

Kentucky Administrative Regulations Urban Search and Rescue

The topics below cover key areas to be addressed in regulation. These proposals have not yet been reviewed pursuant to KRS 13A and will be written and formatted accordingly before submission as administrative regulations:

Definitions

Canine Search Team (CST) Live Find(LF) or Human Remains Detection(HRD)– A certified CST is comprised of a search canine and a handler who have successfully attained CST Certification, which includes successful completion of the Foundation Skills Assessment (FSA) and the Canine Search Team Certification (CE).

Nonemployee System Member-The term ‘nonemployee System member’ means a System member not employed by a sponsoring agency or participating agency. This is also known as an Affiliated Person.

Participating Agency-The term ‘participating agency’ means a State or local government, nonprofit organization, or private organization that has executed an agreement with a sponsoring agency to participate in the System.

Port to Port- The entire time someone is activated during a declared emergency.

Sponsoring Agency -The term sponsoring agency means the Division of Emergency Management’s Kentucky Urban Search and Rescue Task Force. Administrator- Kentucky Emergency Management shall be known as the Administrator.

State Service- the time activated to the Kentucky Urban Search and Rescue during a declared emergency.

System -The term ‘System’ means the Kentucky Urban Search and Rescue Response System to be administered under this section.

System Member-The term ‘System member’ means an individual who is not a full-time employee of the State Government and who serves on a task force or on a System management or other technical team.

Task Force-The term ‘task force’ means an urban search and rescue team designated by the Administrator to participate in the System.

Organization and Decision Making

The Sponsoring Agency (Kentucky Urban Search and Rescue Program) along with any agency specializing in urban search and rescue shall develop policies and procedures that outline the agency’s mission statement, organization, authority and control, and agency goals. These policies and procedures shall follow Federal Emergency Management Agency Urban Search and Rescue guidelines.

Each agency specializing in urban search and rescue shall submit an annual report to the Division of Kentucky Emergency Management’s Search and Rescue Coordinator

Membership of the Kentucky Urban Search and Rescue Program

Kentucky Urban Search and Rescue shall be the Sponsoring Agency which enters into agreements known as a Memorandum of Agreement with Participating Agencies and Affiliated Personnel. Each agreement must be renewed annually.

A task force may include, one or more participating agencies in the discretion of the sponsoring agency. The sponsoring agency shall enter into an agreement with each participating agency with respect to the participation of the participating agency on the task force. All agreements with Participating Agencies must include an express authorization for the Sponsoring Agency to commit an employee of the Participating Agency to state service.

A task force may also include Affiliated Personnel at the discretion of the sponsoring agency or other individuals not otherwise associated with the Sponsoring Agency or a Participating Agency. The Sponsoring Agency of a task force may enter into a separate agreement with each such individual with respect to the participation of the

Kentucky Administrative Regulations Urban Search and Rescue

individual on the task force. All agreements with Affiliated Personnel must include an express authorization for the Sponsoring Agency to commit the individual to state service

No individual may participate in the Task Force who is not an employee of the Sponsoring Agency, an employee of a Participating Agency, or an Affiliated Personnel.

Administrative Staffing Capacities of the Program

Any agency specializing in urban search and rescue shall designate a Program Manager and Task Force Leaders; these appointments will be reflected in the yearly report.

The agency shall follow the Urban Search and Rescue position specifics job descriptions during the organization of the program and during a deployment.

General Training Requirements

Any agency specializing in urban search and rescue shall meet the position specific training requirements for each team member. These requirements and standards are developed by the Federal Emergency Management Agency, Urban Search and Rescue Program as position descriptions. This training shall meet all current Federal Emergency Management Agency curriculum or equivalent.

Each individual participating agency specializing in the Urban Search and Rescue shall have each team member specializing in Urban Search and Rescue complete a minimum of **24** hours of training annually.

Each Affiliated Person participating in the Urban Search and Rescue shall have a minimum of **24** hours of training annually.

Kentucky Urban Search and Rescue Program shall be the certifying agency for all urban search and rescue instructors. The Urban Search and Rescue Program shall maintain a list of certified instructors. Each instructor shall have an approved methodology course prior to instructing and then instruct (**20** hours) every two years

UNIFORMS AND EQUIPMENT

An agency specializing in Urban Search and Rescue shall provide team members with the personal protective equipment (PPE) and all necessary equipment needed to conduct an operation during an All-Hazards incident and in all weather environments. All equipment shall closely follow the current FEMA Urban Search and Rescue cache list and guidelines.

The agency shall train affected employees so they are proficient in the use of that PPE, at no cost to those employees.

Code of Conduct.

An agency specializing in Urban Search and Rescue shall develop a Code of Ethical Conduct policy that assures they conduct their business fairly, impartially, and in an ethical and responsible manner.

Each team member will adhere to the Accountability System.

The Kentucky Urban Search and Rescue Program shall only discipline team members for their current status on the state team. Each Participating Agency shall be responsible for discipline of their own employees following the appropriate SOPs, Guidelines, and KRSs.

Kentucky Administrative Regulations

Urban Search and Rescue

Operations of Response Teams.

An agency that specializes in Urban Search and Rescue shall develop an Alert and Mobilization Plan that identifies and assigns specific actions for activating an Urban Search and Rescue Resource for a deployment.

An agency that specializes in Urban Search and Rescue shall use the Urban Search and Rescue National Standard and FEMA Typing Library as the guiding document in the development of their Urban Search and Rescue resources in the State of Kentucky.

Accidents and Injuries

Accidents and injuries of Kentucky Urban Search and Rescue response team members shall be covered by worker's compensation paid by the Division of Kentucky Emergency Management or by the Participating Agencies. Each Participating Agency shall indicate their coverage choice on the Memorandum of Agreement annually.

All Affiliated Personnel and employees of the Sponsoring Agency will be covered by the Division of Kentucky Emergency Management.

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Procedures for Reimbursement of Agencies Participating in the Program

Pay of System Members. —Subject to such terms and conditions Kentucky Emergency Management may impose by regulation, Kentucky Emergency Management shall make payments to the sponsoring agency of a task force:

- a) to reimburse each employer of a System Member on the task force for compensation paid by the employer to the System Member for any period during which the System Member is appointed into state service.
 - A System Member on the task force shall be compensated, paid by their employer for filling a position as a System Member for any period they are appointed into state service. This is also known as Port to Port.
 - Costs incurred by an employer shall be eligible for reimbursement for only to the extent that the costs are in excess of the costs that would have been incurred by the employer had the System Member not been appointed into state service.
- b) to make payments directly to a nonemployee System Member on the task force for any period during which the nonemployee System Member is appointed into state service. The Kentucky Urban Search and Rescue Task Force shall establish a Pay Rate Reimbursement Policy for nonemployee System Members
- c) The Kentucky Urban Search and Rescue Program shall do the following:
 - Maintain accurate files and records
 - Compile and format reimbursement information for submittal to Kentucky Emergency Management
 - Maintain accurate records of member activities during a deployment
 - Forward to the Participating Agencies the required reimbursement paperwork
- d) The Participating Agency shall do the following:
 - Maintain a current list of members and their compensation package on file.

Kentucky Administrative Regulations Urban Search and Rescue

- Submit accurate and honest information
 - Submit all require information to Kentucky Urban Search and Rescue
- e) The Kentucky Urban Search and Rescue Program is not responsible for failure to reimburse if a Participating Agency fails to submit required information within a timely period.

Urban Search and Rescue Canine Search Certification

An agency specializing in Urban Search and Rescue Canine Search Teams (CST) shall complete a FEMA evaluation which can be found in the current edition of the Urban Search and Rescue Operations Manual Annex G - Canine Search Team Certification Evaluation Handbook.

- a) This certification evaluation is conducted by either FEMA or SUSAR evaluators.
- b) The dog handler shall complete the Canine Search Specialist course (CSS). This course shall be taught by FEMA instructors.
- c) The canine shall be a minimum of 18-months old before participating in the Certification Evaluation (CE).
- d) The Canine Search Specialist (CSS) must be rostered on a System task force.

After a CST has successfully completed the CE, the team must recertify within three years of its last certification month. Failure of a CST-LF/HRD CE within the three-year certification period will not affect the current certification expiration date.