

New York State Urban/Technical Search & Rescue Team

Standard Operating Procedure

Subject: Membership Application Process

Section: 100 General

Procedure # 102

Date: 24 August 2015

Purpose: The purpose of this SOP is to establish the process for an individual applying for membership to New York State Urban/Technical Search & Rescue Team

Scope: This procedure applies to ALL New York State Urban/Technical Search & Rescue Team (NYSU/TSAR) members and Office of Fire Prevention & Control staff assigned to UT/SAR operations.

NY-TF2 conforms to U/TSAR Operational Procedures that were developed by FEMA. NY-TF2 is a response team comprised of three major functional elements: Rescue, Medical, and Technical, including associated supervisory positions.

Members of the NY-TF2 Selection Committee will review your application and all of the attached documents. Your application package will be reviewed for training and certification suitable to your prospective assignment to the Team. Applications shall be accepted and reviewed without discrimination on the basis of the applicant's race, creed, color, sex, age, national origin, ancestry, marital status or physical handicaps.

I. The Selection Process will take into consideration the following requirements:

1. Applicant submits a completed NY-TF2 Application Package
2. Applicants must have Memorandum of Understanding signed and attached.
 - i. Applications will be accepted without Memorandum of Understanding however it will be required for final appointment.
3. Applicant submits medical authorization
4. Applicant submits completed Authorization to Participate in the U/TSAR Physical Agility Test Form with Physician certification
5. Applicant successfully passes the U/TSAR Physical Agility Test
6. Applicant successfully passes the application review by the Selection Committee
7. Applicant successfully passes an oral interview
8. Applicant must have certification that he or she is medically cleared to wear a full face respirator for extended periods of time

II. Attach copies or originals of the following:

1. Valid New York State motor vehicle license
2. Current CPR/First Responder Certificate
3. Resume describing any suitable experiences
4. Three letters of reference including contact information and relationship
5. A short letter detailing your goals, interests and experiences relating to search and rescue
6. Candidate Physical Ability Test (CPAT) certification if already completed within 12 months of appointment required for:
 - i. Rescue Specialist,
 - ii. Rescue Squad Officer,
 - iii. Rescue Team Manager, and

- iv. Medical Specialist to such positions)
- 7. Copy of sponsoring agency fit test (Scott mask preferred) and physical (if available)
- 8. EMT/Paramedic/MD license or certificates of training
- 9. Engineering Certificate if you are a structural engineer
- 10. Law enforcement related education and training certificates (where appropriate)

III. Other Requirements for Membership:

- 1. New York State Resident
- 2. 21 years of age
- ~~3.~~ Minimum 2 years career or 4 years active volunteer service within the sponsoring agency or agency type
- ~~4.~~ Completion of the basic level required training for the team position assigned within 18 months from date of appointment
- 5. Must be available for a minimum of 40 hours of team training per year and 20 hours of administrative/cache hours (meetings, inventory, equipment maintenance, etc.)
- 6. Member must live and work in an area where he/she can respond to the team headquarters building, fully prepared for deployment, within 90 minutes of activation. Member must also be available for an initial response deployment of 48 to 72 hours.

Authority:

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NY-TF2 Operations