hank/Doug	1.7.2	Develop a procedure for performing background checks on all members of the Kansas Search and Rescue Response System.	High	10/24/16	1/1/17	100%	Written policy will be included in Administration Manual but it has been developed and several have been conducted by OSFM Investigations.
Hank/Doug	1.7.3	Develop a policy for the management of all records relative to individual members of a regional US&R resource, as well as Affiliated Members.	High	10/24/16	6/14/17		Will be included in Administrative Manual.
	1.8	<b>Develop a process, policy and/or procedures for medical evaluations, pre and post deployment screening, immunizations, etc. for each member of the Kansas Search and Rescue Response System.</b>					
Randy	1.8.1	Task the Medical Work Group with researching standard practices regarding medical considerations for members of the Kansas Search and Rescue Response System.	High	10/24/16	2/15/17	50%	Medical Section Work Group will provide input once established.

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	1.9	Increase global awareness of the Kansas Search and Rescue Response System and the capabilities of the regional US&R resources.					
AA	1.9.1	Develop an awareness campaign for presentation to elected officials, public safety organizations, emergency management agencies and other stakeholders.	Medium	9/1/16	1/31/16	25%	Developed display boards for State Fair. Need to fine tune and develop digital presentation. Talk to OSFM PIO.
AA	1.9.2	Maintain attendance and engagement in meetings and conferences where partnership opportunities exist, i.e. Regional HLS Council meetings, KEMA Conference, Kansas Fire Chiefs Conference, etc.	Medium	9/1/16		Ongoing	
AA	1.9.3	Enhance the OSFM website to provide meaningful information to system members as well as create public awareness of the system.	Medium	9/1/16		Ongoing	Numerous new items added to website.
AA	1.9.4	Explore the use of social media to share information about training, exercises or deployments involving regional US&R resources.	Medium	10/24/16			Develop SAR facebook page. Meet with Kevin to discuss the use of facebook and twitter for SAR activities.
AA	1.9.5	Engage with outside agencies and organizations, including but not limited to FEMA US&R, State Urban Search and Rescue Alliance (SUSAR), etc.	Medium	10/24/16		Ongoing	AA members attended SUSAR conference in November. Randy elected to SUSAR Board of Directors. Randy attending FEMA Task Force Representative meeting in Spring 2017
	2.1	Develop and implement processes, procedures or policies for financial support and/or reimbursement for the Kansas Search and Rescue Response System for deployments and approved training and/or exercise.					
AA	2.1.1	Identify compensable activities and equipment, and establish an approval and reimbursement process for said activities, including specific policies for affiliated members.	High	10/24/16	6/14/17		Will be included in Administrative Manual.
	2.2	The Administrative Agency shall develop a budget to support the Kansas Search and Rescue Response System.					
AA	2.2.1	Strategize and coordinate with the Advisory Group and other stakeholders to maximize available grant funds to support the training and/or equipment needed by regional US&R resources.	High	10/20/16		Ongoing	Make sure the OSFM is aware of projects being presented.
Randy	2.2.2	Engage and utilize Section Work Groups (as identified in Program Management Focus Area) for providing input on the training and/or equipment needs of regional US&R resources.	High	9/1/16	12/31/16	50%	Need to get regional representatives on each work group.
	2.3	Provide fiscal transparency regarding expenditures by the Administrative Agency to support the Kansas Search and Rescue Response System.					
Hank/Doug	2.3.1	The Administrative Agency will provide an annual budget report to the Advisory Group, all Participating Agencies, and Affiliated Members.	Medium	10/24/16		Ongoing	FM provided an overview of the SAR program budget report at December AG meeting.

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	3.1	The Administrative Agency will promulgate a Strategic Plan for use as a guiding document to direct and prioritize activities of the Kansas Search and Rescue Response System.					
Advisory Group	3.1.1	Formalize a Strategic Planning Committee to review and update the Kansas Search and Rescue Response System Strategic Plan annually.	High	10/20/16	10/20/16		Strategic Plan will be reviewed and updated by the Advisory Group at their November meeting each year.
Randy	3.1.2	The Administrative Agency will develop and utilize a tracking document to track the progress of performance measures outlined in the strategic plan.	High	10/1/16	Ongoing	100%	Complete.
Randy	3.1.3	The Administrative Agency will provide monthly updates to the Advisory Group as to the progress on meeting the objectives and performance measures contained in the strategic plan and solicit input for the modification of performance measures as needed.	Medium	10/20/16		Ongoing	Put tracking spreadsheet on our website and update as needed. Discuss progress at each bi-monthly AG meeting.
AA	3.1.4	Engage in planning initiatives with the Kansas Division of Emergency Management, Kansas National Guard and other agencies, organizations and workgroups as appropriate.	Medium	10/24/16		Ongoing	Need to contact KDEM to find out about scheduled planning initiatives, such as update of state response plans, TEPW, etc.
AA	3.1.5	Evaluate each regional US&R resources' current capability and assist in the development of a timeline for each regional US&R resource to meet the criteria of the national US&R standard.	High	10/24/16			Will await feedback from section work groups.

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	4.1	The Administrative Agency shall formally adopt and promulgate NIMS for the Kansas Search and Rescue Response System.					
Hank/Doug	4.1.1	NIMS adoption shall be promulgated by Administrative Manual, policy and/or procedure.	Medium	10/24/16			Will be included in Administrative Manual.
Hank/Doug	4.1.2	The Administrative Agency will develop policies for the implementation and compliance with NIMS by the regional US&R Resources.	Medium	10/24/16			Will be included in Administrative Manual.
Hank/Doug	4.1.3	Develop policies requiring the use of NIMS, specifically the use of the Incident Command System, organizational structure, forms, etc., during all system training, exercise and/or deployments.	Medium	10/24/16			Will be included in Administrative Manual.
Randy	4.1.4	Ensure that NIMS training requirements are met by members of the Kansas Search and Rescue Response System.	High	10/24/16	12/31/16	50%	Develop a training needs assessment form to ensure that NIMS requirements identified in the position descriptions are met by each member.

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	5.1	Maximize situational awareness regarding potential severe weather conditions, significant events, etc.					
AA	5.1.1	Ensure current contact information is maintained with notification systems such as the Kansas Division of Emergency Management and the Kansas National Guard.	High	10/20/16		Ongoing	
AA	5.1.2	Utilize weather apps and/or other web-based resources designed to provide early detection of significant weather events.	High	10/20/16			
AA	5.1.3	Ensure that contact and activation information for regional US&R resources is maintained by the Administrative Agency and periodically checked for accuracy.	High	10/20/16	11/1/16	100%	Received each month on org chart. Will develop policy in Administrative Manual.
	5.2	Develop and maintain a plan and/or procedure to initiate, receive, and/or relay notifications to alert key decision makers and emergency personnel.					
AA	5.2.1	Implement a notification system for the Kansas Search and Rescue Response System.	High	10/20/16		50%	Team App has been activated and is being populated with contact information. Encourage each task force/team to create their own app.
Randy	5.2.2	Define specific procedures for providing regional US&R resources with a system Advisory or Alert, and/or Activation.	High	10/20/16	6/14/17		Will be included in Administrative Manual.
AA	5.2.3	Investigate the application of web-based organizational charts that will enable Sponsoring Agencies to maintain a deployable roster of qualified members, and provide visibility for the Administrative Agency, Emergency Support Function #9, and other regional US&R resources.	Medium	10/20/16			Discuss the use of the web based application currently being used by several regions.



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	6.1	The Administrative Agency will develop policies, procedures and/or guidelines regarding sponsored training and/or exercises.					
Randy	6.1.1	The Administrative Agency will develop an Administrative Manual that will address policies, procedures and/or guidelines relative to sponsored training and/or exercises.	High	10/20/16			Will be included in Administrative Manual.
	6.2	Ensure that current regional US&R resource members and affiliated members meet the minimum training requirements for any position he/she fills on a regional US&R resource.					
Randy	6.2.1	Develop a training needs assessment process that will allow each regional US&R resource to assess the overall training needs of each member and the US&R resource as a whole.	High	10/20/16	2/15/17	50%	Currently updating position audit sheets received from FEMA for use in tracking training needed.
Advisory Group	6.2.2	The Administrative Agency will schedule and conduct an annual training, exercise and planning workshop (TEPW).	High	10/20/16			Consider November or December Advisory Group meeting. Find out when state TEPW is and schedule just before.
Randy	6.2.3	Engage and utilize section work groups (as identified in Program Management Focus Area) for providing input on the training and exercise requirements for the regional US&R resources.	High	10/20/16	12/31/16	10%	Need to get regional representatives on each work group.
Randy	6.2.4	Schedule a minimum of two (2) Structural Collapse Technician classes each calendar year.	High	7/1/16	11/30/16	Ongoing	SCT classes were held in May and August 2016 at Crisis City, third class was conducted October 25-November 1, 2016 in Parsons.
AA	6.2.5	Host a minimum of two (2) position specific courses in FY2017.	High	10/24/16	6/1/17		Planning Team Training and Technical Search Specialist scheduled in May 2017.

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Advisory Group	6.2.6	Develop and prioritize a list of position specific courses needed in Kansas during FY 2018 and FY2019.	High	10/20/16	11/30/16		Will await feedback from section work groups.
AA	6.2.6.1	Host a minimum of three (3) position specific courses in Kansas in FY2018.	High	7/1/17	6/30/18		Looking at another Technical Search Specialist course, and Canine Search Specialist course and a Medical Specialist course, as well as another SCT class in the spring of 2018.
AA	6.2.6.2	Host a minimum of three (3) position specific courses in Kansas in FY2019.	High	7/1/18	6/30/19		Will await feedback from section work groups.
Advisory Group	6.2.7	Develop and prioritize a list of position specific courses needed for individual members outside of Kansas during FY2018 and FY2019.	High	10/20/16			Await feedback from Communications Work Group.
AA	6.2.7.1	Send at least three (3) individual members to a Communications Specialist course in FY2018.	High	10/20/16			Await feedback from Communications Work Group.
AA	6.2.7.2	Send at least three (3) individual members to a Structures Specialist course in FY2018.	High	10/20/16			StS from Olathe FD attended training in October 2016. We need to recruit additional engineers.
AA	6.2.7.3	Send at least three (3) individual members to a Heavy Equipment & Rigging Specialist course in FY2018.	High	10/20/16			Await feedback from Rescue Work Group. Discuss possibility of using private sector for HERS.
AA	6.2.7.4	Send at least three (3) individual members to a Communications Specialist course in FY2019.	High	10/20/16			Await feedback from Communications Work Group.
AA	6.2.7.5	Send at least three (3) individual members to a Structures Specialist course in FY2019.	High	10/20/16			Await feedback from Plans Work Group. Recruit engineers.
AA	6.2.7.6	Send at least three (3) individual members to a Heavy Equipment & Rigging Specialist course in FY2019.	High	10/20/16			Await feedback from Rescue Work Group. Discuss possibility of using private sector for HERS.

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Randy	6.2.8	Create an online Kansas Search and Rescue Response System training and exercise calendar to provide visibility of regional, state and federal training and exercise events.	Medium	9/1/16	10/1/16	100%	Encourage Participating Agencies to add content to calendar.
	6.3	Develop a system that will allow members to complete initial and annual general training requirements online.					
Advisory Group	6.3.1	Research and evaluate available learning management systems.	High	10/20/16			
AA	6.3.2	Implement a learning management system for the Kansas Search and Rescue Response System.	High	10/20/16			Await feedback from Advisory Group.
	6.4	The Administrative Agency will continue to budget for and host an annual technical rescue conference at Crisis City.					
AA	6.4.1	Pursue agreements with the Kansas Fire & Rescue Training Institute and the Kansas National Guard regarding the use of equipment for training and/or exercise.	High	9/1/16		50%	Trailers have been relocated to the 190th FD at Forbes Field. Need to determine use policy.

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	7.1	Ensure that the equipment caches deployable by regional US&R resources are sufficient to meet the core capabilities outlined in the national US&R standard, relative to their task force or team typing.					
AA	7.1.1	Assist the regional US&R resources in the development of an Equipment Management Plan for day to day support and response operations.	Medium	10/20/16			
Randy	7.1.2	Engage the Resource Management Committee to standardize all deployable equipment in the Comprehensive Resource Management & Credentialing System. (CRMCS)	High	10/1/16		Ongoing	RMC Meetings are ongoing.
Randy	7.1.3	Engage the Section Work Groups to assist in the development of equipment maintenance, replacement and sustainment guidelines, and evaluating equipment needs of each regional US&R Resource. The Section Work Groups include Communications; Hazardous Materials; Logistics; Medical; Planning; Rescue; Search; and Water Operations.	High	10/1/16			Need to get regional representatives on each work group.
Advisory Group/AA	7.1.4	Identify shortfalls in each region and establish a timeline and budget for bringing each US&R resource into compliance with the capability requirements identified in the national US&R standard.	Medium	10/20/16			
Hank/Doug	7.1.5	Pursue agreements with the Kansas Fire & Rescue Training Institute and the Kansas National Guard regarding the use of equipment for deployment.	Medium	9/1/16			Trailers have been relocated to the 190th FD at Forbes Field. Need to determine use policy.