

Oklahoma All-Hazard Incident Management Assistance Team (OK-IMAT)



Member Application

APPLICATION AND SELECTION PROCESS

1. AHIMAT APPLICATION

Each applicant is required to submit a completed AHIMAT 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 AHIMAT 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-AHIMAT 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.
- Completion of any NIMS/ICS All-Hazard Position Specific Course.

2. SUPPORTING DOCUMENTS

Each applicant is required to submit documentation to support the responses to questions about training, experience, and credentialing. This could include copies of:

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| <input type="checkbox"/> Copies of training certificates | <input type="checkbox"/> Incident Action Plans (IAP) |
| <input type="checkbox"/> Completed Position Task Book | <input type="checkbox"/> ICS 214 – Unit Log(s) |
| <input type="checkbox"/> ICS 201 – Incident Briefing Form | <input type="checkbox"/> ICS 225 – Incident Personnel Performance Rating |
| <input type="checkbox"/> ICS 203 – Organization Assignment List | |

3. RESUME & LETTERS OF REFERENCE (Optional)

Applicant may submit a professional resume and letters of professional reference.

The resume should reflect the applicant's level of experience and training as it relates to their career field and the Incident Command System.

The letters of professional reference attest to the applicant's professional performance and conduct in their career field and the Incident Command System.

4. REVIEW AND APPROVAL OF APPLICATION

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

5. INTERVIEW (Optional)

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

6. LETTER OF COMMITMENT

After being selected to be a member of the Oklahoma Incident Management Assistance Team, each applicant is required to submit a Letter of Commitment signed by the head of the authorizing organization or 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.

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|--|--|--|--|--|----------------------------------|--|-----------|-------------|
| OK All-Hazard 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 Immediate Supervisor– Name/Organization/Agency/Department | | | | | | | | |
| 6. Applicant's Mobile Phone | | | 7. Applicant's Work Phone | | 8. Applicant's Home Phone | | | |
| 9. Applicant's Email Address | | | | | | | | |
| 10. 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 | | | | 11. Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 12. ICS Position(s): Please check the positions you are interested in filling on the Team | | | 13. Position Task Book completed for this position? | | | 14. Position Task Book initiated for this position? | | |
| | | | YES | NO | DATE | YES | NO | DATE |
| <input type="checkbox"/> Incident Commander (ICT3) | | | | | | | | |
| <input type="checkbox"/> Safety Officer (SOFR3) | | | | | | | | |
| <input type="checkbox"/> Liaison Officer (LOFR3) | | | | | | | | |
| <input type="checkbox"/> Public Information Officer (PIO3) | | | | | | | | |
| <input type="checkbox"/> Operations Section Chief (OSC3) | | | | | | | | |
| <input type="checkbox"/> Planning Section Chief (PSC3) | | | | | | | | |
| <input type="checkbox"/> Logistics Section Chief (LSC3) | | | | | | | | |
| <input type="checkbox"/> Finance/Administration Section Chief (FSC3) | | | | | | | | |
| <input type="checkbox"/> Situation Unit Leader | | | | | | | | |
| <input type="checkbox"/> Resource Unit Leader | | | | | | | | |
| <input type="checkbox"/> Communications Unit Leader | | | | | | | | |
| <input type="checkbox"/> Staging Area Manager | | | | | | | | |
| <input type="checkbox"/> Other _____ | | | | | | | | |
| <input type="checkbox"/> Other _____ | | | | | | | | |

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| 15. 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 | |
| 16. Training Requirements | | |
| | 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 | | |
| • NIMS ICS All-Hazard Position Specific Course – Enter Name of Course | | |
| • Other – Enter Name of Course | | |
| 17. 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 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? | | |
| Have you participated in the incident planning process that resulted in an Incident Action Plan? | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Have you filled out ICS forms or used a software program to complete ICS forms? | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Have you used a resource tracking system (e.g., T-Cards or software program)? | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Are you a user of OK-FIRST? | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Are you a user of WebEOC? | <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 18. Credentialed | | |
| Are you credentialed as an ICS command staff, general staff, or unit leader position? | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Position Qualified/Certified In | Qualification/Certifying Entity | Date of Qualification/Certification |
| | | |

CHECKLIST

ALL-HAZARD INCIDENT MANAGEMENT ASSISTANCE TEAM APPLICATION

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|--|---|
| | AHIMAT Application (Required) |
| | Supporting Documentation (Required) - To support their responses to questions about training, experience, and credentialing. This could include copies of: <ul style="list-style-type: none"><input type="checkbox"/> Position Task Book<input type="checkbox"/> Copies of training certificates<input type="checkbox"/> ICS 201 – Incident Briefing Form<input type="checkbox"/> ICS 203 – Organization Assignment List<input type="checkbox"/> Incident Action Plans (IAP)<input type="checkbox"/> ICS 214 – Unit Log<input type="checkbox"/> ICS 225 – Incident Personnel Performance Rating |
| | Professional Resume (Optional) <ul style="list-style-type: none"><input type="checkbox"/> Describe your career experience.<input type="checkbox"/> Describe your training and professional development including all NIMS/ICS and All-Hazard Incident Management Team related training courses.<input type="checkbox"/> Describe your experience in an ICS command staff, general staff, or unit leader position.<ul style="list-style-type: none">○ List incidents, planned events, or exercises (Full-Scale and Functional) and the ICS position/ function performed.○ Include the date(s) and location.○ Include the type of incident (e.g., Fire, Tornado, Flood, HAZMAT, Search, Disease Outbreak, etc.)○ Include the type of planned event (e.g., Marathon, 5K Race, Fair, Parade, 4th of July, Sporting Event, etc.)○ Include the type of exercise (Full-Scale and Functional) and exercise scenario (e.g., Fire, Tornado, Flood, Active Shooter, Mass Casualty Incident, etc.).<input type="checkbox"/> Describe your experience with the ICS incident planning process (Planning “P”) and development of an Incident Action Plan and/or Incident Briefing Form (ICS 201). |
| | Letter(s) of professional reference (Optional) |

Send application packet in a PDF format to:

Franklin N. Barnes
Incident Management Specialist
OK-IMAT Team Manager
Oklahoma Office of Homeland Security
405.420.2597 (Mobile)
frank.barnes@okohs.ok.gov