

Kansas Incident Management Team Working Group Charter

1. Purpose: The Kansas Incident Management Team Working Group (IMTWG) is responsible for developing, and guiding, the formation and sustainment of a system of Regional Local Incident Management Teams. The IMTWG shall be the body that develops and directs IMT policies and procedures in the State of Kansas. The IMTWG will coordinate with the Kansas Division of Emergency Management, the State's lead for the Emergency Management Emergency Support Function (ESF).
2. The IMTWG shall have the following functions, powers, and duties:
 - a. Develop standard policies and procedures for the formation, training, equipping, deployment, and sustainment of all IMTs that desire to be deployed to support emergency or disaster operations within the State of Kansas or on behalf of the State under the Emergency Management Assistance Compact.
 - b. Educate elected officials and the Kansas First Responder Community to increase awareness about the use of Incident Management Teams.
 - c. Review procedures for the activation and use of the Kansas Incident Management Team System.
 - d. Staff support will be supplied through the Kansas Division of Emergency Management.
3. Membership: The Incident Management Working Group membership shall be offered to representatives in each of the categories listed below. The Emergency Alert System Committee may nominate additional representatives to bring additional expertise to the group for outreach missions. This Committee shall make every effort to retain fifteen or more members.
 - a. One at-large representative from each of the State's seven Homeland Security Regions, preferably a member of a Local IMT
 - b. One representative from each of the State's seven Regional Homeland Security Councils.
 - c. One representative from the University of Kansas Fire and Rescue Training Institute
 - d. One representative from the Kansas Division of Emergency Management's Operations Section
 - e. The seven Regional Homeland Security Coordinators from the Kansas Division of Emergency Management
 - f. The Adjutant General's Department's Interoperable Communications Coordinator
4. Chairperson: Selected annually by the IMTWG members.
5. Vice-Chairperson: Designated by the Chairperson.
6. Time allotted: The Incident Management Team Working Group shall have the authority to convene as necessary; however, meeting times shall be at least once a quarter. The Chairperson shall be responsible for finalizing agenda issues and determining meetings times.
7. Feedback: Publish a summary of meetings and actions for IMTWG members and other interested parties.

Kansas Search & Rescue Working Group Charter

Effective Date: September 30, 2008

Revised Date: June 11, 2010
December 1, 2010

“The mission of the Kansas Search & Rescue Working Group is to improve the overall search & rescue capability and response for the State of Kansas and beyond, thereby ensuring that responders at all levels are prepared to provide a coordinated response to any natural or man-made disaster.”

Organizational Structure

The KSARWG shall consist of one (1) member from each of the seven (7) Homeland Security Regions in Kansas. These members shall be individuals with responsibility for coordinating search & rescue response at the regional level. Additional membership to the KSARWG shall include:

- One (1) representative from the Kansas State Fire Marshal's Office
- One (1) representative from the Kansas Division of Emergency Management
- One (1) representative from the National Guard
- One (1) representative from Crisis City
- One (1) representative from Kansas Fire Rescue Training Institute
- One (1) representative from Kansas Search and Rescue Dog Association

Chairperson – A Chairperson will be selected annually by the KSARWG members. The Chairperson will also appoint a Vice-Chair to conduct WG business in the absence of the Chairperson.

Meetings – The KSARWG shall have the authority to convene as necessary, however, meeting times should be scheduled at least once per quarter. The Chairperson is responsible for preparing an agenda and scheduling meetings as necessary. For issues requiring a vote, a quorum will be five (5) members.

Feedback – The Chairperson is responsible for ensuring that meeting minutes and other relevant information is published for the KSARWG members.

Functions

- Coordinate the development of comprehensive regional and state response plans that will provide for a coordinated response by search & rescue resources.
- Provide an opportunity for improved communications between all responders regarding search & rescue response, resources, etc. Educate public officials and emergency managers regarding the resources available in Kansas for search & rescue operations.
- Coordinate regional and state efforts through equipment standardization, training, and operational guidelines for search & rescue response.
- Maintain consistency and coordination with other regional, state, and federal resources including Kansas Incident Management Teams, federal & state USAR teams, etc.