

# Kansas Incident Support Program (ISP)

The Kansas Incident Support Program plays an essential role in assisting the local/county in support of the management of large, complex emergencies, natural disasters and special events.

The Kansas Incident Support Program is a multi-agency/multi-jurisdictional team, meeting specific training standards and is deployed at the request of local agencies during incidents and special events that exceed local capabilities. When deployed, the team works under a written Letter of Expectation from local authorities to assist in supporting either the local Incident Commander (IC) and/or local Emergency Operations Centers (EOC).

Team members are highly trained and experienced personnel representing local, county and state government agencies from across Kansas. These team members use their unique experience to assist local/counties in support of completing Incident Action Plans, manage logistical needs, track costs, providing the public with information, coordinate with volunteer organizations, support emergency responders and assist communities recovering from a disaster.

The Kansas Incident Support Program seeks motivated, experienced personnel to serve as part of the team, to assist local ICs and EOCs during disasters, critical incidents and special events. Applicants must meet the following requirements to be considered for membership on the team:

- Must have experience with incident management and/or EOC operations
- Must have knowledge of Incident Command System (ICS)
- Must be 18 years of age or older
- Must receive Jurisdictional approval

Applicants who are accepted to the Kansas EOC Support Team are required to successfully complete the following training:

- IS-100 Introduction to Incident Command System
- IS-200 ICS for Single Resources
- G-300 Intermediate ICS for Expanding Incidents
- IS-700 Introduction to the National Incident Management System
- IS-800 Introduction to the National Response Framework
- G-191 ICS/EOC Interface
- G-2300 EOC Management and Operations
- Position specific training as applicable
- Attend and participate in exercises and quarterly training at least annually

Trainees are required to establish a position task book. Task books are used to certify that the member has met the training and experience standards recommended for positions within the Kansas Incident Support Program. Each task book lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against standard written guidelines. Successful performance of all tasks, as observed and recorded by a designated evaluator, will result in a recommendation that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance will involve more than one evaluator and can occur during incidents, special events and scheduled exercises.

Kansas Incident Support Program members, and their sponsoring agencies/jurisdictions, are expected to make a minimum two year commitment to the team following the initial training period and be available for sudden deployments of up to 7 days in length.

## KANSAS INCIDENT SUPPORT PROGRAM APPLICATION PROCESS

- 1) Complete the attached application form.
- 2) Attach a current resume detailing your overall work experience and education.
- 3) Attach a narrative (one page maximum) explaining your interest, experience and education for the Incident Support Program.
- 4) Attach copies of training certificates for any previously completed training. (Not necessary if training certificates have been uploaded to KSTrain.)
- 5) Attach a letter of support from the head of your organization or governing body which states that they understand the Kansas Incident Support Program, agree that you will serve as a member of the Kansas Incident Support Program for at least two years following completion of your training, understand that you will be placed on a call roster, and will support you in attending required meetings, training, exercises, drills and disaster deployments.
- 6) Your county emergency manager must approve your application.
- 7) Submit your application packet to the Kansas Division of Emergency Management (KDEM) [Field Services Section Chief](#).
- 8) Once the application is received, it will be referred to the Field Services Section. The committee will review the application and may conduct interviews to establish compatibility with the Kansas Incident Support Program.
- 9) Applicants will be notified by KDEM of the decision.

Questions about your application can be directed to the [KDEM Field Services Section Chief](#).

# KANSAS INCIDENT SUPPORT PROGRAM APPLICATION

## APPLICANT BASIC INFORMATION

Applicant Full Name: \_\_\_\_\_ Agency/Dept: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ County of Residence: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

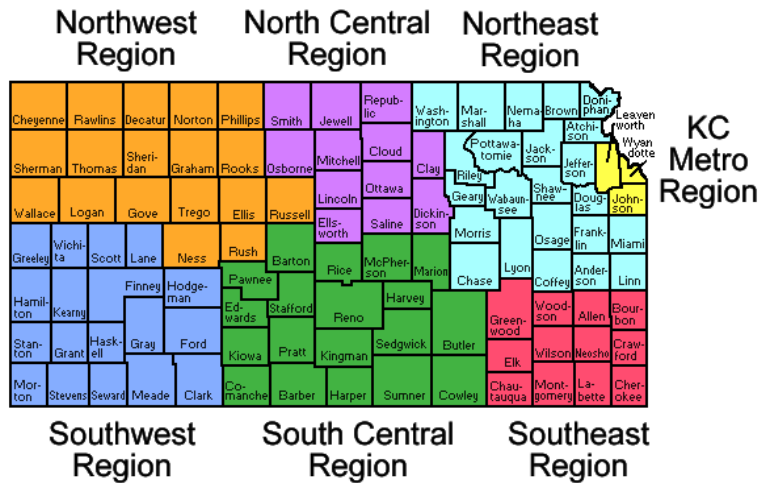
Office E-mail: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Employer Mailing Address: \_\_\_\_\_

**Please indicate the Kansas Homeland Security Region in which you reside:**

- |                        |                                |
|------------------------|--------------------------------|
| _____ Northwest Region | _____ North Central Region     |
| _____ Northeast Region | _____ Kansas City Metro Region |
| _____ Southwest Region | _____ South Central Region     |
| _____ Southeast Region |                                |



**Please indicate the support function for which you are applying for:**

- \_\_\_\_\_ Incident Commander Support
- \_\_\_\_\_ Emergency Operations Center Support

**Please indicate the specific position for which you are applying for:**

**Incident Commander Support**

- Deputy Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance and Admin Section Chief
- Liaison Officer
- Public Information Officer
- Safety Officer
- Other: \_\_\_\_\_  
(e.g., subordinate units)

**EOC Support**

- Deputy EOC Manager
- Planning Section Chief
- Logistics Section Chief
- Finance and Admin Section Chief
- Liaison Officer
- Public Information Officer

**TRAINING AND EXPERIENCE**

Please attach a copy of your current resume detailing training and experience you have that qualifies you for serving as a member of the Kansas Incident Support Program. .

**AVAILABILITY**

Applicant availability is critical to the success of the Kansas Incident Support Program. Submitting this application signifies a commitment to be available for training, exercises and deployments. Deployments are not scheduled and you will be expected to answer calls and deploy to incidents with little notice. While deployed, you likely will not be able to communicate with your family / co-workers / subordinates or perform tasks for your regular employer. Do you foresee any significant barriers to your availability?

No  Yes  If yes, explain

\_\_\_\_\_

**REFERENCES**

Please provide three professional references (other than your immediate supervisor) that we may contact to support your application for this position.

	Name	Title	Agency	Phone Number
1				
2				
3				

**APPLICANT SIGNATURE, SUPERVISORY APPROVALS & RECOMMENDATIONS**

The information contained in this application is true and correct.

Applicant		Date	
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I have reviewed this application and recommend my employee be accepted as a member of the Kansas Incident Support Program. I understand that, if selected, my employee will be required to attend advanced training courses, provided by the Kansas Incident Support Program, and be available for emergency deployment to major incidents with little notice. I also understand that, during incidents, they will not be able to conduct their regular job duties. I further understand that, if they are selected, our agency / department is responsible for providing salary and benefits for the employee during any training event or in-state disaster deployments of up to 7 days.

Direct Supervisor		Date	
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Supervisor comments (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As the agency head / representative of the governing board of the agency of the employee, I have reviewed this application and recommend that this employee be accepted as a Trainee with the Kansas Incident Support Program. Our agency understands that if selected, our employee will be required to attend advanced training courses, provided by the Kansas Incident Support Program, and be available for emergency deployment to major incidents with little notice. We also understand that, during incidents, the employee will not be able to conduct their regular job duties. Our agency further understands that, if they are selected, our agency / department is responsible for providing salary and benefits for the employee during any training event or in-state disaster deployments of up to 7 days.

Agency / Board Approval		Date	
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(For Local / County Employees) As the Emergency Manager of the County in which the applicant resides, I have reviewed this application and, considering the applicant's education, experience, temperament and general dedication within the community, I recommend this applicant as a member of the Kansas Incident Support Program.

County Emergency Manager		Date	
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(For State Employees) As the Deputy Director of the Kansas Division of Emergency Management, I have reviewed this application, and, considering the applicant's education, experience, temperament and general reputation, I recommend this applicant as a Trainee for the Kansas Incident Support Program.

KDEM Deputy Director/Designee		Date	
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After signatures are obtained, please submit the complete application packet to the [KDEM Field Services Section Chief](#).

*Required attachments:*

*Cover letter introducing yourself and detailing interest in the Kansas Incident Support Program*

*Copies of prior ICS training certificates (if not uploaded to KS-Train)*

*Resume including applicable education & experience*

*Letter of support from your agency*