

OK-Incident Management Assistance Team (OK-IMAT)



Member Application

APPLICATION AND SELECTION PROCESS

1. OK-IMAT APPLICATION - REQUIRED

Each applicant is required to submit a completed OK-IMAT application. This application provides basic information about the applicant's training and experience. It is used to make sure the applicant meets the minimum requirements for the OK-IMAT and to assist in his or her selection to be a member of the Team.

The minimum requirements to be a member of the OK-OK-IMAT are:

- Oklahoma resident and U.S. Citizen
- 18 years of age or older
- High school graduate or equivalent
- Completion of the following NIMS/ICS courses: IS-100, IS-200, IS-700, IS-800, ICS-300, and ICS-400.

2. PROFESSIONAL RESUME - REQUIRED

The applicant is required to submit a Professional Resume following the OK-IMAT Resume Format (see last page for format).

3. LETTER OF PROFESSIONAL REFERENCE - REQUIRED

The applicant is required to submit a Letter of Professional Reference. The letter must attest to the applicant's: 1). professional performance and conduct in their current job, 2). ability to function as part of a team, and 3). their experience in the Incident Command System. It must be signed by their immediate supervisor **and** their agency/organization head or their designee.

4. LETTER OF COMMITMENT - REQUIRED

The applicant is required to submit a Letter of Commitment signed by the head of their organization or their designee. This letter ensures the authorizing organization authorizes and supports the applicant's participation and will provide the applicant with all protections under their Worker's Compensation during their participation in training, exercises, planned events, incidents, and/ or deployment.

5. SUPPORTING DOCUMENTS

Each applicant is **required to submit copies of training certificates** for required NIMS/ICS courses. An applicant may want to include the following documents to attest to their major emergency, disaster, or NIMS/ICS experience:

- | | |
|--|---|
| <ul style="list-style-type: none">• Position Task Book• ICS 201 – Incident Briefing Form• ICS 203 – Organization Assignment List | <ul style="list-style-type: none">• Incident Action Plans (IAP)• ICS 214 – Unit Log(s)• ICS 225 – Incident Personnel Performance Rating |
|--|---|

6. REVIEW AND APPROVAL OF APPLICATION

The Oklahoma Incident Management Team Advisory Committee reviews applications and takes action to approve or deny an application.

7. INTERVIEW (Optional)

Applicants may be interviewed by the Oklahoma Incident Management Team Advisory Committee.

OK- Incident Management Assistance Team Member Application			Date of Application	
1. Applicant's Name			2. Applicant's Title/Rank	
3. Applicant's Organization/Agency/Department				
4. Applicant's Mailing Address – Organization/Agency/Department				
5. Applicant's Mobile Phone		6. Applicant's Work Phone		7. Applicant's Home Phone
8. Applicant's Email Address				
9. Applicant's Current Position with Organization/Agency/Department <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (less than 40 hrs./week) <input type="checkbox"/> Volunteer			10. Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Applicant's Direct Supervisor– Name			12. Direct Supervisor Email	
13. Does your direct Supervisor approve of your participation on the Oklahoma Incident Management Assistance Team? <input type="radio"/> YES <input type="radio"/> NO				
14. Select the Command & General (C&G) Staff Section you would like to serve on the OK-IMAT (Select One). <input type="radio"/> Incident Command <input type="radio"/> Operations <input type="radio"/> Planning <input type="radio"/> Logistics <input type="radio"/> Finance/Administration				
15. For the C&G Staff Section you selected in #14, select the ICS position you would like to fill (select one).				
Incident Command <input type="radio"/> Incident Commander <input type="radio"/> Safety Officer <input type="radio"/> Public Information Officer <input type="radio"/> Liaison Officer	Operations Section <input type="radio"/> Operations Section Chief <input type="radio"/> Staging Area Manager	Planning Section <input type="radio"/> Planning Section Chief <input type="radio"/> Resource Unit Leader <input type="radio"/> Situation Unit Leader <input type="radio"/> Demobilization Unit Leader <input type="radio"/> Documentation Unit Leader <input type="radio"/> Status/Check-In Recorder <input type="radio"/> GIS Specialist	Logistics Section <input type="radio"/> Logistics Section Chief <input type="radio"/> Communications Unit Leader <input type="radio"/> Medical Unit Leader <input type="radio"/> Food Unit Leader <input type="radio"/> Supply Unit Leader <input type="radio"/> Facility Unit Leader <input type="radio"/> Ground Support Unit Leader	Finance/Admin. Section <input type="radio"/> Finance Section Chief <input type="radio"/> Time Unit Leader <input type="radio"/> Procurement Unit Leader <input type="radio"/> Comp./Claims Unit Leader <input type="radio"/> Cost Unit Leader

16. Education		
Do you have a High School Diploma, or have you successfully passed the General Education Development (GED) Test, the High School Equivalency Test (HSET), or the Test Assessing Secondary Completion (TASC)? <input type="checkbox"/> YES <input type="checkbox"/> NO		
High School/Institution/School District	Date	
17. Training		
	Date Completed	
• IS-700 An Introduction to the National Incident Management System		
• IS-800 Nation Response Framework, An Introduction		
• IS- 100 An Introduction to the Incident Command System		
• IS-200 Basic Incident Command System for Initial Response		
• ICS 300 Intermediate Incident Command System for Expanding Incidents		
• ICS 400 Advanced Incident Command System for Command and General Staff – Complex Incidents		
• O-305 Type 3 AHIMT Introduction		
• NIMS ICS All-Hazard Position Specific Course – Enter Name of Course		
• Attach an additional sheet to list additional NIMS ICS or Position Specific Courses completed.		
18. Experience		
Have you served in an ICS position on an actual incident, planned event, full-scale exercise or functional exercise? If yes, then briefly describe on a separate sheet of paper.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
How many total years of experience do you have working in public safety (e.g., EMS, Fire, Law Enforcement, Public Health, Public Works, etc.)		
How many years of experience do you have at your current organization, agency, or department?		
How many years of experience do you have in your current position?		
19. Credentialed		
Are you credentialed as an ICS position?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Position Qualified In	Qualification/Certifying Entity	Date of Qualification/Certification
20. Position Task Book (PTB)		
Do you have an open Position Task Book that you are working to complete?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Name or Type of Position Task Book	Date PTB Initiated	

CHECKLIST

OK- INCIDENT MANAGEMENT ASSISTANCE TEAM APPLICATION

	OK-IMAT Application - Required		
	<p>Required Professional Resume - The Professional Resume must follow this format and use these headings to organize the information:</p> <ul style="list-style-type: none"> • Name • Education: List or describe your formal education. • Work Experience: List your jobs or describe your career experience. • NIMS ICS and All-Hazard Incident Management Team Training: List or describe all NIMS ICS and incident management team related training. • Specialized Training and Experience: List or describe any specialized training and experience (e.g., WebEOC, ArcGIS, e-ISuite, HAZMAT, USAR, EMT, TACT Team, Bomb Squad, etc.) • Major Emergency and/or Disaster Experience: List or describe your major emergency and/or disaster response experience. • Why you are applying to be a member of the OK-IMAT. In a short paragraph describe why you want to be a member of the OK-IMAT. • What you are interested in doing as a member of the OK-IMAT. In a short paragraph describe what job, tasks, ICS position, or ICS function you are interested in or want to perform as a member of the team. 		
	<p>Required Letter of Professional Reference - The letter should attest to the applicant's:</p> <ul style="list-style-type: none"> • Professional performance and conduct in their current job • Ability to function as part of a team, and • Their experience in the Incident Command System. • It must be signed by their immediate supervisor and their agency/organization head or their designee. 		
	<p>Required Letter of Commitment</p> <ul style="list-style-type: none"> • Signed by their agency/organization head or their designee. 		
	<p>Required Supporting Documentation – Applicant must include:</p> <ul style="list-style-type: none"> • Copies of required training certificates (IS 100, IS 200, ICS 300 ICS 400, IS 700, and IS 800) 		
	<p>Optional Supporting Documentation – An applicant may want to include the following documents to attest to their major emergency, disaster, or NIMS/ICS experience:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Copy of Position Task Book • Copies of training certificates • Copies ICS 201 – Incident Briefing Form • Copies ICS 203 – Organization Assignment List </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Copies of Incident Action Plans (IAP) • Copies of ICS 214 – Unit Logs • Copies of ICS 225 – Incident Personnel Performance Ratings </td> </tr> </table>	<ul style="list-style-type: none"> • Copy of Position Task Book • Copies of training certificates • Copies ICS 201 – Incident Briefing Form • Copies ICS 203 – Organization Assignment List 	<ul style="list-style-type: none"> • Copies of Incident Action Plans (IAP) • Copies of ICS 214 – Unit Logs • Copies of ICS 225 – Incident Personnel Performance Ratings
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Send application packet in a PDF format to:

Franklin N. Barnes

State Incident Management Coordinator

Oklahoma Office of Homeland Security

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