

## Kansas GIS Response Team Overview and Application

In support of the following statewide emergency preparedness and response activities, the Kansas Adjutant General's Department is extending an invitation to GIS professionals to join the Kansas GIS Response Team. This team will serve three purposes:

1. Regional Incident Management Team (IMT) support
2. Regional homeland security GIS projects (5 of 7 regions)
3. Additional GIS support for state and local government leaders in disasters

In 2007, the Adjutant General's Department developed the IMT concept and began fielding teams in the seven homeland security regions. Several positions were identified as a necessity, including planning, response, logistics, administrative/finance and communications. GIS is an important component to support all these positions and is itself a part of the planning section. To date only one of the seven regions have a GIS professional on the team

In 2007, the South Central Homeland Security Regional Council chose to fund a regional GIS project. This project brought together first responders and GIS personnel across the region to create and maintain a plan for regional GIS support. Region-wide, target items included: county and city GIS inventory, identification of critical GIS data layers (by regional responders), off-site GIS data back-up, GIS software, hardware and training. Additionally, in 2008, four(4) Homeland Security Regions and in 2009, one (1) Homeland Security Regions chose to fund regional GIS projects.

During the May 2007 Greensburg tornado response, GIS support and printed maps were identified as resources and tools that responders desperately needed, but they were available in very limited quantities. Future disasters will require substantial GIS support to local (city and county) and state needs. Examples of areas are county emergency operation centers, on-scene Incident Command, State Departmental Operation Centers and the State Emergency Operation Center. To augment the current GIS personnel available for disaster response, a team of GIS professionals must be available to relieve exhausted and limited GIS personnel.

As part of the Team you will need to participate in:

- one (1) exercise or drill *per year*
- bi-annual* meetings
- training (*up to two per year*) [e.g. Introduction to U.S. National Grid]

**Why join?** *The Kansas GIS Response Team will provide members with hand-on experience in providing support during disaster situations to decision makers at all levels of government. Most GIS personnel throughout the state have little to no experience providing responders with map products before, during or after disasters. Also, by being a part of the Team, members will have the opportunity to participate in an emergency response or recovery exercise/drill once a year. Exercises and drills provide participants a platform for learning how a disaster unfolds and how each discipline responds. Finally the Team will provide members the opportunity to showcase their skills and will provide a mechanism to solidify GIS as a critical element within government and most importantly the member's own jurisdiction.*

### **Kansas GIS Response Team Point of Contact:**

**Jessica Frye  
785-274-1610  
jessica.frye@tag.ks.gov**

GIS professionals who would like to participate as part of the Kansas GIS Response Team will need written approval from their **supervisor**. Currently, no mandatory time commitment is required to be a part of the team, but some coursework is needed in order to be deployed as part of a disaster. Proof of course completion is NOT needed at the time of application. Minimum requirements for application include:

1. Introduction to Incident Command System [ICS-100.a]\*
2. ICS for Single Resources and Initial Action Incidents [ICS-200.a]\*
3. ICS for Executives Course<sup>1</sup>
4. NIMS An Introduction [IS-700.a]\*
5. National Response Framework, An Introduction [IS-800.B]\*
6. Introduction to the U.S. National Grid<sup>2</sup>
7. Employed as, or education in Geographic Information Systems

\*These training courses may be taken and completed online at <http://training.fema.gov/IS/NIMS.asp>.

<sup>1</sup> ICS for Executives is a classroom based course. Full approval will be given without certificate. All applicants that receive partial or full approval will receive notification of course dates and times.

<sup>2</sup> Introduction to the U.S. National Grid will be provided in the future. All applicants that receive partial or full approval will receive notification of course dates and times.

Please supply the following information along with the attached application:

1. Certificates for all completed training courses (IS-100.a, IS-200.a, IS-700.a, IS-800.B) [certificates can be supplied as courses have been complete]
2. A letter stating applicant is employed as a GIS professional (by employer) AND a current copy of the applicant's Position Description, OR if not employed as a GIS profession, a copy of degree/certificate in GIS [or appropriate degree such as geography] AND a letter detailing GIS experience.
3. A letter of support from employer [letter should include support for your participation in meetings, trainings, exercises, drills, and disaster deployments]

### Application Instructions

1. Applications will be submitted to:

**Kansas Adjutant General's Department**  
**Attention: Jessica Frye**

Via mail:

**2800 SW Topeka Blvd**  
**Topeka, KS 66611**

Via fax:

**785-274-1426**

Via e-mail:

**[jessica.frye@tag.ks.gov](mailto:jessica.frye@tag.ks.gov)**

2. Questions about the application or the process can be directed to Jessica Frye at [jessica.frye@tag.ks.gov](mailto:jessica.frye@tag.ks.gov) or 785-274-1610.
3. Applications will be reviewed and approved by the Kansas Adjutant General's Department in conjunction with the Kansas Homeland Security GIS Working Group. Each applicant will receive notification via email on the status of their application. Please anticipate one (1) month for the application to be approved.

# Kansas GIS Response Team Application Form

*Complete form below and submit for review and approval.*

**Name:**

**County of Residence:**

**Office Mailing Address:**

Provide full address including city, state and zip

**Home Phone:**

**Office Phone:**

**Cellular Phone:**

**Pager:**

**E-mail:**

**Other Contact Information:**

Use this area to provide any other forms of contact (i.e. personnel cell, email, etc)

**Current Employer:**

**Employer Mailing Address:**

Provide full address including city, state and zip

**Supervisor's Name:**

**Supervisor's Phone:**

**Provide three references [other than your supervisor]:**

|    | Name                 | Title                | Agency               | Phone                |
|----|----------------------|----------------------|----------------------|----------------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Briefly describe your qualifications and experience to serve as part of the GIS Response Team:**

**Software Knowledge:** Checkmark each software package you are experienced in and provide the number of years of experience with each. (If you have no experience please leave blank)

☐ ArcView      Version(s):       Number of Years

☐ ArcEditor      Version(s):       Number of Years

Continued on next page.

☐ ArcInfo

Version(s):

Number of Years

☐ ArcSDE

Version(s):

Number of Years

☐ ArcServer

Version(s):

Number of Years

☐ AutoCAD

Version(s):

Number of Years

☐ AutoCAD Map 3D

Version(s):

Number of Years

Other GIS Software  
(include version(s) and  
years of experience

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Review/Approval Signature

\_\_\_\_\_

Date: \_\_\_\_\_

# **GIS Response Team**

## **Frequently Asked Questions**

### **How does my agency get reimbursed for my time and travel when deployed as part of the GIS Response Team?**

The GIS Response Team reimbursement protocols will be identical to those of the Local Incident Management Teams. The policy that covers reimbursement is the ***Adjutant General's Department, Kansas Division of Emergency Management Policy #0100108 Mutual Aid Agreement and Direct State Assistance Reimbursement (including Local Incident Management Teams)*** can be found at:

<http://www.kansas.gov/kdem/pdf/library/Kansas%20Mutual%20Aid%20Reimbursement%20Policy.pdf>

Specific information on Local Incident Management Teams can be found on page 5, section 3. All questions concerning this document should be directed to Jessica Frye (jessica.frye@tag.ks.gov or 785-274-1610).

### **As a member of the Team can I choose where I want to deploy to?**

When requested, the GIS Unit in the State Emergency Operation Center will determine several GIS personnel closest to the incident site, but not affected by the disaster. The Team member will be provided the opportunity to determine if they are interested in being deployed through a "Request for Deployment". "Requests for Deployments" will be made through phone notification. Once enough Team members have been identified the GIS Unit will notify ALL Team members of the ongoing deployment and will request remaining Team members to express their interest in possible "Requests for Deployment" for the ongoing disaster ONLY. The question, "Are you willing to deploy for this disaster, if needed" will be posed to the remaining Team members. The response choices will be provided and will be:

1. I am willing to deploy.
2. I am directly involved in the disaster and cannot deploy.
3. I cannot deploy, but I am willing to assist from my office if needed.
4. I cannot deploy.

From this inquiry NO Team member will deployed without phone notification to do so.

### **How much notice will I receive to deploy?**

The GIS Unit will request the Team member to indicate the length of time it will take for them to deploy. Most incidents/disasters will not require a Team member to deploy without 24 hours notice.

### **How long will I be deployed?**

The length of deployment is dependent on the incident/disaster and will vary from a few hours to days. A Team member will NOT be deployed for over 7 days (this includes travel time to and from the deployment location). The Team member will be notified with the length of deployment when "Request for Deployment" occur s.

### **What do I need to bring when deployed?**

Team members will need to bring sufficient personal items for their length of deployment. Team members will be provided a laptop with ESRI software loaded and all GIS base map data needed for the incident.

## **How often will I be deployed?**

The goal is to have enough Team members so that deployments will be no more than one (1) time per calendar year. Team members will receive an updated status for this twice (2) a year at the bi-annual meetings and via email communications.

## **Is there a cost for the required training?**

The cost for most of the training is only the time you spend to complete the course. All FEMA ICS courses are available through self-study at <http://training.fema.gov/IS/NIMS.asp>. Two currently required courses are only available through classroom training: ICS for Executives and Introduction to the U.S. National Grid. At this time there is not funding available to reimburse Team members for travel (including mileage and lodging) or per diem. The ICS for Executives is a one (1) day course and its location is dependent on the home base of Team members which at this time is not known. The Introduction to the U.S. National Grid is 3 - 5 days and is planned at this time to be held in Salina. This will require overnight stays. Currently, it is estimated that these two courses will be held during the summer or fall of 2009.

## **What will I do during deployment?**

As a Team member, you will be providing mapping and data support to one of the various entities listed in the overview of the application. The Kansas Adjutant General's Department has developed a set of Standard Operating Procedures (SOP) for different response scenarios and all Team members with FULL APPROVAL will receive a copy for review upon approval. Although, this SOP will be provided many still to be discovered map products may be requested. The GIS Unit of the State Emergency Operations Center will be available during a Team member's deployment to provide guidance during these situations.

## **How can I convince my supervisor the importance of this Team?**

At this time the only incentive for supervisors to all GIS personnel to be a part of this Team in the valuable experience of the deployment that the Team member will return with. Without this team the state cannot provide the onsite GIS expertise that many counties lack and will not be in a position to provide back-fill to those GIS personnel working the disaster that must rest. Any supervisor that has questions can call Jessica Frye, Kansas Adjutant General's Department - GIS Coordinator at 785-274-1610 to discuss concerns or to answer questions.

## **I do NOT work for a government agency...can I be a part of the Team?**

YES! Anyone with the necessary qualifications can be a part of the Team!