



**Indiana US&R Task Force – 1**  
2650 Fortune Circle East Drive  
Indianapolis, Indiana 46241  
(317) 327-6761



### **Application Information**

On behalf of the Management Team of Indiana Task Force-1 (IN-TF1), we would like to thank you for your interest and taking the time out of your busy life to complete this application.

IN-TF1 is one of twenty-eight (28) Federal Emergency Management Agency (FEMA) Urban Search and Rescue Teams (US&R). IN-TF1 is an integral part of FEMA and the Department of Homeland Security's (DHS) Emergency Response Division. The primary mission of IN-TF1 is to facilitate the removal of trapped casualties in a structural collapse. Other response missions include water rescue, wilderness search, and weapons of mass destruction emergencies.

Applications are accepted from:

- Full-time public safety-first responders.
- Individuals who possess the knowledge, skills and abilities that specifically benefit the mission of a US&R Task Force-specifically Physicians, Structural Engineers, Search Dog Handlers and Communications Engineers/Technicians,
- Volunteer first responders or other citizens who possess the knowledge, skills and abilities that specifically benefit the mission of a US&R Task Force; such as Logistics/Ground Support Specialists. These applicants will be allowed to submit an application for consideration but can only be admitted on the team as a civilian member.

**Applicants must understand that their agency/employer will be required to sign a "Participating Agency Agreement". If an applicant's agency/employer decides not to sign the "Participating Agency Agreement", the applicant will be removed from the IN-TF1 application process. The Participating Agency Agreement is only for governmental agencies not private employers.** IN-TF1 maintains a constant state of readiness. All applicants and members must understand that notification of an "alert" or "activation" means that they must report to the IN-TF1 Headquarters within:

- 1 hours for a local Indianapolis or regional deployment,
- 2 hours for a State of Indiana deployment,
- 3 hours for a FEMA deployment.

Successful applicants/members must have several means in which to receive notification of an "alert" or "activation". Upon "activation", all team members must be available for at least a ten (10) day deployment. Some deployments can last longer than 10-days, but that is not the norm. Team members, during training and exercises will work in simulated disaster situations. When team members are deployed, they will work in an austere environment, where risks are elevated, and dangerous situations may be confronted.

Applicants must understand that upon selection, they will be required to attend division or team training sessions, simulated deployments, and occasional work details to maintain a deployable status. All required training is non-compensated by the City of Indianapolis, Indiana Task Force-1, or the Federal Emergency Management Agency.



**Indiana US&R Task Force – 1**  
2650 Fortune Circle East Drive  
Indianapolis, Indiana 46241  
(317) 327-6761



***All applicants must understand that IN-TF1 is a Division of Homeland Security. Therefore, they are subject to a complete personal investigation and criminal background investigation.***

**When applying, a resume and two professional recommendations and two personal recommendations are required.**

Applicants will need to select a **primary team position** from the TRAINING PROGRAM ADMINISTRATION MANUAL at the time of application.

Link: [https://drive.google.com/file/d/1b-w6EuybLc6AwyBlh3vU5o\\_fuvlN\\_KTf/view?usp=sharing](https://drive.google.com/file/d/1b-w6EuybLc6AwyBlh3vU5o_fuvlN_KTf/view?usp=sharing)

Applicants will be interviewed for the primary team position. If the applicant is not selected, then their application will remain on file for one year and when additional openings occur within the primary team position, divisional managers can re-interview the applicant for the open position.

This application is used ONLY for “Specialist” positions as listed in the “TRAINING PROGRAM ADMINISTRATION MANUAL” document. (Link above) All applications for “Specialist Positions” will be considered. **However, “Rescue Specialist” positions must be a full-time fire fighter with at least three years of experience.** Selections for all Command and Management positions, such as Task Force Leader, Safety Officer and other management positions are made from within the team after years of service. The following positions will be excepting applications: Rescue Specialist, Logistic Specialist, Medical Specialist, Canine Specialist, Technical Information Specialist, Hazmat Specialist and Communication Specialist.

Applicants must understand that team selection is based upon the needs of Indiana Task Force-1, your application, personal and criminal background investigation, knowledge, skills, abilities, training, experience, interviews, character, and the completion of any required Division and/or Team training.



**Indiana US&R Task Force – 1**  
2650 Fortune Circle East Drive  
Indianapolis, Indiana 46241  
(317) 327-6761



## **Urban Search and Rescue Task Force Application Process**

### **Purpose**

To provide directions for applying for and participating on the Federal Emergency Management Agency's National Urban Search and Rescue Task Force based in Indianapolis.

### **Procedure**

Personnel from Indiana Task Force-1 regional agencies, sponsoring or participating agencies, and/or personnel with specific expertise in specialty positions interested in participating on the National Urban Search and Rescue Task Force may do so by completing the following:

#### **Phase One:**

1. Visit the TRAINING PROGRAM ADMINISTRATION MANUAL to review the qualifications for each position.

Link: [https://drive.google.com/file/d/1b-w6EuybLc6AwyBlh3vU5o\\_fuvlN\\_KTf/view?usp=sharing](https://drive.google.com/file/d/1b-w6EuybLc6AwyBlh3vU5o_fuvlN_KTf/view?usp=sharing)

Determine a position for which you feel you are qualified.

**Note: Applicants do not need to meet all of the FEMA US&R position qualifications before submitting an application to Indiana Task Force-1.** However, applicants should have verifiable work experience and/or training that will provide an appropriate scope of knowledge, skills and abilities for the position.

2. **Submit an Application, Resume, and include two (2) Peer and Professional Recommendations** to:

Indiana Task Force-1 Application Manager  
2650 Fortune Circle East Drive  
Indianapolis, Indiana 46241

**Potential applicants must be US citizens, hold a valid driver's license, and have no felony convictions.**

By submitting a Phase One application packet, you give Indiana Task Force-1 Application Manager permission to conduct a background investigation to include a criminal records check.

3. **The Application Manager will send communications by email of a date and time for an applicant interview.**

Make sure you update the Application Manager regarding any change in your email address. Failure to attend this interview or reschedule 24-hours prior, will result in being disqualified from proceeding any further in the application process.



**Indiana US&R Task Force – 1**  
2650 Fortune Circle East Drive  
Indianapolis, Indiana 46241  
(317) 327-6761



### **Phase Two:**

After your interview and after the Application Manager informs you that you have successfully passed the Phase One Application process, the Application Manager shall:

1. Forward a Phase Two Application packet to the applicant.
2. Require the applicant to furnish proof of certifications, trainings and experience. Applicant must forward all documents to confirm applicant's knowledge, skills and abilities.
3. Require the Applicant to complete all forms in the Phase Two application packet.

The Phase Two Application packet contains Federal Forms necessary for deployment. During the Phase Two process, the applicant is required to complete ALL forms, submit documentation of all training and experience, specifically any training listed in the resume, and provide copies of all certifications.

The Application Manager will verify the information provided. Any falsification of the information provided will immediately remove the applicant from the process.

**The applicant has 14 calendar days to return the Phase Two Application packet to the Application Manager at:**

Indiana Task Force-1 Application Manager  
2650 Fortune Circle East Drive  
Indianapolis, Indiana 46241

**After 30 calendar days, the application will become invalid and the application will be removed from consideration.**

### **Phase Three:**

Upon receipt of a completed Phase Two Application, the Application Manager will:

1. Review the application packet for accuracy and completeness of the information.
2. Forwarded the entire Application Packet to the IN-TF1 Operations Working Group for review at the next scheduled meeting.



**Indiana US&R Task Force – 1**  
2650 Fortune Circle East Drive  
Indianapolis, Indiana 46241  
(317) 327-6761



#### **Phase Four:**

**The Indiana Task Force-1 Operations Working Group will review the applications and approve or deny these applications.** The applicant shall be notified of the disposition of their application.

Applicants who are accepted will be notified and categorized at the “Probationary Candidate” level. Applicants who are denied shall be notified with an explanation.

Upon acceptance to the task force, the applicant:

1. Will be required to submit to a health physical provided by the Task Force.
2. Shall provide proof of immunizations required for deployment.
3. Shall be scheduled to receive task force issued personal protective equipment.
4. Shall receive a schedule of required training to be eligible for deployment.



**Indiana US&R Task Force – 1**  
2650 Fortune Circle East Drive  
Indianapolis, Indiana 46241  
(317) 327-6761



**Applicant Information Sheet**

Name	
Date	
Home Address	
City	
State	
Zip	
Home Phone	
Cellular Phone	
Work Phone	
Primary Email Address	
Secondary Email Address	

Have you been convicted of a crime? (Do not include moving/traffic violations. Yes ☐ No ☐  
If yes, please describe the circumstances in detail on a separate sheet.

Are you a citizen of the United States? Yes ☐ No ☐

Reference: Please give four (4) references, two (2) professional and two (2) personal.  
(Not related)

Name	Address	Telephone Number

Current Employer	
Employer's Address	
Date of Hire	
Employer's Phone Number	
Supervisors Name	
If firefighter, Station #	
Shift	
Station Phone #	

Agency Type: Please check the type of agency that is supporting your efforts to join IN-TF1.  
Click to select  
Based upon the FEMA US&R Position Descriptions, list your primary position.

Primary Position: \_\_\_\_\_



**Indiana US&R Task Force – 1**  
2650 Fortune Circle East Drive  
Indianapolis, Indiana 46241  
(317) 327-6761



**A resume is required with this application.**

Please explain why you want to be a member of Indiana Task Force-1. Please provide what positive aspects and/or abilities you would bring to the team. If you need more space, please use a separate sheet of paper and attach it to this form.

Please type or use a separate sheet to answer these questions.



**Indiana US&R Task Force – 1**  
2650 Fortune Circle East Drive  
Indianapolis, Indiana 46241  
(317) 327-6761



### Professional Recommendation

Applicant Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Relationship to Applicant: (Please check one)

☐ Agency Chief/CEO      ☐ Co-worker      ☐ Immediate Supervisor      ☐ Subordinate

1. How long have you known the applicant?

2. How long have you worked with the applicant?

3. Do you believe the applicant to be reliable?    ☐ Yes    ☐ No

Please explain your answer:

4. Do you believe this applicant works well as a team member in your organization?

☐ Yes ☐ No    Please explain your answer:

5. Does the applicant perform well under stress?    ☐ Yes    ☐ No

Please explain your answer:

6. What qualities do you believe this applicant possess that would benefit an Urban Search and Rescue Team like Indiana Task Force-1?

7. Please include any other information regarding this applicant that you would like to share?

8. To properly asses this applicant, we ask that the **Peer Evaluator** listed above, provide two (2) additional professional point of contact.

Name: _____	Name: _____
Telephone Number: _____	Telephone Number: _____

Reference Name: _____	Date: _____
Reference Signature: _____	Date: _____





**Indiana US&R Task Force – 1**  
2650 Fortune Circle East Drive  
Indianapolis, Indiana 46241  
(317) 327-6761



### Professional Recommendation

Applicant Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Relationship to Applicant: (Please check one)

☐ Agency Chief/CEO      ☐ Co-worker      ☐ Immediate Supervisor      ☐ Subordinate

1. How long have you known the applicant?

2. How long have you worked with the applicant?

3. Do you believe the applicant to be reliable?    ☐ Yes    ☐ No

Please explain your answer:

4. Do you believe this applicant works well as a team member in your organization?

☐ Yes ☐ No    Please explain your answer:

5. Does the applicant perform well under stress?    ☐ Yes    ☐ No

Please explain your answer:

6. What qualities do you believe this applicant possess that would benefit an Urban Search and Rescue Team like Indiana Task Force-1?

7. Please include any other information regarding this applicant that you would like to share?

8. To properly assess this applicant, we ask that the **Peer Evaluator** listed above, provide two (2) additional professional point of contact.

Name: _____	Name: _____
Telephone Number: _____	Telephone Number: _____

Reference Name: _____	Date: _____
Reference Signature: _____	Date: _____



**Indiana US&R Task Force – 1**  
2650 Fortune Circle East Drive  
Indianapolis, Indiana 46241  
(317) 327-6761



### Peer Recommendation

Applicant Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Relationship to Applicant: (Please check one)

☐ Agency Chief/CEO      ☐ Co-worker      ☐ Immediate Supervisor      ☐ Subordinate

1. How long have you known the applicant?
  2. How long have you worked with the applicant?
  3. Do you believe the applicant to be reliable?    ☐ Yes    ☐ No
- Please explain your answer:

4. Do you believe this applicant works well as a team member in your organization?  
☐ Yes ☐ No    Please explain your answer:

5. Does the applicant perform well under stress?    ☐ Yes    ☐ No
- Please explain your answer:

6. What qualities do you believe this applicant possess that would benefit an Urban Search and Rescue Team like Indiana Task Force-1?

7. Please include any other information regarding this applicant that you would like to share?

8. To properly asses this applicant, we ask that the **Peer Evaluator** listed above, provide two (2) additional professional point of contact.

Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Reference Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Indiana US&R Task Force – 1**  
2650 Fortune Circle East Drive  
Indianapolis, Indiana 46241  
(317) 327-6761



### Peer Recommendation

Applicant Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Relationship to Applicant: (Please check one)

☐ Agency Chief/CEO      ☐ Co-worker      ☐ Immediate Supervisor      ☐ Subordinate

1. How long have you known the applicant?

2. How long have you worked with the applicant?

3. Do you believe the applicant to be reliable?    ☐ Yes    ☐ No

Please explain your answer:

4. Do you believe this applicant works well as a team member in your organization?

☐ Yes ☐ No    Please explain your answer:

5. Does the applicant perform well under stress?    ☐ Yes    ☐ No

Please explain your answer:

6. What qualities do you believe this applicant possess that would benefit an Urban Search and Rescue Team like Indiana Task Force-1?

7. Please include any other information regarding this applicant that you would like to share?

8. To properly asses this applicant, we ask that the **Peer Evaluator** listed above, provide two (2) additional professional point of contact.

Name: _____	Name: _____
Telephone Number: _____	Telephone Number: _____

Reference Name: _____	Date: _____
Reference Signature: _____	Date: _____