



ADMINISTRATION MANUAL

KANSAS SEARCH & RESCUE RESPONSE SYSTEM

September 2023



KANSAS SEARCH & RESCUE RESPONSE SYSTEM ADMINISTRATION MANUAL

Foreword

This manual has been developed to provide the overarching administrative guidance for the Kansas Search & Rescue Response System, hereafter referred to as the “System”. The System provides for the development, maintenance and coordination of the state’s effort to provide an Urban Search & Rescue (US&R) capability for response to natural or man-made disasters in Kansas and across the country. Our efforts are coordinated with other state and federal US&R resources with the intent of complying with the National Incident Management System (NIMS) and being part of a national Urban Search & Rescue response system.

This manual is supported by numerous documents that address specific areas in the system, including operations. As indicated throughout this manual, those documents may be attached or referenced throughout this document.

Building the Kansas Search & Rescue Response System started formally in late 2015 and while considerable progress has been made, the program is still a “work in progress” as we continue to build a system of competent professionals that are properly trained and equipped to respond to any man-made or natural disaster in Kansas or across the country.

Questions, comments or suggestions for improvement to this manual, supporting documents, or the System in general, should be directed to the OSFM’s Search & Rescue Coordinator.

Doug Jorgensen
Kansas State Fire Marshal

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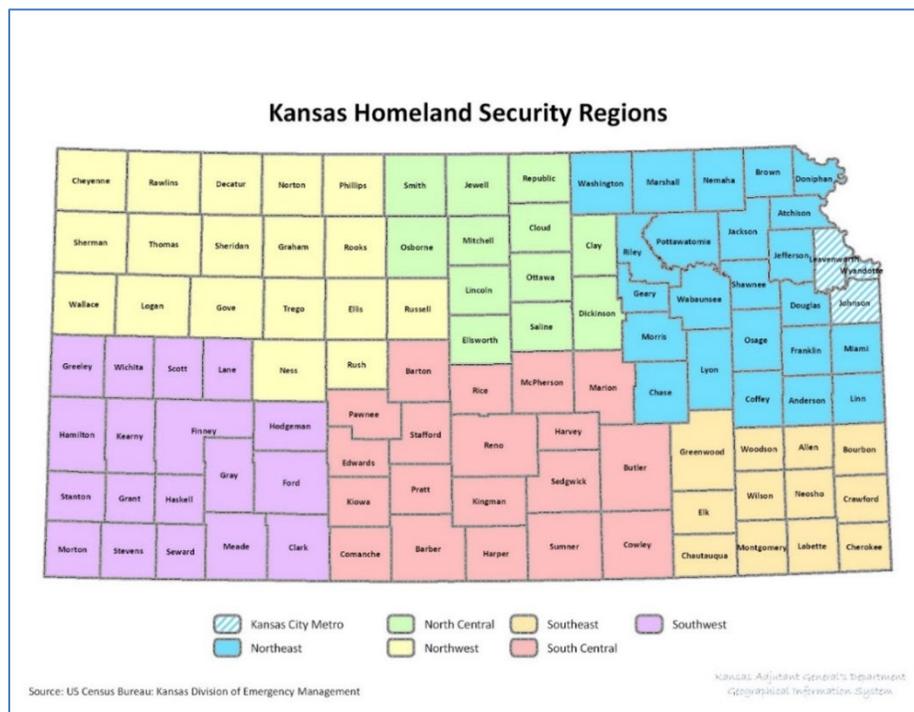
SECTION 1: INTRODUCTION

Background

Urban Search & Rescue is a multi-hazard discipline that involves the location, extrication, and initial medical stabilization of victims trapped or missing because of a man-made or natural disaster. While a tornado or other significant weather event is often the cause, victims can also be trapped by events such as winter storms, mine or bridge collapses, wide area flooding, or other significant events. These events can occur in rural areas, suburban areas, or in densely populated urban areas. They may be slow in developing, as in the case of winter storms or wide area river flooding, or they may be sudden, as in the case of an earthquake, explosion, or tornado.

Since these types of catastrophic events can quickly overwhelm first responders, it is critical that there is a comprehensive statewide response system in place that can quickly provide resources for search and rescue operations that are beyond the capabilities of local responders. These events require a highly coordinated response by personnel specially trained and equipped to deal with the unique challenges presented by collapsed or unstable structures, floods, or other complex rescue situations.

The State of Kansas is divided geographically into seven (7) Homeland Security regions: Northwest (NW), Southwest (SW), North Central (NC), South Central (SC), Northeast (NE), Southeast (SE), and the Kansas City Metro (KCM). This regional structure was used to form teams specializing in Urban Search & Rescue.



Strategic Planning

A critical component in the development and maintenance of an effective response system is the implementation of a formal planning process where stakeholders come together to collaborate and develop a strategic plan. In July 2016, rescue professionals from across Kansas met to develop the initial strategic plan which would serve as a “roadmap” for the future of the system.

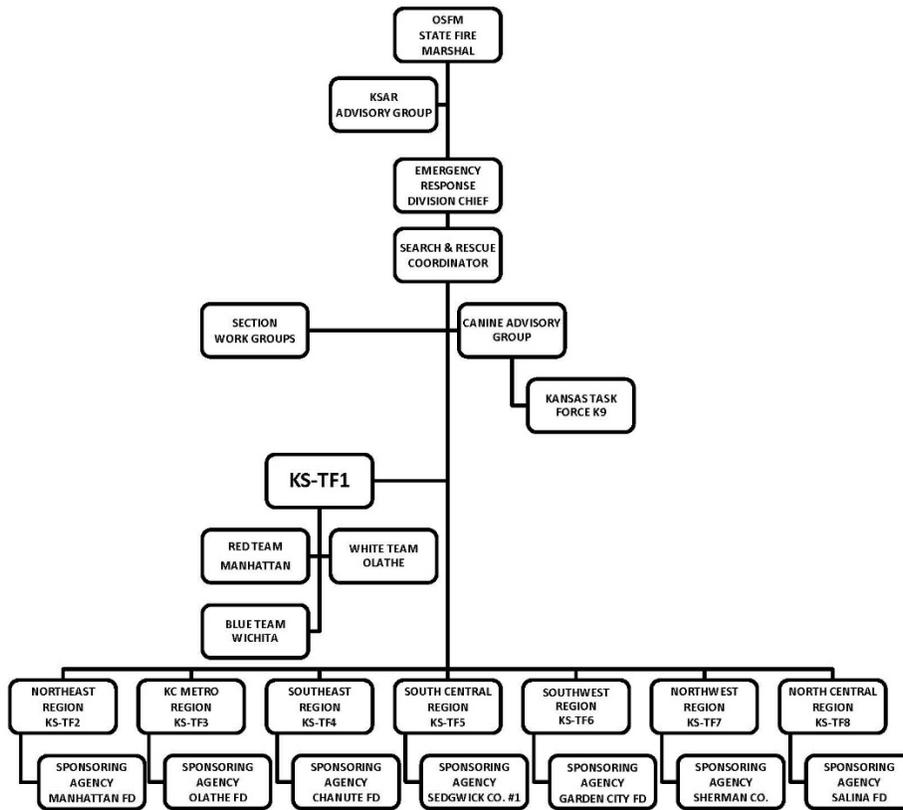
A “guiding document” in the strategic planning process was the **National Urban Search & Rescue (US&R) Standard**. This standard was developed in 2015 by rescue professionals from local, state and federal agencies around the country and establishes performance criteria for the administration, operations, and logistical readiness of all US&R resources. The standard also includes a position description for each position on a US&R resource to further ensure standardization between local, state and federal US&R resources. The OSFM will continue to use the national US&R standard, along with US&R resource typing guidance from the National Incident Management System (NIMS) to guide the development of the system.

Strategic planning is an ongoing effort and hence progress toward meeting established goals and objectives must be continually tracked and evaluated. Progress is assessed on an ongoing basis and a new formal strategic planning process should be considered every 5-6 years.

SECTION 2: KANSAS SEARCH & RESCUE RESPONSE SYSTEM OVERVIEW

System Organizational Chart

This organizational structure was developed to provide for efficiency and coordination in the system, as well as stakeholder involvement and participation.



Office of the State Fire Marshal (OSFM)

The Office of the State Fire Marshal is directed by the Fire Marshal, who is appointed by the Governor. House Bill 2097, which was enacted by the Kansas Legislature in May 2015 and codified at K.S.A. 75-1518, et seq., designated the OSFM as the Administrative Agency for the Kansas Search & Rescue Response System, and further authorized the OSFM to enter into agreements to establish regional search and rescue teams. Promulgated documents that solidify these agreements include an Enabling Authority and a Memorandum of Understanding (MOU).

Enabling Authority

Each Participating Agency is required to have an “Enabling Authority” on file with the OSFM. An Enabling Authority is defined as documentation from the agency’s governing body that authorizes the agency to execute a formal agreement with the Office of the State Fire Marshal and thereby participate in the Kansas Search & Rescue Response System. The Enabling Authority may be provided through agency documentation such as executive orders, resolutions, council/commission minutes, etc. A copy of each Enabling Authority is kept on file with the OSFM.

Memorandum of Understanding (MOU)

Each Sponsoring Agency, Participating Agency, and Affiliated Member must sign a Memorandum of Understanding with the Office of the State Fire Marshal, formalizing their participation in the Kansas Search & Rescue Response System and identifying roles and responsibilities for each party. A copy of all MOUs are kept on file with the OSFM.

Those Members and Agencies that participate in interstate response as part of Kansas Task Force 1 (KS-TF1) will be required to sign a separate MOU.

Note: Military agencies that participate in the system utilize a Mutual Aid Agreement with the OSFM to identify the roles and responsibilities of each party.

KSAR Advisory Group

House Bill 2097 further provided for the OSFM to appoint an Advisory Group to provide strategic advice for the system. This Advisory Group, formerly the Kansas Search & Rescue Working Group includes a representative from the following organizations.

- Office of the State Fire Marshal
- Each Homeland Security Region (7)
- Kansas Division of Emergency Management (1)
- Kansas National Guard (1)
- Kansas Fire & Rescue Training Institute (1)

Emergency Response Division Chief

The Emergency Response Division Chief provides administrative oversight for the Hazardous Materials and Search & Rescue programs administered by the OSFM, including the development and administration of program budgets.

Search & Rescue Coordinator

The Search & Rescue Coordinator is responsible for the development, maintenance and evaluation of a statewide search & rescue program that strives to meet the performance criteria established in the national US&R standard.

Section Work Groups

The Section Work Groups were established to assist with the development of administrative and operational guidance relative to each section of the US&R resource, i.e., Planning, Logistics, Communications, Hazardous Materials, Medical, Rescue, Search, and Water Operations. Each work group consists of at least one representative from each region, one of which will be designated as the Coordinator. The section work groups report to the Search & Rescue Coordinator and meet periodically as needed, either by conference call or web meeting.

For their designated section, each work group is responsible for:

- Evaluating the status of deployable equipment in each region to identify gaps toward meeting the designated capability of the US&R resource.
- Developing guidelines for equipment inspection, testing and maintenance.
- Assisting in the development of equipment replacement and sustainment plans.
- Assisting in the standardization of equipment nomenclature to ensure consistency in the Comprehensive Resource Management & Credentialing System (CRMCS).
- Evaluating all position descriptions in their section to assist in the delivery of general, required and recommended training.
- Developing guidelines for quarterly/annual section training.
- Developing operational guidelines for pre-deployment, mobilization, on-scene operations and demobilization.
- Assisting in the ongoing evaluation of section operations and improvement planning.

Canine Advisory Group

A canine search capability is an integral part of an effective search & rescue program. Therefore, the Kansas Task Force K9 Unit (KS-TF K9) was established as part of the Kansas Search & Rescue Response System for recruiting, training and certifying Canine Search Teams (CST) that can be deployed to a disaster to aid in the search for survivors. These

Canine Search Teams, which consist of a handler and K9, may be Affiliated Members or members of a Participating Agency. The CST can be deployed as an individual resource or as part of a regional or state US&R task force. Oversight for KS-TF K9 is provided through a **Canine Advisory Group**, which consists of at least two (2) volunteer handlers and two (2) Participating Agency handlers, along with the Search & Rescue Coordinator. Standard Operating Procedures for the KS-TF K9 Unit are developed and maintained by the Canine Advisory Group.

Sponsoring Agency

A Sponsoring Agency is a participating agency in the region that has been designated with the responsibility for coordination and oversight of the regional resource. A general description of the Sponsoring Agency responsibilities can be found in the Memorandum of Understanding (MOU) that is executed between each Sponsoring Agency and the Office of the State Fire Marshal. Each Sponsoring Agency must appoint a Program Manager who has direct responsibility for managing the regional US&R resource and will serve as the region's representative on the Search & Rescue Advisory Group. **A new MOU must be promulgated whenever a change occurs in the Chief/Director of the Sponsoring Agency.**

Participating Agency

A Participating Agency is an organization that specializes in urban search & rescue and has agreed to be part of a regional US&R resource. A general description of the Participating Agency responsibilities can be found in the Memorandum of Understanding (MOU) that is executed between each Participating Agency and the Office of the State Fire Marshal. **A new MOU must be promulgated whenever a change occurs in the Chief/Director of the Participating Agency.**

Affiliated Members

An Affiliated Member is a system member that is not employed or otherwise part of a Participating Agency. An Affiliated Member may be rostered and assigned directly to a regional US&R resource or may be rostered directly under the Office of the State Fire Marshal, as is the case with the Canine Search Teams. A general description of the Affiliated Member responsibilities can be found in the Memorandum of Understanding (MOU) that is executed between each Affiliated Member and the Office of the State Fire Marshal. The national US&R standard requires staffing at least two-deep in all positions on a US&R resource. While the Participating Agencies in each region have qualified personnel to fill the bulk of these positions, it is recognized that those agencies alone are not able to staff several critical positions. Therefore, it is necessary to recruit Affiliated Members for positions such as Canine Search Specialist; Medical Team Manager (Physician); and Structures Specialist (Engineer). Other task force positions may also be filled by professionals not employed or associated with a Participating Agency.

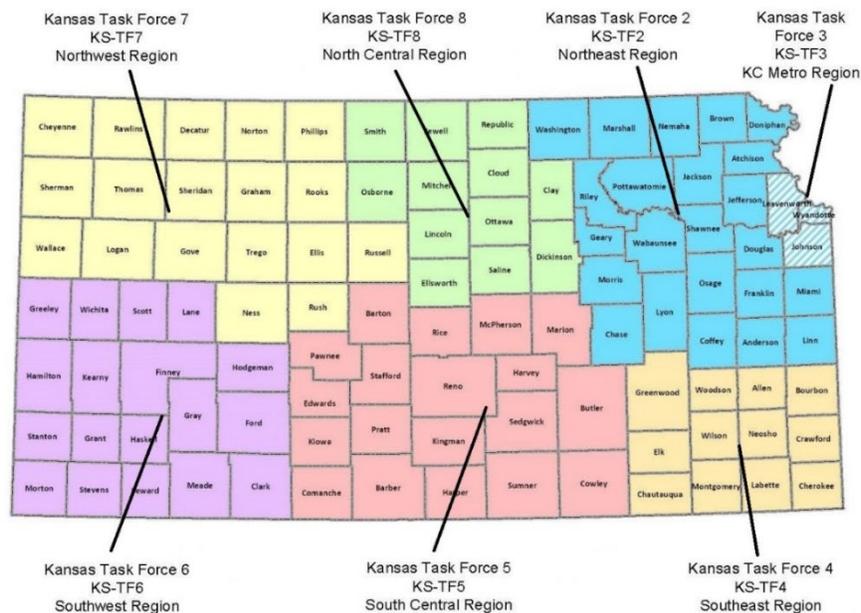
SECTION 3: URBAN SEARCH & RESCUE RESOURCES

Regional Task Forces

A US&R resource is organized in each homeland security region in Kansas by combining Participating Agencies that specialize in urban search and rescue. These US&R resources are designated by a task force # as shown below. This organizational structure and process is intended to maximize coordination and efficiency in preparation and response to a disaster at the local, regional, or state level. These regional US&R resources have been developed and typed according to the National Incident Management System (NIMS) "Resource Typing Definitions for Mass Search and Rescue Operations", with some customization for Kansas. Typing on regional resources may fluctuate based on day to day personnel and equipment availability.

Adding additional Participating Agencies or Affiliated Members is based on the needs of the system and/or the regional US&R resources and must be approved by the Office of the State Fire Marshal.

While each regional task force may have varying deficiencies with regards to meeting all performance criteria in the national US&R standard, the Office of the State Marshal has determined that each task force has sufficient training, equipment and capability to be deemed a deployable asset for regional and intrastate responses.



State Task Force

A US&R resource designated as Kansas Task Force 1 (KS-TF1) is organized for interstate response and is typed according to the National Incident Management System (NIMS) "Resource Typing Definitions for Mass Search and Rescue Operations". KS-TF1 is organized into three (3) teams, Red, White, and Blue in order to be 3-deep in each functional position.

Task Force Capabilities

- Integration with Local IC/IMT/IST
- Task Force Management
- Planning and Technical Documentation
- Internal/External Communications
- Search Operations including Physical, Technical, and Canine
- Heavy Rescue Operations in Collapsed Structures
- Damage/Structural Integrity Assessments
- GPS Mapping
- Initial Medical Care for Victims and Task Force Members
- Initial Hazardous Materials Assessment
- Liaison with Heavy Equipment/Crane Operators
- Search & Rescue Operations in a Water Environment (Flood)
- Citizen Assistance/Outreach

Kansas Task Force 1 (KS-TF1) – Interstate

- Type 3 US&R Task Force
- Type 2 Swiftwater/Flood Rescue Team (2)
- Sponsoring Agency: Office of the State Fire Marshal
- Host Agencies: Red Team-Manhattan FD; White Team-Olathe FD; Blue Team-Wichita FD

Kansas Task Force 2 (KS-TF2) – Northeast Region

- Type 3 US&R Task Force
- Type 2 Swiftwater/Flood Rescue Team
- Sponsoring Agency: Manhattan Fire Department
- Participating Agencies: Manhattan FD; Lawrence/Douglas County Fire Medical; Topeka FD; Mission Township FD; 190th FD; Shawnee County Fire District #4; Ft. Riley FD; Junction City FD

Kansas Task Force 3 (KS-TF3) – Kansas City Metro Region

- Type 3 US&R Task Force
- Type 2 Swiftwater/Flood Rescue Team
- Sponsoring Agency: Olathe Fire Department
- Participating Agencies: Olathe FD; Shawnee FD; Leavenworth FD; Leavenworth County Fire District #1; Johnson County Med-Act; Johnson County Emergency Communications; Kansas City, Kansas FD

Kansas Task Force 4 (KS-TF4) – Southeast Region

- Type 4 US&R Task Force
- Type 3 Swiftwater/Flood Rescue Team
- Sponsoring Agency: Chanute Fire Department
- Participating Agencies: Chanute FD; Parsons FD; Pittsburg FD; Neodesha FD; Labette County EMS; Crawford County EMS; Coffeyville FD; Neosho Memorial Regional Medical Center; Iola FD; Cherryvale FD

Kansas Task Force 5 (KS-TF5) – South Central Region

- Type 3 US&R Task Force
- Type 2 Swiftwater/Flood Rescue Team
- Sponsoring Agency: Sedgwick County Fire District #1
- Participating Agencies: Sedgwick County Fire District #1; Winfield FD; Hutchinson FD; Newton Fire/EMS; Great Bend Fire/EMS; Derby FD; Arkansas City Fire/EMS; Wichita FD; McPherson FD

Kansas Task Force 6 (KS-TF6) – Southwest Region

- Type 1 Structural Collapse Rescue Team
- Type 2 Structural Collapse Search Team
- Sponsoring Agency: Garden City Fire Department
- Participating Agencies: Garden City FD; Dodge City FD; Liberal FD; Ford County Fire/EMS

Kansas Task Force 7 (KS-TF7) – Northwest Region

- Type 1 Structural Collapse Rescue Team
- Type 2 Structural Collapse Search Team
- Sponsoring Agency: Sherman County Fire Protection District #1
- Participating Agencies: Sherman County Fire Protection District#1

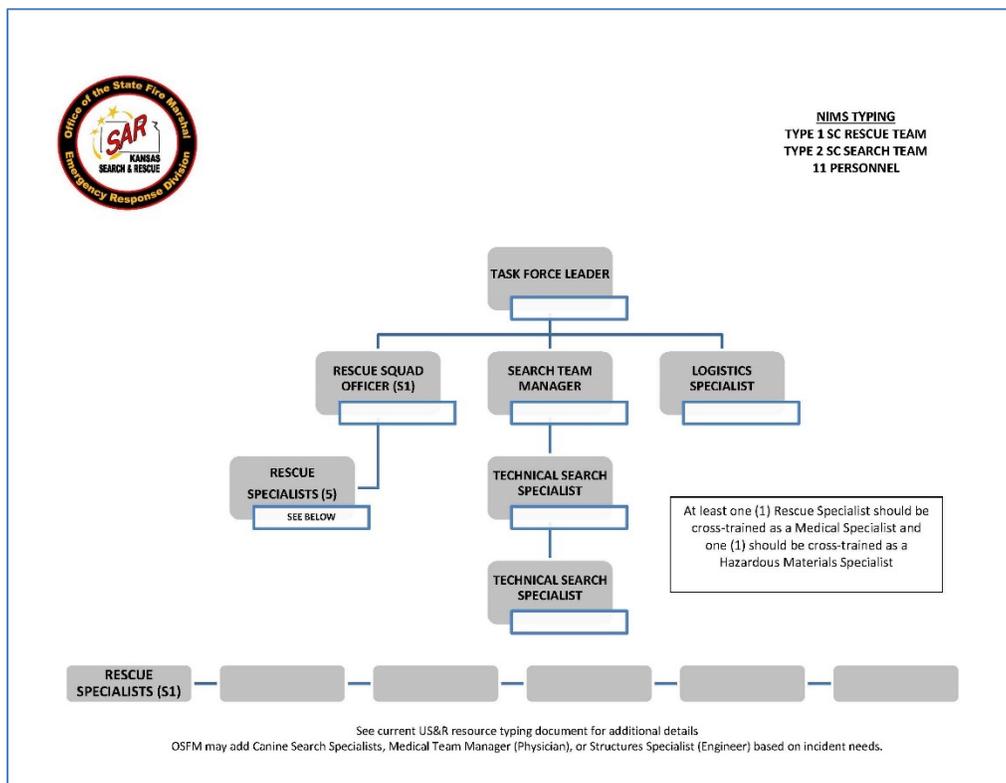
Kansas Task Force 8 (KS-TF8) – North Central Region

- Type 1 Structural Collapse Rescue Team
- Type 2 Structural Collapse Search Team
- Type 3 Swiftwater/Flood Rescue Team
- Sponsoring Agency: Salina Fire Department
- Participating Agencies: Salina FD; Mitchell County EM; Herington FD; Republic County EMS; Abilene FD

Organizational Charts

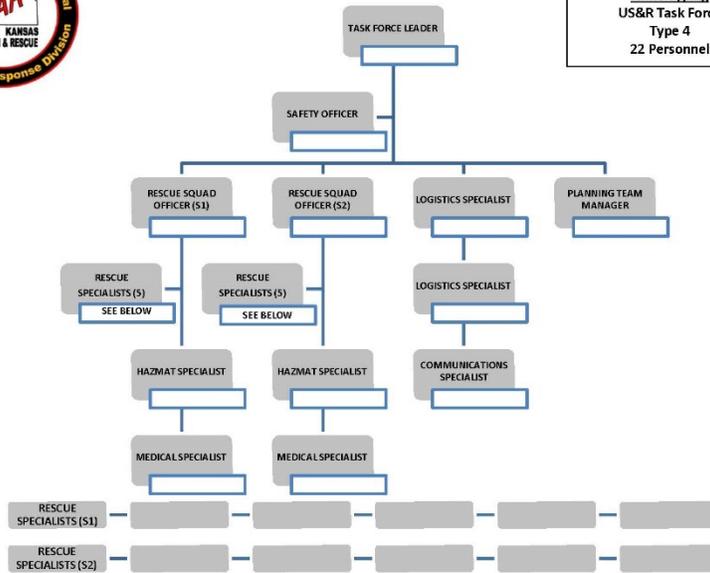
By following guidance provided by the national US&R standard and the NIMS Resource Typing Definitions for Mass Search & Rescue Operations, organizational charts were developed that allow personnel to be assigned to specific positions, ensuring that clear lines of authority and responsibilities are identified for each person. These organizational charts are flexible in nature and can be modified or combined, depending on the request.

The Program Manager of each regional resource is required to fill and maintain each applicable organizational chart with qualified personnel. While the pre-staffing of organizational charts generally provides for a quicker and more efficient mobilization process, each region will determine how positions are assigned in order to meet the deployment objectives. The OSFM is responsible for maintaining the organizational chart and rotation for KS-TF1.





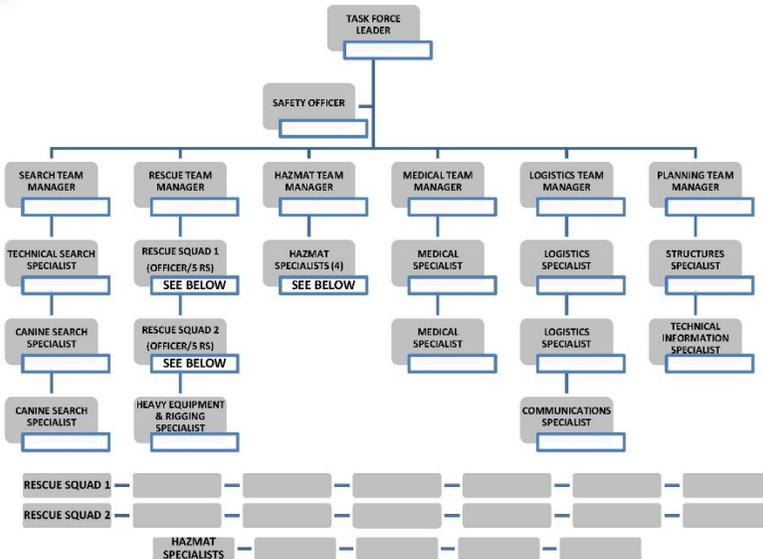
NIMS Typing
US&R Task Force
Type 4
22 Personnel



At least two (2) Rescue Specialists must be cross-trained as Technical Search Specialists * See current US&R resource typing document for additional details
 OSFM can add Canine Search Specialists, a Medical Team Manager (Physician), or a Structures Specialist (Engineer) based on incident needs

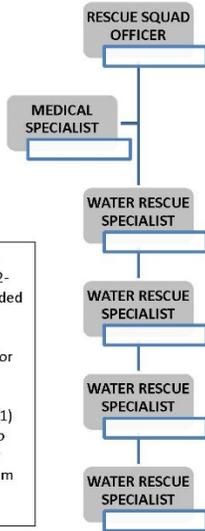


NIMS TYPING
US&R TASK FORCE – TYPE 3
35 PERSONNEL



See current US&R resource typing document for additional details

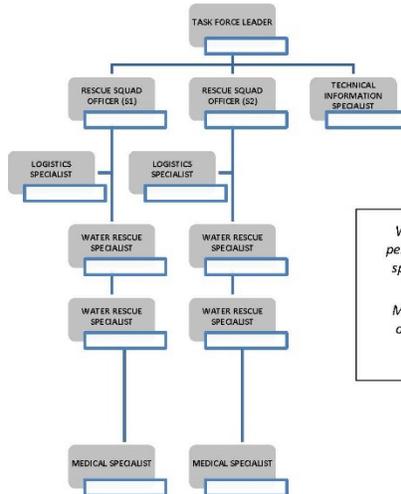
TYPE 3 SWIFTWATER/FLOOD RESCUE TEAM - 6 PERSONNEL



Type 3 SW/Flood Rescue Team must be self-sufficient for up to 72 hours and capable of 12-hour operations. This team may also be embedded into a US&R task force with cross trained personnel.
 See current US&R resource typing document for additional details including equipment requirements.
 This team will deploy with a minimum of one (1) motorized boat and all equipment required to safely conduct rescue operations in all water environments. It is recommended that the team deploy with a rigid hull boat (JON) and an inflatable boat (IRB).

All personnel must be qualified as water rescue specialists
 Medical Specialist must be a minimum of an EMT-B

**TYPE 2 SWIFTWATER/FLOOD RESCUE TEAM
12 PERSONNEL**



*With the exception of the TFL and TIS, all personnel must be qualified as water rescue specialists. At least 4 must be qualified as boat operators.
 Medical Specialists must be EMT-P and all other personnel should be a minimum of EMT-B*

Type II SW/Flood Rescue Team must be self-sufficient for up to 72 hours and capable of 24 hour operations. This team may also be embedded into a US&R task force with cross trained personnel.

See current US&R resource typing document for additional details, including equipment requirements.

This team must deploy with a minimum of two (2) motorized boats and water rescue equipment necessary to safely conduct rescue operations in all water environments. It is recommended that the team deploy with at least two (2) rigid hull (JON) boats and two (2) inflatable boats (IRB).

Individual Membership

To be considered a **deployable** member and therefore eligible to be rostered on regional task force or as an individual resource, each Participating Agency member and Affiliated Member is required to have a completed application on file and approved by the Office of the State Fire Marshal. The membership application process and requirements can be found in Administrative Guideline #01, Individual Membership. (Appendix A)

Position Assignments

After successful completion of the application process, each member can be assigned to fill a primary position on the regional task force. Position descriptions that were adopted by the OSFM as part of the national US&R standard contain training requirements that enable a member to become "**fully qualified**" in that position. Members that do not meet all requirements in the assigned position may be classified by the Program Manager as "deployable". The Participating Agency is then responsible for developing a training plan that will enable the member to become "fully qualified" in that position. The goal is to eventually have all deploying members be fully qualified according to their respective position description.

With approval from the Program Manager and Participating Agency, a member may choose to become fully qualified and/or deployable in more than one position on the regional task force.

The Program Manager is responsible for maintaining a current list of all regional task force members both deployable and fully qualified for each position on the task force.

KS-TF1 Membership

Participation on KS-TF1 requires a supplement to each Participating Agency and Affiliated Member MOU, as well as a separate MOU and application from each interested member. Applicants will be selected as members of KS-TF1 based on individual qualifications and the needs of the system.

Training Requirements

The initial requirements for each position on a US&R resource can be found in the position descriptions located on the OSFM website. Each position description is broken down into General Training Requirements, Required Training, and Recommended Training.

- General Training Requirements – initial and annual refresher training that is required for every member
 - Provided by each Participating Agency for its members
 - Provided by the OSFM for Affiliated Members
- Required Training – training required for a member to become fully qualified in the position
 - Provided by each Participating Agency for its members
 - Provided by the OSFM for Affiliated Members
 - US&R position specific courses are scheduled and provided by the OSFM
- Recommended Training – training that is not required but may improve the member’s capability to perform in the position
 - May be provided by the Participating Agency, OSFM, or through another agency

Maintenance of Records

Each Participating Agency is required to maintain a personnel file for each of their members. The personnel file can be paper and/or electronic but must be secure in either case. The location of the files is left to the discretion of the Agency but must be readily accessible for inspection and review. Personnel files for Affiliated Members and members of KS-TF1 will be maintained by the OSFM in electronic format.

Each region and the OSFM will have a process in place to verify that members meet the necessary license, certification, or other professional qualification requirements of their assigned position, including documentation to verify the currency of those requirements.

SECTION 4: RESOURCE MANAGEMENT AND CREDENTIALING

Comprehensive Resource Management and Credentialing System (CRMCS)

The Kansas Division of Emergency Management (KDEM), in partnership with the Kansas Homeland Security Regions, launched a new resource management tool in September 2011 called the Comprehensive Resource Management and Credentialing System (CRMCS). This tool provides county emergency managers and emergency response agencies with the ability to credential personnel; provide information on the availability of assets and personnel during an emergency; track assets on scene; and provide complete incident visibility via the internet.

The OSFM has adopted CRMCS for the management and credentialing of deployable personnel in the search & rescue response system. This will provide a standardized process for credentialing members that may be deployed by the OSFM or a Participating Agency.

Member Credentialing

Once the member's application has been received and approved by the OSFM, each member's basic information will be entered into CRMCS under their agency's US&R organization. Each member is responsible for providing a picture that meets the specifications identified in CRMCS.

Individual qualifications are not currently entered into the member's information but may be added in the future as US&R qualifications are standardized in CRMCS.

The Search & Rescue Coordinator will maintain a list of members that have been entered into CRMCS and are therefore approved for SAR ID badging.

Badging

Once approved for badging, the Participating Agencies are responsible for working with their county emergency managers or other responsible parties in their jurisdiction or region to print ID badges and equipment tags for each member. The OSFM will ensure that badges are printed for KS-TF1 members and Affiliated Members, including canines.

Each member must have:

- Two (2) full size ID badges (Required)
- Three (3) Mini Equipment Tags (3-piece card) (Optional)



ID Badge and Tag Examples

Accountability

Each member is required to have at least one (1) ID badge available on any training or response authorized by the OSFM. The mini equipment tags can be used to identify the member's personal equipment bags, packs, etc.

Deployable Equipment

Since 2007 the Participating Agencies have acquired a significant amount of search and rescue equipment through individual budgets and the Department of Homeland Security (DHS) grant program. Regardless of how the items were purchased, all equipment including prime movers, trailers and support vehicles that are considered deployable as part of a regional task force must be maintained by the Sponsoring Agency. This will ensure standardization as well as system-wide visibility. Each Participating Agency is responsible for ensuring that equipment lists are maintained and shared as necessary to ensure that the equipment is standardized in a consistent format and nomenclature across the region.

Participating Agencies are also responsible for developing and maintaining a system for checking out and tracking the use and location of equipment on the training ground or emergency scene.

Finally, each region's Program Manager is responsible for determining the vehicles and/or equipment that is necessary to meet the needs of the regional US&R resource. The OSFM will select and assign the necessary vehicles and equipment to a KS-TF1 response.

SECTION 5: US&R RESOURCE RESPONSE

Notification and Activation

Comprehensive notification and activation guidelines are critical to a timely response to any emergency request. Guidelines for the maintenance of accurate contact information, primary and alternate notification systems, as well as standardized messages and their corresponding actions are contained in Administrative Guideline #02, Notification and Activation of Regional US&R Resources. (Appendix B)

Response

Each regional US&R resource is expected to be capable of providing a **Quick Action Response** within their region, or a **Deployment** outside their region. The Program Manager or Duty Officer is responsible for keeping the Search & Rescue Coordinator informed as to the day-to-day availability of their regional resource.

Quick Action Response

A **Quick Action Response** is an immediate response by the regional US&R resource within their home region. Personnel responding on a Quick Action Response are generally on-duty and **should be** deployable or fully qualified members for the assigned position. A Quick Action Response is generally capable of working for an operational period up to 12 hours without reinforcement.

Deployment

A **Deployment** is a response outside of the US&R resource's home region. If deployable, a regional task force is expected to mobilize and deploy within two (2) hours of notification and be self-sufficient for the first 72 hours. Personnel responding on a Deployment are **required** to be deployable or fully qualified members for the assigned position.

Interstate Response

In order to ensure a high level of readiness to deploy resources out of Kansas in response to a request for assistance from another state through the Emergency Management Assistance Compact (EMAC), the OSFM intends to recruit the personnel and equipment necessary to maintain a NIMS Type 3 US&R task force and two (2) NIMS Type 2 Swiftwater/Flood Rescue Teams that can respond on an interstate mission as Kansas Task Force 1(KS-TF1). Time from notification to deployment of KS-TF1 is expected to be six (6) hours or less. In keeping with the requirements of the national US&R standard, each position will be filled three-deep with individuals that are fully qualified according to their assigned position. Each member of KS-TF1 will be assigned to one of three teams, designated as Red, White, and Blue.

The OSFM will serve as the Sponsoring Agency for KS-TF1 and will be responsible for maintaining operational guidelines, rosters, training records, and other required documentation. A Host Agency for each of the three teams will be designated to maintain a location (Point of Departure-POD) for the mobilization and processing of the team prior to a deployment.

Field Liaison

The Search & Rescue Coordinator will respond to any significant incident to serve as a Field Liaison. The Field Liaison is responsible for providing guidance related to search and rescue operations, if requested by the IC/IMT/IST. In addition, the Field Liaison will provide a communications link between the resources in the field and the Emergency Response Division Chief, State Fire Marshal, and State Emergency Operations Center's ESF9 desk as necessary. If the SAR Coordinator is unavailable, another Field Liaison will be assigned from a list of qualified personnel maintained by the Search & Rescue Coordinator.

ICS Integration

It is the planning assumption that an Incident Management structure will be in place prior to the arrival of a US&R task force. In any case, the task force will function as an element of the overall Incident Command System (ICS) and be fully accountable to the IC/IMT/IST until released from the incident. **Direction for any regional or state resource will come from the OSFM while the resource is enroute to or returning from the incident.**

All members are required to follow the standard principles of the Incident Command System (ICS), i.e., chain of command, unity of command, span of control, etc. The modular structure of each US&R resource is built with those principles in mind but may be modified by the Task Force Leader as conditions warrant.

ICS Forms

The purpose of NIMS ICS forms is to provide a standardized process for the documentation and reporting of incident or task force activities through all phases of a deployment or planned event. The standard set of ICS forms, with slight modifications to show task force positions, can be found on the OSFM website. Detailed information about documentation and reporting can be found in the Operations Manual.

After-Action Review (AAR)

Following any exercise or incident, the Search & Rescue Coordinator will coordinate an after-action review of the exercise/response, from notification to return to service. This AAR may include both informal (hot wash) and formal debriefings as needed, with the intent of determining what procedures and/or actions went well and where improvement is needed. A written AAR and Improvement Plan will be developed and distributed within 90 days of the exercise/incident and a copy will be archived by the Search & Rescue Coordinator. Detailed information about the AAR can be found in the Operations Manual.

SECTION 6: PLANNING REQUIREMENTS FOR REGIONAL US&R RESOURCES

As mentioned in the introduction of this document, the Office of the State Fire Marshal will use the National Urban Search & Rescue (US&R) standard as guidance in the development and maintenance of the Kansas Search & Rescue Response System, which includes the regional US&R resources. This national standard establishes minimum acceptable performance criteria for the management, operations and logistical readiness of each US&R resource and it is the intent of the OSFM that each regional task force be developed and maintained according to this performance criteria.

While many of the administrative requirements found in the national standard can be met by overarching policies and guidance from the OSFM, each regional US&R resource must develop specific plans for the management, operations and logistical readiness of their regional resource.

The specific format of these written plans is left to the discretion of each Sponsoring Agency, but all performance criteria in the standard should be addressed. The national US&R standard can be found on the OSFM website but the required elements of these written plans are summarized below.

Strategic Plan

With input from various stakeholders in the region including Participating Agencies, Emergency Managers, Regional Homeland Security Councils, etc., each regional US&R resource should develop a strategic plan that addresses their status with regard to the national standard, goals necessary to meet the standard, and performance objectives that will enable them to meet those goals.

Administration Plan

Each US&R resource should develop and maintain administrative guidance that addresses the overall organization and management of the regional resource from recruitment through succession planning.

Mobilization Plan

Each US&R resource should develop and maintain a Mobilization Plan that addresses their mobilization process from notification through departure to an incident.

Training Plan

Each US&R resource should develop and maintain a Training Plan that addresses regional training and exercise requirements, instructor qualifications and other issues related to the initial and continuing training and education of their members.

Operations Plan

Each US&R resource should develop and maintain an Operations Plan or Standard Operating Guidelines that address the actions and operations of their personnel during travel and throughout on-scene operations.

Equipment Management Plan

Each US&R resource should develop and maintain an Equipment Management Plan that addresses purchasing, inventory, maintenance and disposal of equipment required to meet the operational capability of the regional resource.

Note: The plans referenced above are expected to address areas specific to each regional resource. However, in many cases the intent can be met by simply referencing plans developed and adopted by the OSFM.

APPENDIX A: AG01_INDIVIDUAL MEMBERSHIP

**Office of the State Fire Marshal
Kansas Search & Rescue Response System
Administrative Guideline**

Date Issued: 3/21/2018	AG #: 01	Authorized by:  STATE FIRE MARSHAL
Date Revised: 7/14/2020	Pages: 3	
TITLE: Individual Membership		

Purpose

The purpose of this administrative guideline is to:

- Identify the minimum requirements for individual membership in the Kansas Search & Rescue Response System.
- Identify procedures necessary for Participating Agency Members and Affiliated Members to complete the application process and become members of the Kansas Search & Rescue Response System.

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 in the system.

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.

Agency Representative – An individual designated by the Participating Agency to represent the agency on the US&R Resource. The Agency Representative is responsible for maintaining individual records for agency personnel, including verification of training.

Affiliated Members – Individuals not employed by, or associated with 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 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 Participating Agency is responsible determining their agency's process for selecting members that will be part of the regional US&R resource.

Document Maintenance & Security – A secure filing system must be maintained for individual electronic or paper files containing personal information.

Minimum Requirements

Each applicant shall meet the following minimum requirements:

- Reside in the State of Kansas, or be a member of a Law Enforcement, 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.
- Pass a background check administered by the OSFM Investigations Division. (every three (3) years)

Application Process

Participating Agency Members

1. Locate the Application Packet on the OSFM website.
2. Complete and sign all sections of the Application Packet electronically, including the Individual Letter of Commitment, Code of Conduct, and Fit for Deployment form.
3. Save and forward the entire packet to your Agency Representative for review and approval. Ensure that your Agency Representative has the documentation on file verifying all required training listed on your application.
4. **Agency Representative:** Review and approve the application by signing electronically as the Participating Agency/Employer, save and forward the entire packet to the Program Manager. Maintain a copy of the application packet, including training verification.
5. **Program Manager:** Review and approve the application by signing electronically as the Program Manager/Sponsoring Agency, save and forward the entire packet to the SAR Coordinator. Maintain a copy of the application packet.
6. **SAR Coordinator:** Forward applicant information to the Investigations Division for a background check. Once approved, sign electronically, save and send a completed and locked copy of the application packet to the Agency Representative and Program Manager.
7. Maintain applicant information in a secure database.

Affiliated Members

1. Locate the Application Packet on the OSFM website.
2. Complete and sign all sections of the Application Packet electronically, including the Individual Letter of Commitment, Code of Conduct, and Fit for Deployment form.
8. Save and forward the entire packet to the SAR Coordinator for review and approval. Ensure that you provide the documentation verifying all required training listed on your application. Maintain a copy of the application packet.
3. **SAR Coordinator:** Forward applicant information to the Investigations Division for a background check. Once approved, sign electronically, save and send a completed and locked copy of the application packet to applicant.
4. Maintain applicant information in a secure database.

Note: Participation on interstate responses as part of Kansas Task Force 1 (KS-TF1) requires a separate application.

APPENDIX B: AG02_NOTIFICATION & ACTIVATION

**Office of the State Fire Marshal
Kansas Search & Rescue Response System
Administrative Guideline**

Date Issued: 3/21/2018	AG #: 02	Authorized by:  STATE FIRE MARSHAL
Date Revised:	Pages: 4	
TITLE: Notification and Activation of Regional US&R Resources		

Purpose

The purpose of this administrative guideline is to:

- Identify procedures necessary for the notification and/or activation of regional US&R Resources or Affiliated Members by the State Fire Marshal's Office (OSFM).
- Identify recommended actions to be taken following an emergency notification.

Contact Information

The OSFM will maintain contact information for each regional US&R resource, as well as all Affiliated Members that are rostered with the OSFM. This contact information will be reviewed and updated each quarter but each Participating Agency and Affiliated Member is expected to keep the OSFM updated when changes or additions are needed.

Each regional US&R resource is responsible for maintaining a 24/7 Point of Contact (POC) for the request of the US&R resource by any county Emergency Manager or jurisdiction within their respective region. This POC will be included in the contact information maintained by the OSFM. In addition, the Sponsoring Agency shall ensure that a Duty Officer is assigned 24/7 for the purpose of maintaining situational awareness in the region with regards to the availability of the US&R resource.

Each Sponsoring Agency is responsible for maintaining contact information for agencies and individuals assigned to their regional US&R resource.

Each Participating Agency is responsible for maintaining contact information for all members of their agency assigned to the regional US&R resource.

Notification Systems

The OSFM will maintain contact information for the regional US&R resources and Affiliated Members in two (2) separate notification systems. Each system will be tested quarterly and results will be maintained by the OSFM.

Alert Sense – This notification system will be maintained as the primary notification system for the distribution of emergency notifications to US&R resources and Affiliated Members. Membership in Alert Sense is limited to a representative from each Participating Agency, any individual that might serve as a Duty Officer, and any other individual as assigned by the Sponsoring Agency.

Team App – This notification system will be maintained for the distribution of non-emergency information, and will serve as an alternate system for emergency notifications. General membership in Team App is open to any system member but groups will be assigned according to specific roles. Team App may also be used to group text all responding members during an incident response.

Each Sponsoring Agency is responsible for maintaining an internal system for notifying agencies and individuals assigned to their regional US&R resource.

Each Participating Agency is responsible for maintaining an internal system for notifying members of their agency assigned to the regional US&R resource.

Requests for US&R Resources or Affiliated Members

Each regional US&R Resource is a regional asset and may be requested by any county Emergency Manager or jurisdiction within their respective region by contacting the US&R resource's 24/7 POC directly, or by contacting the Kansas Division of Emergency Management (KDEM) Duty Officer at 785-291-3333.

If the regional US&R resource is needed outside their respective region or outside the state, the request must be made to the KDEM Duty Officer who will then notify the OSFM as the ESF9 Coordinator.

Affiliated Members including canine search teams must be requested from the OSFM through the KDEM Duty Officer.

Emergency Notification by the OSFM

Advisory Notice

With the occurrence of a significant disaster or an impending event, the OSFM may issue an Advisory Notice through Alert Sense to any or all regional US&R resources and/or Affiliated Members. The Advisory Notice is for informational purposes only and does not constitute a directive to begin any mobilization activity. An Advisory Notice may also be issued periodically during an incident to provide updates on incident progress.

Actions: Use internal notification systems to notify Participating Agencies and US&R resource members

Alert Notice

When a US&R resource or Affiliated Member has the significant probability of being requested within the next 12-24 hours, the OSFM may issue an Alert Notice through Alert Sense. The US&R resource's Duty Officer will then advise the OSFM if the US&R resource is available to respond. A regional US&R resource may decline a mission if, in their opinion, there is a potential need for the US&R resource to remain in their home region.

Actions: Use internal notification systems to notify Participating Agencies and US&R resource members
Duty Officer – Contact OSFM with availability
Check personal and agency equipment/vehicles for deployability
Finalize task force organizational chart
Develop deployment forms including 205A, 211, and 218

Activation Order

If a regional US&R resource or Affiliated Member is needed, the OSFM will select the appropriate resource to be deployed and then issue an Activation Order through Alert Sense. The Activation Order may also be given verbally to the Duty Officer, followed by electronic documentation that indicates the time of activation, mission # if applicable, requested arrival time & location, etc.

Actions: Use internal notification systems to notify Participating Agencies and US&R resource members
Duty Officer – Contact OSFM for incident specific information
Begin mobilization process and develop travel plan
Address last minute logistical needs
Duty Officer/TFL – Contact OSFM with estimated deployment time

Deactivation Order

If an Activation Order has been issued and subsequent information indicates that mobilization of the regional US&R resource or Affiliated Member is not warranted, the OSFM will issue a Deactivation Order through Alert Sense. The Deactivation Order will generally be given verbally to the Duty Officer and/or Task Force Leader, followed by electronic documentation that indicates the time and reason for deactivation.

Actions: Use internal notification systems to notify Participating Agencies and US&R resource members
 Duty Officer/TFL - Contact OSFM to confirm receipt

Demobilization Order

After arrival at the incident scene, a Demobilization Order will be issued when the regional US&R resource or Affiliated Member is no longer needed. This order may be issued by the on-scene IC/IMT to the Task Force Leader or by the OSFM, and should generally include specifics about the time of demobilization, additional orders, etc.

Actions: Use internal notification systems to notify Participating Agencies and US&R resource members
 TFL – Contact OSFM to confirm receipt

APPENDIX C: AG03_MEMBER AND AGENCY
REIMBURSEMENT

**Office of the State Fire Marshal
Kansas Search & Rescue Response System
Administrative Guideline**

Date Issued: 3/21/2018	AG #: 03	Authorized by:  STATE FIRE MARSHAL
Date Revised: 6/18/2020	Pages: 5	
TITLE: Member and Agency Reimbursement		

Purpose

The purpose of this administrative guideline is to:

- Identify procedures necessary for a member or agency to receive reimbursement for approved travel expenses incurred while attending training or exercise authorized by the Office of the State Fire Marshal (OSFM).
- Identify procedures necessary for a member or agency to receive reimbursement for the use of equipment or expendable items during training or exercise authorized by the OSFM.
- Identify procedures necessary for a member or agency to receive reimbursement for approved expenses following an incident response authorized by the OSFM.

This administrative guideline is intended to be compliant with all state laws and regulations, as well as any fiscal policies and procedures established by the OSFM.

Procedures for Training Event Reimbursement

Some costs associated with a member attending a training or exercise event that is required for a position on a US&R resource are reimbursable. This reimbursement is subject to available budgeted funds and must be pre-approved by the OSFM. Reimbursable expenses may include registration, lodging (if not provided), POV mileage, and a per diem allowance for meals not provided. Individuals receiving training reimbursement will be required to submit a current W9 form, DA-130 direct deposit form, and a copy of a voided check or deposit slip to match the DA-130. The SAR Coordinator will complete a SAR Member Training Reimbursement Form and Purchase Requisition for each training reimbursement.

OSFM Hosted Events

1. An Agency or Affiliated Member MOU must be on file unless otherwise approved by the OSFM.
2. At the beginning of the event the member must review and sign a SAR Member Training Reimbursement Worksheet.
3. All forms and supporting documentation will be processed after the event by the SAR Coordinator and forwarded to OSFM fiscal for reimbursement processing.
4. If members haven't received reimbursement within sixty (60) days of the event, the SAR Coordinator should be notified.

OSFM Approved Events

1. An Agency or Affiliated Member MOU must be on file unless otherwise approved by the OSFM.
2. At least sixty (60) days prior to the event, the member must submit a request to the SAR Coordinator via email, to include an event flyer or other detailed information.
3. If approved, the SAR Coordinator will assist in the completion and approval of the appropriate travel forms per OSFM fiscal policies. A W9, DA-130, and voided check/deposit slip must also be on file.
4. A Purchase Requisition must be completed and approved by the OSFM prior to any funds being allocated.
5. Within three (3) days after the event the member must forward any receipts and other documentation to the SAR Coordinator, who will process a SAR Member Training Reimbursement Form and submit according to OSFM policy.
6. If members haven't received reimbursement within sixty (60) days of the event, the SAR Coordinator should be notified.

Note: Members may be required to reserve lodging with a personal credit card but in as much as possible, OSFM purchase cards should be used to make payments.

Procedures for Equipment or Expendable Item Reimbursement

Agencies or Affiliated Members may be reimbursed for the repair or replacement cost of equipment or expendable items used during an OSFM authorized training event. Examples of expendable items include saw blades, drill bits, medical supplies, etc. Examples of equipment includes hand tools, search cameras, extrication tools, etc. Any reimbursement for equipment or expendable items is subject to available budgeted funds and must be approved by the OSFM.

1. The Agency or Affiliated Member must notify the SAR Coordinator within 48 hours after the event, preferably prior to leaving the event. Notification should include the circumstances leading to the repair or replacement request and detailed specifications for the item (s), including photographs.
2. The Agency or Affiliated Member may be required to solicit 2-3 quotes for the repair or replacement of the item (s). Quotes must be tax exempt.
3. Quotes should list the Agency or Affiliated Member delivery address and the OSFM as the billing address.
4. The SAR Coordinator will determine if any vendor under state contract can provide the item(s) or service(s).
5. Once a vendor has been selected, the OSFM will process a Purchase Requisition per OSFM fiscal policies.
6. Once approved, the Agency or Affiliated Member will be notified to place the order.
7. After receipt of the item(s), the Agency or Affiliated Member will contact the SAR Coordinator, who will arrange for payment with an OSFM purchase card.

Note: Without prior approval and purchasing authorization, payment for any equipment or expendable item may be the responsibility of the Agency or Affiliated Member.

Procedures for Incident Response Reimbursement

Reimbursement by the OSFM for an incident response must be approved by the State Fire Marshal and are subject to funds available in the state's Emergency Response Fund. Any reimbursement over \$25,000 may also require legislative approval. **Any payment beyond what is provided in this Administrative Guideline is at the discretion of the Agency for its members.**

Unless otherwise approved, there is no reimbursement to an Agency for a **Quick Action Response** by a task force or part of a task force. A Quick Action Response is an immediate response to an incident within the Agency's own jurisdiction, region, or mutual aid area, with an operational period of 12 hours or less. **Affiliated Members will be reimbursed for all responses regardless of the length.**

Reimbursement is provided for a task force **Deployment** to an intrastate incident with an operational period greater than 12 hours.

Affiliated Members and Agency members must have a completed application and background check on file with the OSFM to be eligible for reimbursement for any deployment.

Documentation

Each member is required to maintain detailed documentation of all activities and expenditures on a 214 form while on the deployment. **This includes time spent as the operator of any vehicle, boat, ATV, etc.** In addition to copies of all 214 forms and actual receipts, each Agency and Affiliated Member will be required to provide detailed information required for the completion of an OSFM Incident Expenditure Report. All documentation and receipts must be provided to the OSFM within ten (10) business days of returning from a deployment.

Intrastate Deployment

Agencies and Affiliated Members will be reimbursed for:

- Each deployed member's regular hourly rate as follows:
 - First Day – Hours traveled and worked
 - Deployed Days – Hours Worked (8 hours minimum)
 - Last Day – Hours traveled and worked
- Current state mileage rate for miles traveled by any deployed vehicle.
- Replacement of expendable items used during the deployment. (*Receipts are required*) Examples of expendable items include saw blades, drill bits, medical supplies, etc.
- Repair or replacement of equipment damaged while being used on a deployment. (*Receipts are required*) Examples of equipment includes hand tools, search cameras, extrication tools, etc.

Current hourly rates for Affiliated Members

- Physician - \$51.84*
- Engineer - \$46.39*
- Canine Handler - \$28.06*
- Other Affiliated Members - \$28.06

**Rates are taken from the Federal Register's "Maximum Pay Rate Table" for US&R positions and subject to change with changes to the Federal Register.*

Interstate Deployment

Unless otherwise approved by the State Fire Marshal, interstate deployments are **only** eligible for reimbursement through the OSFM if they are processed through the Emergency Management Assistance Compact (EMAC), coordinated by the Kansas Division of Emergency Management (KDEM). In response to an EMAC request from another state, the OSFM will submit an estimated cost for the deployment to KDEM for inclusion in the EMAC Resource Support Agreement (RSA) that will be submitted to the Requesting State.

NOTE: A task force or agency response to a mutual aid request from a jurisdiction in a bordering state may not go through the EMAC process and therefore may not be eligible for reimbursement.

After the deployment, the OSFM will assist each Participating Agency and Affiliated Member in preparing a Reimbursement Package, including all supporting documents. The guidelines and requirements for the Reimbursement Package are contained in the OSFM Interstate Reimbursement Process, which is a supplement to this Administrative Guideline. Several supporting documents will be required prior to the EMAC deployment for the purpose of estimating costs and ensuring supporting documents are complete and readily available.

The reimbursement process for an EMAC deployment will generally follow the timelines below making timely reimbursement to individuals and agencies dependent on each phase.

- Development and submission of the Reimbursement Package by each Resource Provider or Affiliated Member to the OSFM. Review and approval by the OSFM and submission of a comprehensive package to KDEM (45 days)
- Review, approval, and submission of the Reimbursement Package by KDEM to the Receiving State (45 days)
- Review, approval, and payment from Receiving State to KDEM (45 days)
- Reimbursement to each Resource Provider and Affiliated Member

Note: With legislative approval, the OSFM may provide reimbursement to the Resource Providers and/or Affiliated Members through the Emergency Response Fund while awaiting reimbursement from the Receiving State.

Supplement: OSFM Interstate Reimbursement Process

APPENDIX D: AG04_WORK RELATED
INJURY/ILLNESS

**Office of the State Fire Marshal
Kansas Search & Rescue Response System
Administrative Guideline**

Date Issued: 3/21/2018	AG #: 04	Authorized by:  5-11-18 STATE FIRE MARSHAL
Date Revised: 5/9/2018	Pages: 5	
TITLE: Work Related Injury/Illness		

Purpose

The purpose of this administrative guideline is to identify procedures necessary when a member becomes ill or injured while attending training or exercise authorized by the OSFM, or while participating in a deployment authorized by the OSFM.

Participating Agency Member

The Memorandum of Understanding (MOU) between each Participating Agency and the OSFM provides that the agency must maintain worker's compensation insurance on Participating Agency members during authorized training, exercise, or deployment as part of the regional US&R resource or as an individual resource. Each Participating Agency member is responsible for knowing and following their agency's policy for seeking medical care for a work-related injury or illness.

Procedures

- Administer first aid
- Notify the Immediate Supervisor
- Immediate Supervisor - Notify the Lead Instructor or Task Force Leader who will activate on-scene EMS and evaluate the need to call 911
- Lead Instructor/TFL - Notify the SAR Coordinator or in his absence, the Emergency Response Division Chief
- Injury/Illness Considered an Emergency
 - Activate EMS for transport to closest facility
- Injury/Illness Considered Non-Emergency or following emergency transport
 - Notify Participating Agency
 - Follow Participating Agency policy
- Lead Instructor/TFL
 - Interview witnesses
 - Photograph the scene, mechanism of injury, etc.
 - Ensure completion of the OSFM Employee Report of On-the-Job Injury

Affiliated Member

The Memorandum of Understanding (MOU) between each Affiliated Member and the OSFM provides that the OSFM will provide worker's compensation insurance for affiliated members during authorized training, exercise, or deployment as part of the regional US&R resource or as an individual resource.

Procedures

- Administer first aid
- Notify the Immediate Supervisor
- Immediate Supervisor - Notify the Lead Instructor or Task Force Leader who will activate on-scene EMS and evaluate the need to call 911
- Lead Instructor/TFL - Notify the SAR Coordinator or in his absence, the Emergency Response Division Chief
- Injury/Illness Considered an Emergency
 - Activate EMS for transport to closest facility
- Injury/Illness Considered Non-Emergency or following emergency transport
 - During regular business hours
 - The SAR Coordinator or Emergency Response Division Chief will contact the OSFM Human Resources Director who will contact the State Self Insurance Fund (SSIF) Office for pre-approval and direction.
 - Outside regular business hours
 - The individual may seek care at any medical facility and/or pharmacy they choose and start billing under their own insurance. As soon as possible, the OSFM HR Director will be contacted by the SAR Coordinator or Emergency Response Division Chief. Once approved, the SSIF Office will contact the medical facility to switch billing from the individual to state workers compensation coverage.
- Lead Instructor/TFL
 - Interview witnesses
 - Photograph the scene, mechanism of injury, etc.
 - Ensure completion of the OSFM Employee Report of On-the-Job Injury

Employee Report of On the Job Injury

*Date of Injury/Illness:		*Agency Number		234	
*Employee First Name, MI & Last Name:					
*Employee Date of Birth:		*Gender			
*Social Security Number:		*Employee ID:			
*Employee Physical Address, City, State & Zip:					
*Employee Mailing Address, City, State & Zip (if different):					
*Employee E-mail:			*Employee Work Phone:		
*Employee Mobile Phone:			*Employee Home Phone:		
Date of Hire:		*Hours Per Day:		*Days Per Week	
*Supervisor's Name:					
*Supervisor's Work Phone:			*Supervisor's E-mail:		
Date of Death:		*Marital Status:		*# of Dependents:	
*Time Employee began work:			*Time Injury/Illness Occurred:		
*Date Supervisor/Employer Notified:					
*Body Part (primary if multiple) – see attached list:					
*Accident Premises (Employer, Lessee, Other):					
*Cause of Injury – see attached list:					
*Nature of Injury – see attached list:					
*Description of how injury/illness occurred:					
*Injury Address, City, State, Zip:					
Witness Name (if applicable):				Witness Phone #:	
*Medical treatment sought? (Indicate medical treatment sought at time of this report. If not seeking medical treatment, select "No Medical Treatment") – see attached list:					
*State Self Insurance Fund Prior Medical Approval:			YES		NO
Physician First & Last Name:					
Physician Address, City, State & Zip:					
Hospital Name:					
Comments (any additional claim information) is the injured employee requesting medical treatment or is this just a report of accident and any additional information that may be helpful:					

Employee Report of On the Job Injury Form Information

BODY PART

Abdomen, including Groin	Finger(s)	Multiple Upper Extremities
Ankle – Left	Foot – Not Specified	Neck
Ankle – Not Specified	Foot – Left	No Physical Injury
Ankle – Right	Foot – Right	Nose
Arm – Lower Left	Glasses	Pelvis
Arm – Lower Right	Groin	Shoulder – Not Specific
Arm – Lower – Not Specified	Hand – Not Specified	Shoulder – Left
Arm – Upper Left	Hand – Left	Shoulder – Right
Arm – Upper – Not Specified	Hand – Right	Soft Tissue
Arm – Upper Right	Head or Skull	Soft Tissue other than larynx or trachea
Back – Lower (Lumbar)	Heart	Spine – Spinal Cord
Back – Multiple	Hip – Not Specified	Teeth – Tooth
Back – Not Specified	Hip – Left	Thigh – Not Specified
Back – Sacrum Coccyx	Hip – Right	Thigh – Left
Back – Upper (Cervical)	Inside Lower Leg	Thigh – Right
Body Systems	Insider Upper Leg	Thumb – Not Specified
Brain	Internal Organs	Thumb – Left
Buttocks	Knee – Not Specified	Thumb - Right
Chest – Ribs	Knee – Left	Toe(s) – Not Specified
Chin	Knee – Right	Toe(s) – Left
DISC – includes spinal column	Larynx	Toe(s) – Right
Ear – Left	Leg – Lower Right	Trachea
Ear – Not Specified	Leg – Lower Not Specified	Unclassified
Ear – Right	Leg – Lower Left	Vertebrae
Elbow – Left	Lungs	Wrist and Hand – Not Specified
Elbow – Not Specified	Mental Disorder	Wrist and Hand – Left
Elbow – Right	Mouth	Wrist and Hand – Right
Eye – Left	Multiple Body Parts	Wrist – Not Specified
Eye – Not Specified	Multiple Head Injury	Wrist – Left
Eye – Right	Multiple Lower Extremities	Wrist – Right
Facial Bones, includes Jaw	Multiple Neck	

CAUSE OF INJURY

Abnormal Air Pressure	Motor Vehicle – Vehicle Upset
Caught in or Between – Collapsing Materials (Slides of Earth)	Radiation
Caught in or Between – Machine or Machinery	Rubbed or Abraded By – Repetitive Motion
Caught in or Between – NOC	Rubbed or Abraded By – NOC
Caught in or Between – Object Handled	Steam or Hot Fluids
Chemicals	Strain or Injury By – Continual Noise
Cold Objects or Substances	Strain or Injury By – Holding or Carrying
Contact with NOC	Strain or Injury By – Jumping
Cut, Puncture, Scrape – Hand Tool, Utensil, Not Powered	Strain or Injury By – Lifting
Cut, Puncture, Scrape – Object being lifted or handled	Strain or Injury By - NOC
Cut, Puncture, Scrape– Powered Hand Tool	Strain or Injury By – Pushing or Pulling
Cut, Puncture, Scrape – Broken Glass	Strain or Injury By – Reaching
Cut, Puncture, Scrape – NOC	Strain or Injury By – Repetitive Motion
Dust, Gases, Fumes or Vapors	Strain or Injury By – Twisting
Electrical Current	Strain or Injury By – Using Tool or Machinery
Fall or Slip – From Ladder or Scaffolding	Strain or Injury By – Welding or Throwing
Fall or Slip – From Liquid or Grease	Striking Against or Stepping On, NOC
Fall or Slip – Into Openings	Striking Against/Stepping On – Object Being Lifted or Handled
Fall or Slip – On Ice or Snow	Striking Against/Stepping On – Sanding, Scraping, Cleaning Operation
Fall or Slip – On Same Level	Striking Against/Stepping On – Stationary Object
Fall or Slip – On Stairs	Striking Against/Stepping On – Moving Parts
Fall or Slip – Slip, or Trip, Did Not Fall	Striking Against/Stepping On – Stepping on Sharp Object
Fall, Slip or Trip – NOC	Struck or Injured By – Animal or Insect
Fire or Flame	Struck or Injured By – Explosion
Hot Object or Substances	Struck or Injured By – Falling or Flying Object
Miscellaneous Causes – Absorption-Ingestion or Inhalation	Struck or Injured By – Fellow Worker, Patient or Other Person
Miscellaneous Causes – Cumulative	Struck or Injured By – Hand Tool or Machine In Use
Miscellaneous Causes – Foreign Matter (Body) in Eye	Struck or Injured By – Motor Vehicle
Miscellaneous Causes – Other	Struck or Injured By – Moving Parts of Machine
Miscellaneous Causes – Other Than Physical Cause of Injury	Struck or Injured By – Object Being Lifted or Handled

Miscellaneous Causes – Person in Act of a Crime	Struck or Injured By – Object Handled by Others
Motor Vehicle – Collision or Sideswipe with Another Vehicle	Struck or Injured By – NOC
Motor Vehicle – Collision with a fixed object	Temperature Extremes
Motor Vehicle – Crash of Water Vehicle	Welding Operations
Motor Vehicle – NOC	

NATURE OF INJURY

Abrasion – Scrape	Frostbite	Occ Dis – Resp Disorders
Agent – Physical	Hearing Loss	Occ Dis Injury NOC
All other cumulative injury	Heart Condition	Occupational Disease, NOS
All other cumulative injury, NOC	Heat Prostration	Other
All other occupational disease, injury NOC	Hepatitis	Pinched Nerve
All other Specific Injuries, NOC	Hernia	Poison
Amputation	Hit Head	Poisoning
Asphyxia	HRT	Puncture
Bruise-contusion	Infection	Rash
Burn	Inflammation	Respiratory
Burn-Chemical	Inhalation	Respiratory Disease
Burn-Heat	Internal Injury	Rupture
Burn-Not Specified	Irritation	Scratch
Carpal Tunnel	Laceration	Skin Disease
Concussion	Lungs – Dust	Slip and Fall
Contagious Disease	Multiple Physical Injuries, Only	Spontaneous
Contusion	Myocardial Infarction	Sprain
Crushing Injury	No Physical Injury	Strain
Cut-Minor	Not Applicable	Struck
Dermatitis	Occ Dis – Asbestosis	Swelling
Dislocation	Occ Dis – Dust Disease, NOC	Syncope
Electric Shock	Occ Dis – Mental Disorder	Toxic Agent
Flashburn-Eye	Occ Dis – Mental Stress	Unknown
Foreign Body	Occ Dis – Poisoning/Chemical	Vascular – Strokes, varicose veins
Fracture	Occ Dis – Radiation	Vision Loss
Freezing		

TREATMENT

No Medical Treatment
Minor clinic hospital medical remedies and diagnos
Emergency evaluation diagnostic testing and medica
Hospitalization greater than 24 hours
Minor on-site remedies by employer medical staff
Future major medical Lost time anticipated