

# Emergency Support Function #7 (Logistics Management and Resource Support) Annex

Thurston County Comprehensive Emergency Management Plan (CEMP)



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## Record of Changes

Change #	Date of Change	Point of Contact	Section(s) added, removed, or edited

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# 1. Introduction

## 1.1 Purpose

This document is a supporting annex of the Thurston County Comprehensive Emergency Management Plan (*base plan*) and serves to establish policies and procedures for the effective countywide coordination of necessary logistics management capabilities in the event of a human, technological or natural caused disaster. Primary and supporting agencies, their general responsibilities, and critical disaster response activities related to logistics are identified herein and serve as a reference for executive officials, Emergency Coordination Center (ECC) staff and incident commanders to coordinate delivery of logistics management resources and capabilities during incident response.

## 1.2 Scope

Emergency Support Function (ESF) #7 Logistics provides centralized management for the role of the Logistics Section within the Thurston County Emergency Coordination Center (ECC) and management of resource support requirements in support of Thurston County government agencies, cities, towns, tribes, cooperating agencies, and incident commanders. ESF #7 scope includes:

- Setting forth a framework for the ECC, city, tribal and departmental EOCs, and incident commands to jointly manage a local supply chain that provides a collaborative response for incidents requiring an integrated countywide response capability.
- Establishing a link between the ECC and resource and service support capabilities of county offices and departments.
- Functioning as a unified ordering point for state and federal resource support capabilities through the Washington State Emergency Operations Center (SEOC).
- Coordinating efforts to source, transport and deliver goods and services to support the response and recovery efforts.
- Managing immediate and/or on-site registration of disaster volunteers under the state's Emergency Working Program.
- Providing sustainment support to the Thurston County ECC staff and facilities.

As part of incident response operations at the Emergency Coordination Center, ESF #7 coordinates information and resources to directly support effective delivery of the following core capability: Logistics and Supply Chain Management. Through intersecting activities with other support functions, ESF #7 provides general support to the following additional core capabilities: Planning, Operational Coordination, Critical Transportation, Situational Assessment, Mass Care Services, and Operational Communications. Core capabilities are derived from the *National Preparedness Goal* and further described in the base plan. Displayed below is a summary of the primary and supported core capabilities identified for ESF #7.

Primary Response Core Capability/Capabilities	
Logistics and Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Supporting Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.
Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
Mass Care Services	Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
Operational Communications	Ensure the capacity for timely communications in support of security, situational awareness, and operations using all means available, among and between affected communities in the impact area and all response forces.

### 1.3 Laws & Policy Guidelines

**RCW 36.40.180 (Emergencies subject to hearing—Nondebtable emergencies)** allows the Board of County Commissioners (BoCC) to adopt a resolution in response to an emergency to make necessary expenditures to meet such emergency without further notice or hearing.

**RCW 38.52.070 (Local organizations and joint local organizations authorized—Establishment, operation—Emergency powers, procedures—Communication plans.) § (2)** allows political subdivisions in which a disaster occurs the power to enter into contracts and incur obligations necessary to combat the disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. The political subdivision is authorized to exercise the powers vested under RCW 38.52 in the light of the exigencies of an extreme emergency without regard to time consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements). This includes, but is not limited to, budget law limitations, requirements of competitive bidding and publication of notices,

provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds.

**RCW 39.04.020 (Plans and specifications – Estimates – Publication – Emergencies)** When an emergency requires the immediate execution of a public work, the publication of its description and estimate may be made within seven days after the commencement of the work.

**RCW 39.04.280 (Competitive bidding requirements – Exemptions)** If an emergency exists, the person or persons designated by the governing body of the municipality to act in the event of an emergency may declare an emergency exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the municipality to address the emergency. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the governing body or its designee and duly entered of record no later than two weeks following the award of the contract.

**WAC 118-04 (Emergency Worker Program)** adopts rules to establish the Emergency Worker Program to provide protection and benefits to volunteers deployed on state-approved incidents and training events. Registered emergency workers are provided liability, medical, and personal property coverage as well as reimbursement for some incidental expenses. There are 18 classes of emergency workers and the scope of duties of each class is detailed in WAC 118-04-100. Local emergency management agencies (as defined under RCW 38.52) are authorized and responsible for registering emergency workers for their jurisdiction. Permanent workers such as search-and-rescue or medical reserve corps volunteers are registered in advance. When emergency situations require immediate or on-scene volunteer recruiting, temporary registration is authorized.

**Thurston County Policy 201 (Procurement)** establishes the authority and responsibility of county offices and departments in the procurement process and ensures compliance with state and federal law.

**Shared Logistics Functions, Thurston County Emergency Management.** Unless rendered inoperable by the impacts of a disaster, the Thurston County ECC will support political subdivisions within the county as a unified ordering point for receiving and transmitting resource requests to the State Emergency Operations Center (SEOC). If the ECC is not staffed, the ECC duty officer will receive and transmit such requests. In the event the ECC and duty-officer are inoperable or otherwise unresponsive, political subdivisions should contact the state directly and/or make a joint-policy decision to establish an alternate unified ordering point.

**Responsibility for Disaster Related Expenses, Thurston County Emergency Management.** Thurston County Emergency Management is not responsible for reimbursement or payment for the costs for goods and services requested and/or procured by an agency. Agencies should be prepared to accept financial responsibility for disaster related expenses. Thurston County does

not maintain reserve funds to reimburse disaster related expenses and must apply and qualify for state and federal grant programs, such as public assistance grants, to reimburse eligible expenses. Thurston County Emergency Management will make reasonable efforts to assist political subdivisions during application for state and federal disaster assistance as outlined in *Chapter 8 – Finance and Administration of the base plan*.

## 1.4 Situation

### 1.4.1 General Overview

Thurston County is vulnerable to many types of disasters as detailed in section 1.6.2 of the *base plan*. Many of these hazards may occur with little or no notice and have wide reaching impacts and cascading effects throughout the region. In these cases, mobilizing resources in anticipation of the event may not be possible. Likewise, deploying resources during and post-incident may be challenging due to widespread damage to transportation infrastructure and communication infrastructure systems.

Most of Thurston County's hospitals, manufacturing companies and retail businesses use just-in-time inventory systems that typically maintain only one to three days of supply. Following a disaster, internal sources of resupply may be inaccessible, because many businesses rely on warehouses and distribution centers located in high-risk areas, such as liquefaction zones. External sources of resupply may also be delayed or unavailable because of damage to airports, seaports, roads, and railways. Debris, fuel shortages and insufficient equipment and materials needed for restoration may further aggravate the situation. If resupply problems occur, shortages of food, water, fuel, pharmaceuticals, medical supplies, and other critical commodities will be experienced throughout the county.

Cascading effects and reoccurring incidents, such as earthquake aftershocks, may exacerbate existing damages and create new damages. Changing conditions may make allocating resources to where they will be most effective difficult.

Large mobilizations of personnel and equipment from out of the area may be required as part of organizing the response to an incident, requiring feeding, sheltering and other life-sustaining support for the duration of the response. Unaffiliated responders, volunteers and unsolicited donations are also likely to find their way into the affected area. In some cases, such individuals and groups may self-deploy to an incident area with little or no notification to incident management officials. This will put additional demands on incident resources and systems for logistics management and resource support.

### 1.4.3 Whole Community

Logistics management within the county makes considerations for the whole community by following provisions set forth in the Civil Rights Act of 1964 and other anti-discrimination laws and policies. Thurston County is committed to providing equal access in its programs, services, and activities for person with disabilities. ADA compliance applies to all county platforms for communicating to and with the public, regions, divisions, services, public use facilities,

pedestrian facilities, and programs. Section 1.7.2 – Whole Community of the base plan further describes considerations for the whole community across all county agencies to include those within ESF #7.

### 1.5 Planning Assumptions

In addition to the planning assumptions listed in the base plan, the ESF #7 plan annex is based on the following additional assumptions:

- Major incidents and disasters will require multiple types of resources in large quantities; the quantities and types of resources required for an incident may not be locally available.
- Locally and regionally available resources may not be able to meet all resource requests during large incidents and/or multiple, simultaneous incidents. In such cases, allocation of scarce and unique resources will need to be prioritized.
- Local resources and supplies identified during pre-disaster planning may not be available due to the impacts of an incident. Personnel and equipment that would normally respond may be among those affected and unable to operate.
- An incident may cause significant and lengthy disruptions to critical infrastructure, including transportation, fuel, and communications, which may prevent or delay resources from getting to where they are needed.
- Local jurisdictions are prepared to accept financial responsibility when requesting resources.
- The private sector has effective supply chain continuity capabilities and may be able to deliver critical goods and resources to the public under marginalized conditions. A coordinated public sector and private sector resource allocation and distribution system may be necessary to maximize efficiency.
- Thurston County department heads and elected offices will utilize their personnel, equipment, and facilities to the maximum extent possible during emergencies or major disasters.

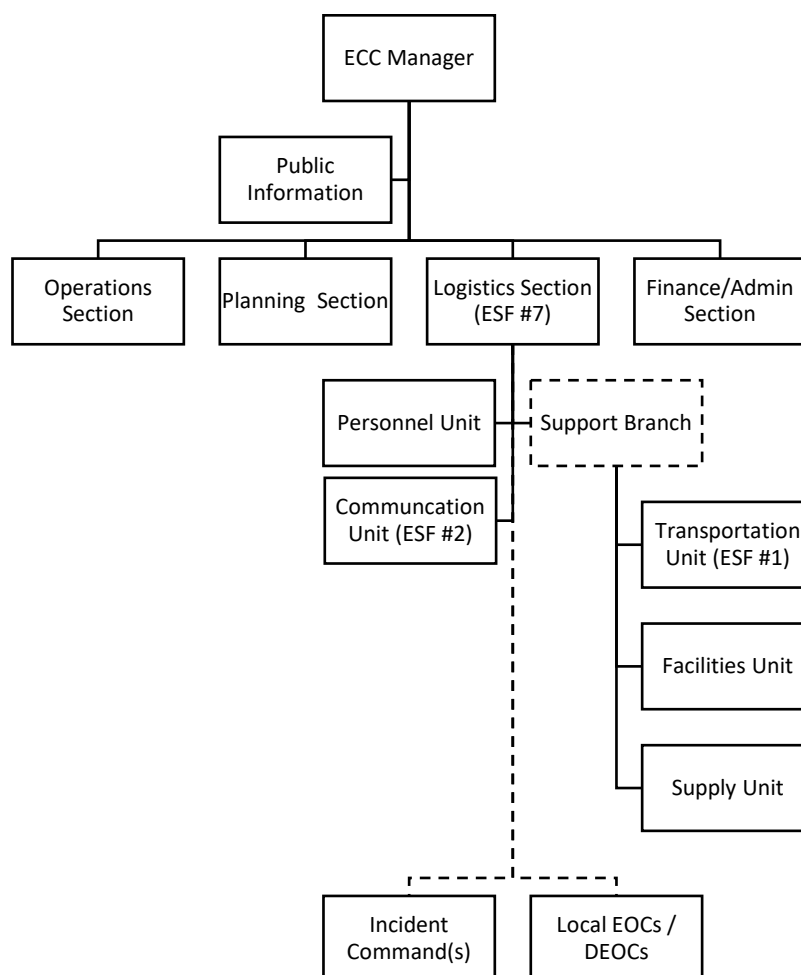


## 2. Organization

### 2.1 ESF #7 Organizational Structure

Based on the complexity and needs of an incident, on-scene organizations may assign a logistics section under an ICS organization structure to acquire resources necessary to support tactical operations, provide billeting and food for responders, and ensure incident communications are well planned and supported. The logistics section works with the rest of the on-scene organization to ensure resources are ordered, utilized, and tracked effectively.

During disaster operations requiring activation of the Emergency Coordination Center, the ECC Manager appoints an ECC Logistics Section Chief (LSC) to organize, staff, and coordinate ESF #7 activities from the ECC. Staffing within the ECC Logistics Section is modular with additional staffing provided by ESF #1 (Transportation) and ESF #2 (Communications) based on incident impacts and needs. When activated, the ECC Logistics Section may interface with logistics personnel from on-scene organizations and other EOCs to coordinate countywide logistics management and resource support efforts.



## 2.2 ESF #7 Agencies & Organizations

Local agencies that coordinate ESF #7 support are identified under one of two categories: primary or supporting. Definitions of each can be found under section 2.3.2 of the base plan.

Primary Agency		
Thurston County Emergency Management (TCEM)		
Supporting Agencies		
Thurston County Auditor's Office – Financial Services Division (TCFS)	Thurston County Central Services (TCCS)	Thurston County Community Planning and Economic Development (CPED)
Thurston County Human Resources (TCHR)	Thurston County Public Health and Social Services (PHSS)	Thurston County Public Works (TCPW)
Thurston County Sheriff's Office (TCSO)	Thurston County Disaster Assistance Council (DAC)	

## 3. Concept of Operations

### 3.1 General

Thurston County may proclaim a state of emergency and activate the ECC Logistics Section when an incident is expected to exceed local resource and budget capabilities or when resource demands exceed local logistics management capabilities.

When incidents exceed or are expected to exceed local emergency support capabilities, there is a tiered process for requesting and receiving resource support: Tier I (Local Mutual Aid); Tier II (Emergency Procurement); and Tier III (State Assistance).

#### 3.1.1 Tier I (Local Mutual Aid)

During initial response, on-scene incident organizations within the county primarily order resources to support tactical objectives utilizing normal dispatch procedures and mutual aid agreements established by their agencies. As incident complexity and logistic and resource support needs grow, normal dispatch procedures may become overwhelmed and/or cannot meet the resource needs of on-scene incident management. In such cases, on-scene incident management or their dispatching agency may submit requests for resource to the ECC, or their respective jurisdictions EOC or DEOC if established.

Requests submitted to the ECC may originate from a variety of sources to include on-scene incident management, Thurston County 9-1-1 Communications (TCOMM911), departmental operation centers, and/or other jurisdictions' EOCs. Resource requests may also be initiated by ECC staff to support ongoing ECC operations and/or support ECC action plans, such as establishment of staging areas, points of distribution, emergency shelters, disaster assistance centers, donations warehouses, volunteer reception centers, and other field logistic sites.

When requesting resources, agencies should provide enough detail to ensure clear understanding of what is needed. Requesting agencies should include the following information in the request:

- Detailed item description including quantity, type, and kind, if known, or a description of required capability and intended use.
  - If suitable substitute resources or preferred sources exist, these should be indicated.
  - If the resource is not a common or standard incident resource, then the requestor should provide detailed specifications.
- Required arrival date and time.
- Required delivery or reporting location.
- Position title and contact information of the individual to whom the resource should report to.
- Any incident-specific health or safety concerns arriving personnel should be aware of.

Attachment 1 (WA Resource Request Form ICS 213 RR) provides a standardized form to assist agencies in ensuring the necessary details are provided when submitting resource requests to the ECC.

Requests are received and tracked by the Operations Section and/or ECC Manager who is responsible for prioritizing requests and utilizing Emergency Support Functions (ESFs) to coordinate local-to-local mutual aid to mobilize requested resources. In events where there is a high volume of resource requests to the ECC, the ECC Manager may designate the Logistics Section as a single resource ordering point for receiving and tracking all resource requests.

### 3.1.2 Tier II (Emergency Ordering and Procurement)

When a resource or service support request cannot be fulfilled by the ECC Operations Section, the request is assigned to the ECC Logistics Section. Once received, the ECC Logistics Section determines the best option to fill the request, including through purchase, lease, rent, interlocal agreement, donated goods, and/or volunteer services.

During the resource sourcing process, the ECC Logistics Section coordinates purchases orders and contracts with the ECC Finance and Administrative Section to ensure all procurements are properly documented according to county policies, FEMA guidelines, and local, state, and federal laws.

If using commercial or volunteer sources to fulfill the request is not practical or effective, the ECC Logistics Section negotiates for intrastate mutual aid using the Washington Intrastate Mutual Aid System (WAMAS) and/or Washington State Homeland Security Region 3 (HSR3) Omnibus Agreement. Attachment 2 (HSR3 Omnibus Agreement) outlines the procedures for mutual aid within HSR3. Attachment 3 (WAMAS Operations and Deployment Guide) outlines the procedures and forms members must adhere to under WAMAS.

The ECC Manager is the approval authority for all financial costs associated with emergency procurement and intrastate mutual aid provided through the ECC, subject to the direction and control of the Director of Emergency Management.

### 3.1.3 Tier III (State Assistance)

When the ECC Logistics Section is unable to fulfill a request through mutual aid or emergency procurement, it may submit the request to the State Emergency Operations Center (SEOC) utilizing the SEOC's resource request process (Attachment 1) and resource request system via WebEOC. Alternatively, the ECC Logistics Section may email a completed WA Resource Request Form ICS 213 RR to the SEOC.

Once submitted, the ECC Logistics Section monitors the status of the resource requests, coordinating with SEOC staff as necessary to fulfill the request. Once received, the SEOC coordinates state and/or federal aid to fulfill resource requests as outlined in the ESF #7 Logistics Annex to the Washington State Comprehensive Emergency Management Plan (CEMP) and SEOC Standard Operating Procedures.

### 3.2 Activation of ESF #7

During or in anticipation of an emergency, disaster or planned event, the Thurston County ECC Manager may activate ESF #7 to support logistics management and resource support. ESF #7 is activated by appointing an ECC Logistics Section Chief (LSC) and staffing the Support Branch and additional units within the ECC Logistics Section based on the level of logistics management and resource support needs as determined by the ECC Manager and ECC LSC.

### 3.3 Critical ESF #7 Response Tasks

To achieve effective disaster response, ESF #7 coordinates information and resources among primary and supporting agencies to support critical response tasks. The critical tasks identified below align with ESF #7's primary core capabilities and serve as a foundation to develop intermittent objectives during disaster response to re-establish or stabilize community lifelines.

Logistics and Supply Chain Management		
#	Critical Task Description	Responsible Agencies
1	Mobilize governmental, nongovernmental, and private sector resources to sustain lives, meet basic human needs, and support incident management objectives.	TCEM; On-scene incident organization(s)
2	Coordinate procurement, storage and delivery of governmental and private sector resources and services to incident area(s) to support on-scene incident response and meet the needs of disaster survivors.	TCEM; TCPW (ESF #1); On-scene incident organization(s)
3	Respond to and track resource and service support requests from receipt to fulfillment.	TCEM
4	Coordinate establishment of staging areas, donations warehouses, volunteer reception centers, and other field logistics sites to receive, stage and manage resources.	TCEM; On-scene incident organization(s)
5	Coordinate with TCSO, TCPHSS, and DAC to register just-in-time emergency workers as needed.	TCEM
Operational Coordination		
6	Provide trained personnel to the ECC Logistics Section to support countywide logistics management and resource support.	TCEM
7	Participate in state and regional coordination groups to discuss resource requests and projected requirements, movement coordination, and emergency supply chain operations.	TCEM
Critical Transportation		
8	Identify and maintain priority transportation routes and corridors for the delivery of resources and services to incident staging areas, community points of distribution and other logistics sites.	TCEM; TCPW (ESF #1) On-scene incident organization(s)

Planning		
9	Establish resource support priorities across multiple incidents organizations based on strategic direction provided by county executives and other senior officials.	TCEM; DPAG
10	Document all resource orders, requests, purchases, contracts, and other financial records related to the incident to include cost information to support cost recovery and cost reimbursement.	TCEM; On-scene incident organization(s)
Situational Assessment		
11	Coordinate and track resource assignments, demobilization, and reassignment to maintain situational awareness.	TCEM; On-scene incident organization(s)
12	Provide continuous assessment of current and projected resource needs, whether required resources can get to where they are needed, and if existing infrastructure can support needed resources.	TCEM; On-scene incident organization(s)
Mass Care Services		
13	Coordinate establishment of community points of distribution to provide life-sustaining commodities, such as water, food, tarps, and other bulk resources, to the public	TCEM; DAC (ESF #6); COAD(s)/VOAD(s);
14	Coordinate solicitation and handling of donated goods and services needed to support needs of disaster impacted communities.	TCEM; DAC (ESF #6); COAD(s); VOAD(s)
Operational Communication		
15	Maintain lines of communication with the State Emergency Operations Center, neighboring jurisdiction EOCs, and on-scene incident organizations to facilitate local, state, and federal resource support requests.	TCEM; TCARES/RACES (ESF #2)

### 3.5 Supporting Activities

#### 3.5.1 Prevention & Protection

Specific ESF #7 activities performed by TCEM that support prevention and protection include, but are not limited to:

- Developing procedures for identification and credentialing of volunteers and emergency workers with access to disaster affected areas, the ECC, and other sensitive sites.
- Coordinating background checks with TCSO and other local law enforcement as needed for emergency worker registration.
- Validating legitimacy and debarment status of vendors and contractors through SAM.gov and other local, state, and federal vendor registration systems.

- Coordinating TCSO, other local law enforcement, and on-scene incident organizations to determine minimum security requirements and priorities for escort of emergency resources and services.

### 3.5.2 Mitigation

Mitigation activities in support of ESF #7 include those that harden public infrastructure against hazards to mitigate local supply chain impacts (e.g. roads, bridges, ports, telecommunications). Refer to the current version of the *Hazards Mitigation Plan for the Thurston Region* for specific mitigation initiatives.

### 3.5.3 Recovery

As incident management transitions from response to recovery, TCEM may continue coordination of ESF #7 activities through the ECC Logistics Section before fully transitioning recovery activities to a disaster recovery task force. Specific ESF #7 activities performed by TCEM that support transition to recovery include, but are not limited to:

- Continue sourcing and filling resource requests to support recovery efforts.
- Continue operating field logistics sites to support recovery efforts.
- Continue to capture costs and providing financial information to financial staff.

Refer to the current version of the *Thurston Region Disaster Recovery Framework* for specific recovery actions.

### 3.5.4 Preparedness Activities

TCEM coordinates preparedness activities with local and state partners to sustain and enhance the capabilities of ESF #7 as part of the county's integrated preparedness planning process (see section xxx of the base plan). Preparedness activities include, but are not limited to:

- Reviewing Thurston County's hazard analysis and determining the types and quantities of resources that will be needed for response and recovery. Identify potential shortfalls and capability gaps.
- Typing and credentialing resources in accordance with NIMS guidance.
- Developing pre-scripted resource requests and coordinate them with local, state, private-nonprofit and private sector partners.
- Developing mission ready packages for critical response and recovery capabilities.
- Pre-planning field logistics sites including executing facility agreements and pre-designating equipment and staffing.
- Working with private sector partners to understand their business continuity plans and supply chain interdependencies.
- Understanding the capability and capacity of various modes of transportation to support the movement of resources.
- Establish core competencies for ECC Logistics Section staff and provide training to meet them.

## 4. Responsibilities

### 4.1 Thurston County Emergency Management (Primary Agency)

TCEM is the lead agency for coordinating the county's logistics management and resource support during emergencies and disasters. This includes responsibility for activation, staffing and operation of the ECC Logistics and Finance and Administration Sections. Responsibilities include, but are not limited to:

- Developing and maintaining an activation process for ESF #7 staff.
- Maintaining primary and alternate ECCs with communications systems and information sharing technology capable of linking to Incident Command Posts, field logistics sites, departmental operations centers, other jurisdiction EOCs, and the SEOC.
- Establishing core competencies for ESF #7 staff, and training ESF #7 staff on processes and procedures required to perform their jobs.
- Ensuring support agencies understand their ESF #7 roles and responsibilities.
- Ensuring field personnel, departmental operations centers, and other jurisdiction EOCs understand processes and procedures for requesting resources from the county ECC.
- Administrating and registering permanent and temporary emergency workers.

### 4.2 Thurston County Auditor's Office – Financial Services Division (Supporting Agency)

Financial Services has overall responsibility for implementation of financial management for Thurston County government. When an incident, or the threat of an incident, requires disaster related expenditures, the Financial Services supports the ESF #7 staff, and county office and department financial managers through coordination with the ECC Finance and Administration Section. Responsibilities include but are not limited to:

- Creating and issuing project codes at the request of ECC staff for tracking disaster related costs.
- Assigning credit cards and managing credit card limits to support emergency purchasing.
- Coordinating vendor payments with the ECC Finance and Administrative Section.
- Coordinating salary payments and reimbursements to county personnel with the ECC Finance and Administrative Section.

### 4.3 Thurston County Central Services (Supporting Agency)

Central Services has overall responsibility for inventory and maintenance of Thurston County's equipment, vehicles, communications and information technology services, and facilities, providing support to all county offices and departments, to include equipment and facilities within the ECC. Responsibilities include, but are not limited to:

- Coordinating with the ECC Logistics Section to provide timely equipment and facility support as necessary for ECC operations.
- Providing communications and information technology services and solutions to the ECC Logistics Section as required for ECC and field logistics site operations.



- Overseeing Thurston County's equipment, vehicle, and facility inventories.
- Providing expertise to ESF #7 staff on soliciting bids, contracting and construction project management.
- Coordinating damage assessments and post disaster safety inspections of county owned and leased buildings and facilities and reporting those assessments to the ECC.
- Providing fueling and fuel storage for county vehicles.
- Coordinating with vendors to meet communications and information technology needs before, during and after emergencies and disasters.

#### 4.4 Thurston County Community Planning and Economic Development (Supporting Agency)

CPED is responsible for providing support to the ECC Logistics Section as necessary.

Responsibilities include, but are not limited to:

- Coordinating the use of the Thurston County Fairgrounds and other CPED managed facilities to serve as logistics sights when required for emergency support operations.
- Coordinating assessments for incident support facilities and field logistics sites.

#### 4.5 Thurston County Human Resources (Supporting Agency)

Human Resources is responsible for assisting the ECC Logistics and ECC Finance and Administrative Sections on all matters relating to county personnel. Responsibilities include, but are not limited to:

- Developing procedures to transition employees performing non-essential services to positions performing essential services during proclaimed emergencies and disasters.
- Overseeing the county's volunteer service policy and agreement.

#### 4.6 Thurston County Public Health and Social Services (Supporting Agency)

TCPHSS is the lead agency for ESF #8 (Public Health and Medical Services) with responsibility for supporting ESF #7 with logistics management and resource support to meet health and medical needs during disasters. TCPHSS responsibilities within the scope of ESF #7 include, but are not limited to:

- Recruiting, organizing, training, and deploying Medical Reserve Corps (MRC) volunteers, ensuring MRC volunteers understand their roles and responsibilities.
- Activating mutual aid agreements and vendor contracts to meet health and medical resource needs.
- Providing expertise on health and medical resource capabilities to ECC staff.

#### 4.7 Thurston County Public Works (Supporting Agency)

TCPW is the lead agency for ESF #1 (Transportation) with responsibility for supporting ESF #7 by coordinating critical transportation capabilities to meet logistical support needs during incidents. TCPW responsibilities within the scope of ESF #7 include, but are not limited to:

- Coordinating transportation of materials, and equipment.
- Providing expertise to the ECC Logistics Section on public works vendor contracts, purchase orders, and other procurement activities for public works.
- Activating mutual aid agreements and vendor contracts to meet public works resource needs.

#### 4.8 Thurston County Sheriff's Office (Supporting Agency)

TSCO is the lead agency for ESF #13 (Public Safety, Security, and Law Enforcement) and ESF #9 (Search and Rescue) with responsibility for supporting ESF #7 by coordinating security capabilities and search and rescue volunteers to meet logistical support needs during incidents.

TCPW responsibilities within the scope of ESF #7 include, but are not limited to:

- Coordinating with ECC staff, Washington State Department of Transportation and Washington State Patrol to implement the state commercial vehicle pass and business reentry programs.
- Coordinating security for critical materials and personnel in transit
- Providing emergency traffic control and perimeter security at field logistics sites.
- Providing security at EOCs/ECCs and field logistics sites and facilities, as required.

#### 4.9 Thurston County Disaster Assistance Council (Supporting Agency)

The Thurston County DAC is a coalition of humanitarian service organizations, community-based organizations, and private and governmental agencies organized under a cooperative agreement to provide disaster assistance in the most economical and effective manner. DAC responsibilities within the scope of ESF #7 include, but are not limited to:

- Serving as Thurston County's COAD (Community Organizations Active in Disaster).
- Establishing plans and procedures for organizing and deploying community-based, faith-based, and non-governmental resources and services.
- Coordinating with state and national level Voluntary Organizations Active in Disaster (VOAD) and faith-based organizations to acquire additional funding, manpower and resources.
- Supporting resource needs for management and staffing of community points of distribution.
- Coordinating with ECC Logistics Section to manage, solicit, and distribute donations, to include cash donations and donations of goods and services.
- Coordinating with ECC Logistics Section to receive and warehouse commodities and supplies during emergencies and disasters.

## 5. Resource Requirements

### 5.1 Local Resources

TCEM generally provides qualified section chiefs to operate the ECC Logistics Section and ECC Finance and Administrative Section. When incidents require the ECC expand section staffing,

TCEM coordinates with other county offices and departments as needed for additional staff support. At a minimum, staff supporting the ECC Logistics and ECC Finance and Administrative Sections should be familiar with the county's personnel and financial policies and procedures and FEMA guidelines on emergency purchasing and procurement using federal funds.

When logistics operations require the establishment of field logistics site, such as community points of distribution, donations warehouses, and volunteer reception centers, TCEM relies heavily on local resources provided by nonprofit organizations and volunteer groups to coordinate resource support for operations of such sites. Organizations include, but are not limited to, the Disaster Assistance Council (DAC) and Thurston County Disaster Assistance Response Team (TC DART).

Local resources providing critical transportation of goods and services are generally coordinated through TCPW as a function of ESF #1 (Transportation), refer to the ESF #1 Annex for information on local transportation resources.

## 5.2 Resource/Capability Gaps

Based on estimated hazard impacts and the current ESF #7 capabilities of local agencies, local planners have identified the following additional resources that may be needed during an incident to fully support ESF #7 critical response tasks.

Resource / Capability Description	Critical Task(s) Supported	Justification
Logistics Staging Units (Type 2 or 3)	2, 4	Thurston County currently utilizes ECC facilities and personnel to receive, warehouse and distribute emergency supplies and equipment in support of incident responders. A larger incident would quickly overwhelm the ECC's capability to manage supplies and require establishment of logistic staging area(s) and distribution teams.
Distribution Support Teams (Single Type)		The county does not have dedicated facilities or personnel to establish a separate logistics staging area and/or distribution teams. Fulfilling resource needs for this task would require assistance from external sources (i.e. VOADs, neighboring jurisdictions, state assistance).
Warehouse and Donated Goods Warehouse Management Team (Type 2 or 3)	4, 13, 14	Thurston County lacks dedicated facilities and personnel to receive, warehouse, and distribute donated goods and supplies during disasters. Facilities to warehouse goods must be secured just-in-time through mutual aid or contract.
Distribution of Emergency Supplies Task (DES) Task Force		The county currently relies on search and rescue units and disaster volunteers to provide personnel for warehouse and distribution operations. Resources from these groups to provide this function may become scarce or limited during an incident that requires search and rescue operations.

### 5.3 Mutual Aid

When local resources cannot fulfill requirements for EFS #7 operations, TCEM may negotiate local and regional mutual aid with neighboring city, tribal and/or county jurisdictions through the Washington State Homelands Security Region 3 (HSR3) omnibus agreement to meet logistics and resource support needs. See Attachment 2 (HSR3 Omnibus Agreement).

In absence of pre-established agreements, the Washington State Mutual Aid System (WAMAS) serves as a tool to enter into just-in-time mutual aid agreements when other agreements do not exist. See Attachment 3 (WAMAS Operations and Deployment Guide).

### 5.4 State & Federal Aid

State and federal aid for logistics management and resource support is coordinated through the State Emergency Operations Center. In most cases, the ECC Logistics Section coordinates directly with the SEOC for state and/or federal assistance. Such assistance is requested and provided in accordance with the *ESF #7 (Logistics) Annex to the Washington State Comprehensive Emergency Management Plan* and *ESF #7 (Logistics) Annex to the National Response Framework*.

## 6. Supporting Plans & Procedures

### 6.1 State & Regional

#### 6.1.1 State of Washington Intrastate Mutual Aid System (WAMAS) Operations and Deployment Guide

The Washington Intrastate Mutual Aid System (WAMAS), established in RCW 38.56, provides for mutual assistance among member jurisdictions, to include every county, city, and town of the State (does not include special purpose districts or state agencies). Federally recognized Indian Tribes located within the boundaries of the State, may become a member upon receipt, by the Washington State Military Department, of a tribal government resolution declaring its intention to be a member of WAMAS. WAMAS members are encouraged to enter, or take part in, other mutual aid agreements as authorized by law as they may work faster with pre-established relationships being present. WAMAS does not replace current mutual aid agreements; WAMAS is a mutual aid tool to use when other agreements do not exist. When members use WAMAS they must adhere to the procedures and forms within the Operations and Deployment Guide. A copy of the guide is provided in this annex as Attachment 3 (WAMAS Operations and Deployment Guide).

#### 6.1.2 Washington State Homeland Security Region 3 (HSR3) Mutual Aid Agreement, Omnibus Agreement

The HSR3 Omnibus is a regional mutual aid agreement made and entered into by counties, cities, tribes, political subdivisions, special purpose districts, and state institutions of higher education located in the Washington State Homeland Security Region 3 counties of Grays Harbor, Lewis, Mason, Pacific, and Thurston to enable them to aid each other as requested. The

HSR3 Omnibus allows for the request and execution of mutual aid with other signatory agencies within the region for those who choose to sign and enter into the agreement. A copy of the agreement, which includes the procedures to follow when requesting mutual aid, is provided in this annex as Attachment 2 (HSR3 Omnibus Agreement).

## 6.2 Local

During the current iteration of the county's CEMP update cycle, the following gaps in local plans and procedures within the scope of ESF #7 have been identified:

- Community Points of Distribution Plan
- Donations Management Plan
- Movement Coordination Plan
- Staging Area Plan
- Volunteer Coordination Plan

Throughout the current 5-year planning cycle (2025 – 2030), TCEM will coordinate with state and local planning partners to develop the above plans and procedures as appendices to the ESF #7 annex.

## 6.3 References

Community Points of Distribution Planning, A Guide for Washington Communities, July 2014

DHS, FEMA's Logistics Management Process for Responding to Catastrophic Disasters, July 2010

DHS, National Preparedness Goal, September 2015

DHS, National Preparedness System, November 2011

FEMA IS-26, Guide to Points of Distribution, December 2008

National Incident Management System, October 2017

National Incident Management System Guideline for Mutual Aid, November 2017

National Incident Management System Guideline for Credentialing of Personnel, August 2011

National Response Framework, June 2016

Pacific Northwest Economic Region, Blue Cascades V, Infrastructure Interdependencies  
Tabletop Exercise, Focus – Post-Disaster Regional Supply Chain Resilience, Final Report,  
December 2008

Presidential Policy Directive 8: National Preparedness, March, 2011

Puget Sound Region Resource Management and Logistics Toolkit, July 2012

Puget Sound Region Volunteer and Donations Management Toolkit

Washington State Comprehensive Emergency Management Plan, June 2016

Washington State Emergency Operations Plan, April 2009

Washington State Fire Services Resource Mobilization Plan, May 2018

Washington State Intrastate Mutual Aid System, Operations & Deployment Guide, May 2016

## 7. Terms & Definitions

**COAD** – Community Organizations Active in Disaster

**Common Operating Picture** - A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence. A common operating picture is established and maintained by gathering, collating, synthesizing, and disseminating incident information to all appropriate parties involved in an incident. Achieving a common operating picture allows on-scene and off-scene personnel to have the same information about the incident, including the availability and location of resources, personnel, and the status of requests for assistance. A common operating picture enables Incident Command and supporting agencies and organizations to make effective, consistent, and timely decisions.

**Community Points of Distribution** - Temporary locations established post-event by a local jurisdiction or tribal nation for distributing life-sustaining commodities to the public. Traditional Community Points of Distribution (CPODs) are continuous drive-through sites where CPOD staff load commodities into the trunks of vehicles. CPOD sites may also be used as pick up points for direct delivery and mobile delivery.

**Demobilization** - The orderly, safe, and efficient return of incident resources to their original location and status.

**Interlocal Agreement** - A written agreement that is based on the concept that the receiving party pays for the assistance provided. Interlocal Agreements are written in precise, contractual language. They identify the specific service, activity, or undertaking that is authorized, conditions under which it is to be provided, and terms of reimbursement. Interlocal Agreements are discussed in Chapter 39.34 of the Revised Code of Washington.

**Logistics Management** - The process of planning, preparing, implementing, and evaluating all logistics functions that support an operation or activity. Logistics management includes carrying out the movement, storage, staging, distribution, and demobilization of resources, commodities and services.

**Mutual Aid Agreement** - A written understanding between organizations to provide reciprocal aid and assistance. Such arrangements are authorized in Chapter 38.52.091 of the Revised Code of Washington. Mutual Aid Agreements must be consistent with the State Comprehensive Emergency Management Plan and program. In an emergency, each signatory is responsible for providing assistance as they are able and in accordance with the signed agreement.

**Resource Support** - Coordination and oversight of the application of tools, processes and systems that provide incident managers with timely and appropriate resources during an incident. Resources include personnel, teams, facilities, equipment and supplies. Resource management is the responsibility of Emergency Operations Centers, multi-agency coordination entities, and specific elements of the Incident Command System structure.

**Resource Typing** - Resource categorization based on measurable standards that identify capability and performance. Resource typing enables emergency response personnel to identify, locate, request, order, and track resources quickly and effectively. Resource typing is imperative for facilitating the exchange of resource through mutual aid.

**RSS** – Receiving Storage and Staging

**SNS** – Strategic National Stockpile

**Staging Area** - Location established to temporarily house or park resources waiting for operational assignment or distribution. Staging Areas are a key component of the emergency supply chain.

**VOAD** – Voluntary Organizations Active in Disaster

**WebEOC** - A web-enabled crisis information management system that provides real time information sharing.

## 8. Attachments

Attachment 1 – Statewide Resource Request Process, as of January 2025

Attachment 2 – WA Resource Request Form ICS 213 RR, as of January 2025

Attachment 3 – HSR3 Omnibus Agreement, 2024

Attachment 4 – WAMAS Operations and Deployment Guide, October 2022

Appendix 1 - Community Points of Distribution Plan (under development)

Appendix 2 - Donations Management Plan (under development)

Appendix 3 - Movement Coordination Plan (under development)

Appendix 4 - Staging Area Plan (under development)

Appendix 5 - Volunteer Coordination Plan (under development)





# Resource Request Process

Requesting and Tracking resources in the  
State of Washington



# Benefits of a Standardized Statewide Process

1. Ensures consistency with a common process.
2. Expedites Resource Request.
3. Improves productivity.
4. Reduces process errors.
5. Increases training effectiveness.
6. Assists in staffing EOC/ECC.
7. Scalable for large or small incidents or events.



## Local Jurisdictions

- Are not required to use only one system.
- Are prepared to accept financial responsibility when requesting resources.

## The Statewide Process does not:

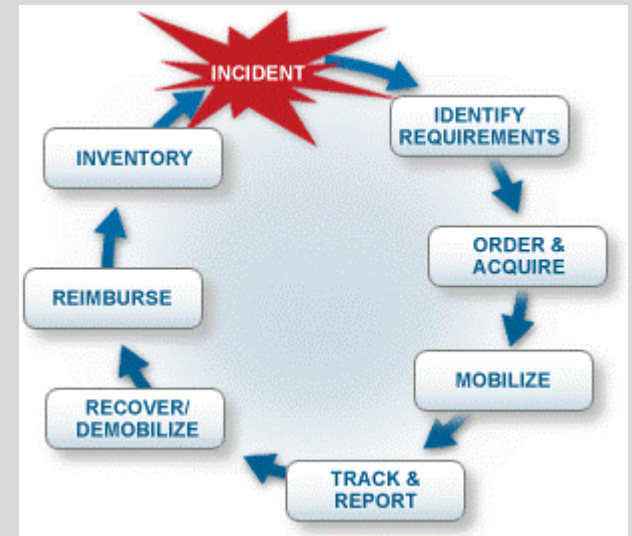
- Address internal staff augmentation procedures.
- Address internal financial processes and procedures



# Resource Management Principles

Resource management includes processes for:

- Categorizing resources.
- Ordering resources.
- Dispatching resources.
- Tracking resources.
- Recovering resources.
- Reimbursing other organizations.



*Remember to address capability / desired end result over specific equipment, supplies, or personnel*



## Preferred Resource Request Process

Request Transmitted from County or Tribe to State via:

1. WebEOC
2. ICS 213 RR (State Request Form)
3. Phone
4. Radio RFA Transmittal (RACES)

- County, Tribe & Local Jurisdiction Assets / Agencies
- Contracts / Purchasing
- WAMAS (Intrastate Mutual Aid)
- Other Mutual Aid agreements
- NGOs, Volunteer Organizations, & Private Sector

**LOCAL  
JURISDICTIONS,  
TRIBES, & COUNTY**



**State**

- State Contracts / Purchasing
- State Assets / Agencies
- State Fire Mob
- PNEMA (International Mutual Aid)
- EMAC (Interstate Mutual Aid)
- RRF (Federal Request)

- Federal Assets / Agencies

**Federal**



Request Transmitted from State to Federal via:

1. RRF Form (Federal Request Form)
2. Telephone



# Requests for Assistance (RFA) to the SEOC

The four options are:

1. WebEOC - Request for Assistance (preferred option).
2. Email completed ICS 213 RR to [rfa@mil.wa.gov](mailto:rfa@mil.wa.gov)
3. Telephone - Call in to SEOC:  
800-854-5406  
253-912-4900
4. Radio - RFA via RACES Operator.



## EMERGENCY MANAGEMENT DIVISION

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### WebEOC (Option-1)

- Expedites resource requests.
- Can be initiated by a city, county, or tribe.
- Assignments to meet the request can be split among several Emergency Support Functions (ESFs) or agencies.
- Drop-down Priorities are in alignment with ICS:
  - Life Saving
  - Incident Stabilization
  - Property Preservation

Incident: 15-T-Nov SEOC Foundations Training State Agencies

### Resource Tracker

Filter By Assigned To:      Filter By Status:  Filter By Currently worked by:  Filter By Priority:

Total Requests: 191 Total Unassigned Requests: 0 Total Requests Assigned: 2 Total Requests Accepted: 0 Total Requests In Transit: 0 Total Requests On Scene: 3 Total Requests Completed: 150

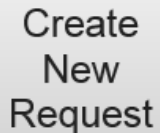
Original Date	Most Recent Updated Date/Time	County	Originating Agency	Jurisdiction Tracking #	State Tracking #	EMAC # Federal MA #	Subject	Priority	Worked By	Overall Status	Assignment Information			Edit	Update
											Status	Assigned To	Assign		
08/24/2015 12:23:51	11/05/2015 09:56:20	Ferry	Ferry County EOC	FC - 007	WA-201582412941		Air Purifiers	Life Sustaining	State	Completed	On Scene On Scene	ESF 8-Health and Medical Services ESF 7-Resource Management	<input type="button" value="Assign"/>	<input type="button" value="Edit"/>	<input type="button" value="Update"/>
09/07/2015 17:07:52	11/05/2015 09:55:20	Thurston	WA State DNR	WA-NES-001203	WA-20159717679		Hand Crews Chelan Complex Alta Lake		State	Completed	Completed	ESF 20-Defense Support to Civil Authorities	<input type="button" value="Assign"/>	<input type="button" value="Edit"/>	<input type="button" value="Update"/>





# WebEOC continued...

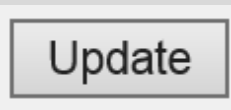
- Select WA-EOC RFA and Resource Tracker (Board 04) to access the Resource Tracker.
- Resource Tracker allows the user to:
  - Create new request.
  - Assign the resource request to the appropriate ESF or agency.
  - Update actions taken to meet the request from initial input through demobilization or completion.
- Click "Create New Request" to begin.

A rectangular button with a light gray background and a thin black border. The text "Create New Request" is centered on the button in a black, sans-serif font. The button is circled with a red line.

Create  
New  
Request

A rectangular button with a light gray background and a thin black border. The text "Assign" is centered on the button in a black, sans-serif font.

Assign

A rectangular button with a light gray background and a thin black border. The text "Update" is centered on the button in a black, sans-serif font.

Update





## WebEOC continued...

- All boxes in blue are required fields – the form cannot be saved until all blue field have data.
- Complete with as much detail as possible.
- Request “capability” rather than a specific item or person.

Request For Assistance or Resources

Save Cancel Print PDF

Blue boxes are required fields

Date: 08/04/2017 Time: 10:37:25

Creator: Woodward, Mark (EMD)

Requesting Agency: [Blue box]

County: [Blue box] City / Tribe: [Blue box]

Requester Tracking Number: [Blue box]

ECC / ECC Tracking Number: [Blue box]

State Tracking Number: WA-20178410155

FEMA MA/EMAC Number: [Blue box] (Entered by Logistics Only)

Requestor Name: [Blue box] Phone: [Blue box] (000-000-0000)

Fax: [Blue box] (000-000-0000) Email: [Blue box] (email@000.000)

Priority: [Blue box] Set by Logistics or Operations Only

Overall Status: Unassigned

Resource Requested: [Blue box] Enter a one or two word description (ie: Generator or Debris Removal)

Detailed Description: [Blue box]

Detailed Description of Capability Needed (What do you want to accomplish?)

[Resource Typing Library Tool](#)

Request Specific Resources

Description/Kind: [Blue box] Size/Type: [Blue box] Quantity: [Blue box] Add Line

Delivery Location Name: [Blue box]

On-site Point of Contact (POC): [Blue box] POC Phone Number: [Blue box]

POC Email: [Blue box]

Required delivery (Date and Time): [Blue box] format example: 08/05/2015 / 1500 (Enter date and time needed, ASAP is not an answer.)

Duration Needed: [Blue box]

Delivery Needed: ☐ Yes ☐ No

Address: [Blue box] (Street, City, Zip)

Description using landmark or LAT/LON: [Blue box]

☐ Yes ☐ No Have all local resources been exhausted or predicted to be exhausted in the near future?

☐ Yes ☐ No Has mutual aid been exhausted or predicted to be exhausted in the near future?

☐ Yes ☐ No Have all commercial resources been exhausted or predicted to be exhausted in the near future?

☐ Yes ☐ No Is the originating jurisdiction/agency willing to pay for the assistance?

Save Cancel Print PDF



## Email - ICS 213 RR Form (Option-2)

- Access the form at - <http://mil.wa.gov/other-links/logistics-and-resources>
- Save the form on a local computer.
- Complete with as much detail as possible, with an emphasis on capability, rather than specific equipment or personnel.
- Email to [rfa@mil.wa.gov](mailto:rfa@mil.wa.gov) and call the SEOC Operations desk (253-912-4926) to confirm receipt of the form.
- SEOC Staff inputs the new request in the Resource Tracker.



## Email continued...

- The information requested in the form fields are the same as in the WebEOC “Create New Request”.
- The ICS 213 RR Form is used at all levels of government when WebEOC is unavailable.

WA RESOURCE REQUEST FORM (ICS 213 RR)					
1. Mission Number & Incident Name:		2. Requesting Agency:		3. Date & Time: (mm/dd/yy - 00:00)	
4. Requester Tracking Number:					
5. Resource Requested				SHADED AREA TO BE FILLED BY LOGISTICS SECTION	
a. Qty.	b. Kind (if known)	c. Type (if known)	d. Detailed item description and/or of task to be accomplished: (Vital characteristics, brand, specs, experience, size, etc.) and, if applicable, purpose/use, diagrams and other info.	e. Requested	
				f. Estimated	
6. Additional Personnel/Support Needed: (Driver/Fuel Etc.)				7. Duration needed:	
8. Requested Delivery/Reporting Location: (Address/landmarks etc.)				9. POC at Delivery/Reporting Location: (Name & Contact info)	
10. Suitable Substitutes and/or Suggested Sources: (if known)				11. Priority: <input type="checkbox"/> Life Saving <input type="checkbox"/> Incident Stabilization <input type="checkbox"/> Property Preservation	
12. Have all commercial resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all local resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all mutual aid resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No				13. Requestor is willing to provide Funding: <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", explain:	
14. Requested by Name/Position & phone/email:				15. Request Authorized by:	
16. EOC/EOC Logistics Tracking Number:		17. Name of Supplier/POC, Phone/Fax/Email:			
18. Notes:					
19. Approval Signature of Authorized Logistics Representative:				20. Date & Time: (mm/dd/yy - 00:00)	
21. Order placed by (check box): <input type="checkbox"/> ORD UNIT <input type="checkbox"/> PROC UNIT <input type="checkbox"/> OTHER _____					
22. Elevate to State: <input type="checkbox"/>		23. State Tracking #:		24. Mutual Aid Tracking #:	
25. Reply/Comments from Finance:					
26. Finance Section Signature:				27. Date & Time: (mm/dd/yy - 00:00)	
Original to: Documentation Unit					
Copies to: Logistics Section, originating ESF/agency, and Finance & Administration Section					



## Email continued...

- The first page of the ICS 213 RR contains fillable fields, some with drop-down menus, for requesting resources from the State.
- The second page contains cell-by-cell instructions explaining how to complete the form.
- Cells 1 – 5e are basic resource request requirements and 5f-5g are meant to be completed by a county level EOC-ECC Logistics Section.

stor	1. Mission Number & Incident Name:		2. Requesting Agency:		3. Date & Time:(mm/dd/yy - 00:00)		4. Requester Tracking Number:	
	5. Order						SHADED AREA TO BE FILLED BY LOGISTICS SECTION	
	a. Qty.	b. Kind (if known)	c. Type (if known)	d. Detailed item description and/or of task to be accomplished: ( <i>Vital characteristics, brand, specs, experience, size, etc.</i> ) and, if applicable, purpose/use, diagrams and other info.			Needed Date & Time	
							e. Requested	f. Estimated
								g. Cost

Block # 1	Mission Number is assigned by the State EMD. Incident name is the same as the name stated on the ICS-201 Form and Incident Action Plan (IAP).
Block # 2	Name of Jurisdiction/Agency initiating request.
Block # 3	The date (month/day/year) and the time (using the 24 hour clock) when submitting the request.
Block # 4	Jurisdiction or agency generated tracking number.
Block # 5a-c	Items requested: Must include quantity; Include Kind and Type <i>if applicable</i> .
Block # 5d	The detailed description of requirements. ( <i>Be as specific as possible</i> ).
Block # 5e	Time resource is needed.



# EMERGENCY MANAGEMENT DIVISION

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## Cells 6 – 15: Completed by Requestor

6. Additional Personnel/Support Needed: <i>(Driver/Fuel Etc.)</i>		7. Duration needed:
8. Requested Delivery/Reporting Location: <i>(Address/landmarks etc.)</i>	9. POC at Delivery/Reporting Location: <i>(Name &amp; Contact info)</i>	
10. Suitable Substitutes and/or Suggested Sources: <i>(if known)</i>	11. Priority: <input type="checkbox"/> Life Saving <input type="checkbox"/> Incident Stabilization <input type="checkbox"/> Property Preservation	
12. Have all commercial resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all local resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all mutual aid resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No	13. Requestor is willing to provide Funding: <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", explain:	
14. Requested by Name/Position & phone/email:		15. Request Authorized by:

Block # 6	List additional support needed; driver, fuels, etc.
Block # 7	How long do you need the resource (number of hours, days etc.).
Block # 8	Location: Where the requesting jurisdiction/agency wants the items delivered to (a specific staging area, address, latitude & longitude, etc.).
Block # 9	Point of contact at the delivery location.
Block # 10	Enter information if known. A suggested source may be a known contract in place or verbal (not written & signed) agreement with a local vendor.
Block # 11	<b>Life saving-</b> This includes rescuing endangered civilians, treatment of the injured, and provisions for the safety, accountability and welfare of response personnel. <b>Incident Stabilization-</b> To keep the incident from escalating and bring it under control to limit the negative consequences. <b>Property Preservation-</b> Protection of property, infrastructure, evidence, economy and the environment.
Block #12	Yes or No.
Block #13	If partial or no funding, specify reason.
Block # 14	Name and contact information of requestor.
Block #15	This must be approved by the appropriate Section Chief or Authorized spending agent.





# EMERGENCY MANAGEMENT DIVISION

Citizens Serving Citizens

Cells 16 – 24: Completed by the local Logistics Section, with 23-24 completed at the State level.

16. EOC/ECC Logistics Tracking Number:		17. Name of Supplier/POC, Phone/Fax/Email:	
18. Notes:			
19. Approval Signature of Authorized Logistics Representative:		20. Date & Time: (mm/dd/yy – 00:00)	
21. Order placed by (check box): <input type="checkbox"/> ORD UNIT <input type="checkbox"/> PROC UNIT <input type="checkbox"/> OTHER			
22. Elevate to State: <input type="checkbox"/>	23. State Tracking #:	24. Mutual Aid Tracking #:	

Block # 16	EOC/ECC Logistics Tracking Number.
Block # 17	Supplier Point of Contact, Phone Number and/or email address.
Block # 18	Actions taken in processing resource request.
Block # 19	Usually the signature of the Logistic Section Chief or Deputy Logistics Section Chief.
Block # 20	Date & Time of Signature.
Block # 21	Ordering Unit (ORD) or Procurement Unit (PROC)). Other block is checked if ORD/PROC positions are not filled. If Other block is checked, fill in position.
Block # 22	If checked, request has been elevated to State EMD for processing.
Block # 23	State EMD assigned tracking number.
Block # 24	Mutual Aid tracking #: (WAMAS-Locally assigned #) (EMAC, PNEMA, FED MA –State EMD assigns #)



### Cells 25 – 27: Completed by the Finance Section

25. Reply/Comments from Finance:	
26. Finance Section Signature:	27. Date & Time: (mm/dd/yy – 00:00)

Block # 25	Comments from Finance Section Chief, Deputy Finance Section Chief, or Procurement.
Block # 26	Approval: This must be approved in accordance with Jurisdiction/Agency internal procurement policies.
Block # 27	Date & Time of Signature

- Once the form is completed through the appropriate level (city, county, or elevated to State), distribute to:
  - Documentation Unit (Original).
  - Logistics Section (Copy – Local or State as appropriate).
  - Finance and Administration Section (Copy – Local or State as appropriate).



## EMERGENCY MANAGEMENT DIVISION

Citizens Serving Citizens

When elevating the request to the State, do the following:

- Save with an identifiable file name.
- Email the document to [rfa@mil.wa.gov](mailto:rfa@mil.wa.gov) (read receipt recommended).
- Remember to focus on “Capability”, rather than specific equipment.

WA RESOURCE REQUEST FORM (ICS 213 RR)						
1. Mission Number & Incident Name:		2. Requesting Agency:		3. Date & Time: (mm/dd/yy - 00:00)		4. Requester Tracking Number:
5. Resource Requested				SHADED AREA TO BE FILLED BY LOGISTICS SECTION		
a. Qty:    b. Kind (if known)    c. Type (if known)    d. Detailed item description and/or of task to be accomplished: (Vital characteristics, brand, specs, experience, size, etc.) and, if applicable, purpose/use, diagrams and other info.				Needed Date & Time		g. Cost
				e. Requested    f. Estimated		
6. Additional Personnel/Support Needed: (Driver/Fuel Etc.)				7. Duration needed:		
8. Requested Delivery/Reporting Location: (Address/landmarks etc.)				9. POC at Delivery/Reporting Location: (Name & Contact info)		
10. Suitable Substitutes and/or Suggested Sources: (if known)				11. Priority: <input type="checkbox"/> Life Saving <input type="checkbox"/> Incident Stabilization <input type="checkbox"/> Property Preservation		
12. Have all commercial resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all local resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all mutual aid resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No				13. Requestor is willing to provide Funding: <input type="checkbox"/> Yes <input type="checkbox"/> No If “No”, explain:		
14. Requested by Name/Position & phone/email:				15. Request Authorized by:		
16. EOC/ECC Logistics Tracking Number:		17. Name of Supplier/POC, Phone/Fax/Email:				
18. Notes:						
19. Approval Signature of Authorized Logistics Representative:				20. Date & Time: (mm/dd/yy - 00:00)		
21. Order placed by (check box): <input type="checkbox"/> ORD UNIT <input type="checkbox"/> PROC UNIT <input type="checkbox"/> OTHER						
22. Elevate to State: <input type="checkbox"/>		23. State Tracking #:		24. Mutual Aid Tracking #:		
25. Reply/Comments from Finance:						
26. Finance Section Signature:				27. Date & Time: (mm/dd/yy - 00:00)		
Original to: Documentation Unit				Copies to: Logistics Section, originating ESF/agency, and Finance & Administration Section		





## Telephonic Request's (Option-3)

- A county or Tribe calls the SEOC Operations desk with a new request.
- If WebEOC not available in the SEOC, staff completes the PDF ICS 213 RR version.

Request For Assistance or Resources

Save Cancel Print PDF

Blue boxes are required fields

Date: 08/04/2017 Time: 10:37:25

Creator: Woodward, Mark (EMD)

Requesting Agency: [Text Box]

County: [Dropdown] City / Tribe: [Dropdown]

Requester Tracking Number: [Text Box]

EOC / EOC Tracking Number: [Text Box]

State Tracking Number: WA-20175410155

FEMA MA/EMAC Number: [Text Box] (Entered by Logistics Only)

Requestor Name: [Text Box] Phone: [Text Box] (xxx-xxx-xxxx)

Fax: [Text Box] (xxx-xxx-xxxx) Email: [Text Box] (email@xxx.xxx)

Priority: [Dropdown] Set by Logistics or Operations Only

Overall Status: Unassigned

Resource Requested: [Text Box] Enter a one or two word description (ie: Generator or Debris Removal)

Detailed Description: [Text Box]

Detailed Description of Capability Needed (What do you want to accomplish?)

[Resource Typing Library Tool](#)

Request Specific Resources

Description/Kind: [Text Box] Size/Type: [Text Box] Quantity: [Text Box] Add Line

Delivery Location Name: [Text Box]

On-site Point of Contact (POC): [Text Box] POC Phone Number: [Text Box]

POC Email: [Text Box]

Required delivery (Date and Time): [Text Box] format example: 08/05/2015 / 1500 (Enter date and time needed, ASAP is not an answer.)

Duration Needed: [Text Box]

Delivery Needed: ☐ Yes ☐ No

Address: [Text Box] (Street, City, Zip)

Description using landmark or LAT/LON: [Text Box]

☐ Yes ☐ No Have all local resources been exhausted or predicted to be exhausted in the near future?

☐ Yes ☐ No Has mutual aid been exhausted or predicted to be exhausted in the near future?

☐ Yes ☐ No Have all commercial resources been exhausted or predicted to be exhausted in the near future?

☐ Yes ☐ No Is the originating jurisdiction/agency willing to pay for the assistance?

Save Cancel Print PDF



## Radio Request's (Option-4)

- A local Radio Amateur Civil Emergency Service (RACES) operator sends requests to a state RACES Officer via radio transmittal.
- Operators transmit all required fields as indicated, provided they have the Winlock 2000 Template (.HTML), all the data transmitted will auto complete the request form.
- Once information is received, SEOC Operations staff enters the new request into the WebEOC Resource Tracker.

WA RESOURCE REQUEST FORM (ICS 213 RR)						
1. Mission Number & Incident Name:		2. Requesting Agency:		3. Date & Time: (mm/dd/yy - 00:00)		4. Requester Tracking Number:
5. Resource Requested					SHADED AREA TO BE FILLED BY LOGISTICS SECTION	
a. Qty. b. Kind (if known) c. Type (if known) d. Detailed item description and/or of task to be accomplished: (Vital characteristics, brand, specs, experience, size, etc.) and, if applicable, purpose/use, diagrams and other info.					6. Needed Date & Time	
					e. Requested f. Estimated g. Cost	
6. Additional Personnel/Support Needed: (Driver/Fuel/ Etc.)					7. Duration needed:	
8. Requested Delivery/Reporting Location: (Address/landmarks etc.)					9. POC at Delivery/Reporting Location: (Name & Contact info)	
10. Suitable Substitutes and/or Suggested Sources: (if known)					11. Priority: <input type="checkbox"/> Life Saving <input type="checkbox"/> Incident Stabilization <input type="checkbox"/> Property Preservation	
12. Have all commercial resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all local resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No Have all mutual aid resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No					13. Requestor is willing to provide Funding: <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", explain:	
14. Requested by Name/Position & phone/email:					15. Request Authorized by:	
16. EOC/ECC Logistics Tracking Number:					17. Name of Supplier/POC, Phone/Fax/Email:	
18. Notes:						
19. Approval Signature of Authorized Logistics Representative:					20. Date & Time: (mm/dd/yy - 00:00)	
21. Order placed by (check box): <input type="checkbox"/> ORD UNIT <input type="checkbox"/> PROC UNIT <input type="checkbox"/> OTHER						
22. Elevate to State: <input type="checkbox"/>			23. State Tracking #:		24. Mutual Aid Tracking #:	
25. Reply/Comments from Finance:						
26. Finance Section Signature:					27. Date & Time: (mm/dd/yy - 00:00)	
Original to: Documentation Unit						
Copies to: Logistics Section, originating ESF/agency, and Finance & Administration Section						



# Questions?

Go to:

<http://mil.wa.gov/other-links/logistics-and-resources>

For State Logistics contact information and to  
download training presentations.

## WA RESOURCE REQUEST FORM (ICS 213 RR)

<b>Requestor</b>	1. Mission Number & Incident Name:		2. Requesting Agency:		3. Date & Time: (mm/dd/yy - 00:00)		4. Requester Tracking Number:		
	5. Resource Requested						SHADED AREA TO BE FILLED BY LOGISTICS SECTION		
	a. Qty.	b. Kind (if known)	c. Type (if known)	d. Detailed item description and/or of task to be accomplished: ( <i><b>Vital characteristics, brand, specs, experience, size, etc.</b></i> ) and, if applicable, purpose/use, diagrams and other info.			Needed Date & Time		g. Cost
							e. Requested	f. Estimated	
	6. Additional Personnel/Support Needed: ( <i>Driver/Fuel Etc.</i> )						7. Duration needed:		
	8. Requested Delivery/Reporting Location: ( <i>Address/landmarks etc.</i> )				9. POC at Delivery/Reporting Location: ( <i>Name &amp; Contact info</i> )				
	10. Suitable Substitutes and/or Suggested Sources: (if known)				11. Priority: <input type="checkbox"/> Life Saving <input type="checkbox"/> Incident Stabilization <input type="checkbox"/> Property Preservation				
12. a. Have all commercial resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No b. Have all local resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No c. Have all mutual aid resources been exhausted: <input type="checkbox"/> Yes <input type="checkbox"/> No					13. Requestor is willing to provide Funding: <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", explain:				
14. Requested by Name/Position & phone/email:					15. Request Authorized by:				
<b>Logistics</b>	16. EOC/ECC Logistics Tracking Number:		17. Name of Supplier/POC, Phone/Fax/Email:						
	18. Notes:								
	19. Approval Signature of Authorized Logistics Representative:						20. Date & Time: (mm/dd/yy – 00:00)		
	21. Order placed by (check box): <input type="checkbox"/> ORD UNIT <input type="checkbox"/> PROC UNIT <input type="checkbox"/> OTHER _____								
	22. Elevate to State: <input type="checkbox"/>		23. State Tracking #:			24. Mutual Aid Tracking #:			
<b>Finance</b>	25. Reply/Comments from Finance:								
	26. Finance Section Signature:						27. Date & Time: (mm/dd/yy – 00:00)		
Original to: Documentation Unit				Copies to: Logistics Section, originating ESF/agency, and Finance & Administration Section					

## Instructions for filling out the WA ICS-213RR Form

**REQUESTOR fills in blocks 1 through 15, excluding 5f -5g.**

Block # 1	Mission Number is assigned by the State EMD. Incident name is the same as the name stated on the ICS-201 Form and Incident Action Plan (IAP).
Block # 2	Name of Jurisdiction/Agency initiating request.
Block # 3	The date (month/day/year) and the time (using the 24 hour clock) when submitting the request.
Block # 4	Jurisdiction or agency generated tracking number.
Block # 5a-c	Items requested: Must include quantity; Include Kind and Type <i>if applicable</i> .
Block # 5d	The detailed description of requirements. ( <i>Be as specific as possible</i> ).
Block # 5e	Time resource is needed.
Block # 5f	Estimated time of arrival ( <i>to be filled out by the Logistic section</i> ).
Block # 5g	Cost of resource ( <i>to be filled out by the Logistics Section</i> ).
Block # 6	List additional support needed; driver, fuels, etc.
Block # 7	How long do you need the resource (number of hours, days etc.).
Block # 8	Location: Where the requesting jurisdiction/agency wants the items delivered to (a specific staging area, address, latitude & longitude, etc.).
Block # 9	Point of contact at the delivery location.
Block # 10	Enter information if known. A suggested source may be a known contract in place or verbal (not written & signed) agreement with a local vendor.
Block # 11	<b>Life saving-</b> This includes rescuing endangered civilians, treatment of the injured, and provisions for the safety, accountability and welfare of response personnel. <b>Incident Stabilization-</b> To keep the incident from escalating and bring it under control to limit the negative consequences. <b>Property Preservation-</b> Protection of property, infrastructure, evidence, economy and the environment.
Block #12	Yes or No.
Block #13	If partial or no funding, specify reason.
Block #14	Name and contact information of requestor.
Block #15	This must be approved by the appropriate Section Chief or Authorized spending agent.

### Blocks 16 through 24 and blocks 5f- 5g to be filled out by the Logistics Section.

Block # 16	EOC/ECC Logistics Tracking Number.
Block # 17	Supplier Point of Contact, Phone Number and/or email address.
Block # 18	Actions taken in processing resource request.
Block # 19	Usually the signature of the Logistic Section Chief or Deputy Logistics Section Chief.
Block # 20	Date & Time of Signature.
Block # 21	Ordering Unit (ORD) or Procurement Unit (PROC)). Other block is checked if ORD/PROC positions are not filled. If Other block is checked, fill in position.
Block # 22	If checked, request has been elevated to State EMD for processing.
Block # 23	State EMD assigned tracking number.
Block # 24	Mutual Aid tracking #: (WAMAS-Locally assigned #) (EMAC, PNEMA, FED MA –State EMD assigns #)

### Blocks 25 through 27 are filled out by the Finance Section

Block # 25	Comments from Finance Section Chief, Deputy Finance Section Chief, or Procurement.
Block # 26	Approval: This must be approved in accordance with Jurisdiction/Agency internal procurement policies.
Block # 27	Date & Time of Signature

## **Region 3 Mutual Aid Agreement** ***Omnibus Agreement***

This OMNIBUS AGREEMENT is made and entered into by the undersigned counties, cities, tribes, political subdivisions, special purpose districts, and state institutions of higher education located in or contiguous with the Washington State Homeland Security Region 3 counties of Grays Harbor, Lewis, Mason, Pacific, and Thurston – hereafter referred to as “Members” - to enable them to provide assistance to each other as requested.

**WHEREAS**, the Members have expressed a mutual interest in the establishment of an Omnibus Agreement to facilitate and encourage assistance among Members to this agreement; and

**WHEREAS**, in the event of an emergency, a Member to this Omnibus Agreement may need assistance in the form of personnel, equipment, materials or other resources to support emergency activities; and

**WHEREAS**, each Member may own and maintain resources for a variety of public and emergency services and may, under certain conditions, lend its resources to other Members in the event of an emergency; and

**WHEREAS**, the formation of Region 3 is facilitated for the purpose of joint participation in the Homeland Security and Emergency Management all-hazards planning and preparedness programs to beneficial support for preparedness, response and recovery; and

**WHEREAS**, in order to provide coordinated response and mutual aid between participating agencies to this agreement during emergencies or disasters; and

**NOW THEREFORE**, in consideration of the mutual covenants and agreements hereinafter set forth, each undersigned Member agrees as follows:

### **Article 1 - APPLICABILITY**

This Omnibus Agreement is available for execution to all counties, cities, tribes, political subdivisions, special purpose districts and state institutions of higher education located within, or contiguous with, the counties mentioned above. Execution of this Omnibus Agreement shall occur when the Member signs an identical version of this Omnibus Agreement.

### **Article 2 - DEFINITIONS**

- A. Assistance means employees, services, equipment, materials, or supplies offered during incidents, emergencies or disasters by the Lender and accepted

by the Borrower to assist in maintaining or restoring normal services when such service has been disrupted by acts of the elements, equipment malfunctions, accidents, terrorism/sabotage and other occurrences where assistance from other Members is necessary or advisable, as mutually determined by the lending Member and requesting Member. Assistance may also be offered to support training, drills and exercises.

- B. Assistance Costs means any expenses that extend beyond the first eight (8) hours (usual and customary costs) incurred by the Lender in providing any asset requested. After eight (8) hours, the borrower incurs all costs associated with the borrowed asset(s). For this Agreement, the computation of time begins when the lending agency agrees to provide resources by mobilizing the same. Further agreements regarding costs are addressed herein in Article 11, “Payment for Services and Assistance”.
- C. Borrower means a member county, city, tribe, other political subdivision, special purpose districts, or state institution of higher education that has adopted, signed and subscribes to this Omnibus Agreement, has made a request for Emergency Assistance, and has received commitment(s) to deliver Emergency Assistance pursuant to the terms of this Omnibus Agreement.
- D. Contact Person(s) means the person or persons designated by each Member to request Emergency Assistance from or grant Emergency Assistance to another Member pursuant to the terms of this Omnibus Agreement.
- E. Counterparts: This Agreement may be executed in counterparts and by facsimile signature with the same force and effect as if all original signatures were set forth in a single document. The Regional Lead Coordinating Agency shall maintain an original and/or a copy of each signature sheet for each participant.
- F. Designated representative shall be identified and designated by each Member to serve as the representative of their respective Member in any meeting to work out the language or implementation issues of this Omnibus Agreement.
- G. Emergency includes, but is not limited to, any human-caused or natural event or circumstance within the area of operation of any participating Member causing or threatening loss of life, damage to the environment, injury to person or property, human suffering or financial loss, such as: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of hazardous materials, contamination, utility or transportation emergencies, disease, infestation, civil disturbance, riots, act of terrorism or sabotage; said event being or is likely to be beyond the capacity of any affected Member or Members, in terms of personnel, equipment and facilities, thereby requiring assistance.

- H. Emergency Contact Information Form is the form to be submitted to the Regional Lead Coordinating Agency and Designated Representative by each Member listing names, addresses, and 24-hour phone numbers of the Contact Person(s) of each Member. Alternatively, the phone number of a dispatch office staffed 24 hours a day that can reach the Contact Person(s) is acceptable.
- I. Event refers to an incident, emergency, disaster, training, drill or exercise which causes a Borrower to request assistance from a Lender under this Omnibus Agreement.
- J. Execution means an action, whereupon the occurrence of which comes after a Member has followed an approved legal process.
- K. Institution of higher education means a state university, regional university, The Evergreen State College, community college, or technical college authorized under Title 28B RCW of the State of Washington, Higher Education.
- L. Lender means a Member who has subscribed to this Omnibus Agreement and has agreed to deliver assistance to another Member pursuant to the terms and conditions of this Omnibus Agreement.
- M. Omnibus Agreement means identical agreements executed in counterparts, which bind the executing Member to its terms and conditions to provide and receive assistance. The terms and conditions of the Omnibus Agreements are all identical and the execution of an Omnibus Agreement by a Member binds that Member to all other Members who have executed an identical Omnibus Agreement in counterparts. To be effective for purposes of receiving assistance, this Omnibus Agreement must be fully executed and received by the Subscribing Member's Designated Representative.
- N. Member as a term used in this Agreement refers to any function, agency, department, county or city government and their departments and agencies, tribes, other political subdivisions, and state institutions of higher education, including, but not limited to, Law Enforcement, Fire Service, Public Works, Health Services, Social Services, Building Officials, Engineers, Information Services, Adult Detention, and Craft or Tradesmen.
- O. Political Subdivision includes, but is not limited to, any county, city or town, tribe, fire district, port, public utility district, or school district.
- P. Regional Lead Coordinating Agency is designated as the Homeland Security Region 3 Coordinator. Thurston County shall serve as the Regional Lead Coordinating Agency.
- Q. Repository Agency is the Regional Lead Coordinating Agency, or Thurston



County, in the absence of a regional organization. This agency shall maintain records, lists, etc. relative to this Omnibus Agreement.

- R. Resources includes personnel, equipment, teams, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.
- S. Termination Date is the date upon which this Agreement terminates pursuant to Article 29, herein.

### **Article 3 - PARTICIPATION**

Participation in this Omnibus Agreement is purely voluntary. Execution of this Agreement is therefore not legally binding on a Member until the Member agrees to become a lender or borrower in accordance with its terms.

No Member shall be liable to another Member for, or be considered to be in breach of or default under this Omnibus Agreement on account of any delay in or failure to perform any obligation under this Omnibus Agreement, except to make payment if applicable, as specified in Article 11 of this Omnibus Agreement. However, Members who execute the Omnibus Agreement will:

- A. Ensure that other Members have their organization's most current Emergency Contact Information and possess a good understanding about how to request assistance under this Agreement.
- B. Participate in scheduled meetings, coordinate training, as well as plan for operations and implementation issues to the extent possible.
- C. Operate under the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS).

### **Article 4 - ROLE OF DESIGNATED REPRESENTATIVE OF MEMBERS**

Members agree to identify a Designated Representative who shall serve on behalf of their respective Member to clarify language or implementation issues of this Omnibus Agreement.

The Designated Representative of each Member shall:

- A. Participate in any meetings convened on the implementation of this Omnibus Agreement.
- B. Obtain and communicate to relevant Member departments the discussion items and decisions of the meeting, as they bear on interoperability among

Members.

- C. Maintain a copy of this Omnibus Agreement (including amendments) and a list of the Members.
- D. Maintain and distribute checklists to assist Members in the planning details associated with being a Borrower or Lender under the terms of this Omnibus Agreement.
- E. The Designated Representative of each Member shall ensure that the Regional Lead Coordinating Agency has current Emergency Contact Information for their respective Member.
- F. Notify the Regional Lead Coordinating Agency in writing upon their Member's termination of participation in this Omnibus Agreement.

Additional duties of the Designated Representative from the Regional Lead Coordinating Agency:

- G. The Designated Representative of the Regional Lead Coordinating Agency shall maintain a master copy of the agreement and accompanying original Member signature pages.
- H. The Designated Representative of the Regional Lead Coordinating Agency shall ensure that each Member has a copy of the signature page of newly executed Omnibus Agreement(s).
- I. The Designated Representative of the Regional Lead Coordinating Agency, when requested, shall provide each Member with copies of the Emergency Contact Information Forms provided by the other Members.
- J. The Designated Representative of the Regional Lead Coordinating Agency shall notify all Members whenever a Member terminates its participation in this Omnibus Agreement.

## **Article 5 - REQUESTS FOR ASSISTANCE**

A Member may request assistance of other participating Members in preventing, mitigating, responding to and recovering from incidents, emergencies, disasters, or in concert with drills or exercises. Requests for assistance shall be directed to the designated contact person(s) on the contact list provided by the Members. Verbal requests shall be followed up with a written request as soon as practical or within thirty (30) days. The extent to which the Lender provides any assistance shall be at the Lender's sole discretion. In the event the emergency impacts a large geographical area that activates either Federal or State emergency laws, this Agreement shall remain in effect until or unless this Agreement conflicts with such Federal and State laws.

## **Article 6 - GENERAL NATURE OF ASSISTANCE**

Assistance shall be in the form of resources, such as equipment, supplies, and personnel or the direct provision of services. The execution of the Omnibus Agreement shall not create any duty to respond on the part of any Member. A Member shall not be held liable to any other Member for failing to provide assistance. A Member has the absolute discretion to decline to provide any requested assistance and to withdraw resources it has provided at any time without incurring any liability.

Resources are “borrowed”, with reimbursement (if applicable) and terms of exchange varying with the type of resource as defined in Articles 7 and 8. The Members hereto recognize that time is critical during an emergency and diligent efforts shall be made to respond to a request for resources as rapidly as possible, including any notification(s) that requested resources are not available. A subscribing Member maintains the option of submitting a request for assistance directly to the State or Federal government or through any other mutual aid agreement or compact the Member agency is party to.

## **Article 7 - MANAGEMENT OF RESOURCES**

At the sole discretion of the Lender, resources may be made available upon request of a Member. Resources are subject to the following conditions:

- A. Resources of a Lender shall continue under the command and control of the Lender, but shall be under the operational control of the appropriate officials within the incident management system of the Borrower.
- B. At the option of the Lender, loaned equipment may be loaned with an operator. See Article 8 for terms and conditions applicable to use of borrowed personnel.
- C. Loaned resource shall be returned to the Lender upon release by the Borrower, or immediately upon the Borrower’s receipt of an oral or written notice from the Lender for the return of the resource. When notified to return resource to a Lender, the Borrower shall make every effort to return the resource to the Lender’s possession within 24 hours following notification.
- D. Lender’s cost related to the transportation, handling, and loading/unloading of equipment shall be borne by the Borrower unless mutually agreed upon otherwise. Lender shall provide copies of invoices for such charges where provided by outside sources and shall provide hourly accounting of charges for Lender’s employees who perform such services.
- E. Without prejudice to a Lender’s right to indemnification under Article 12, in the event loaned equipment is lost or damaged while being dispatched to

Borrower, or while in the custody and use of the Borrower, or while being returned to the Lender, Borrower shall reimburse the Lender for the reasonable cost of repairing said damaged equipment. If the equipment cannot be repaired within a time period indicated by the Lender, then Borrower shall reimburse Lender for the cost of replacing such equipment with equipment that is of equal condition and capability. Any determinations of what constitutes “equal condition and capability” shall be at the discretion of the Lender. If Lender must lease or rent a piece of equipment while the Lender’s equipment is being repaired or replaced, Borrower shall reimburse Lender for such costs. Borrower shall have the right of subrogation for all claims against persons other than Members to this Omnibus Agreement who may be responsible in whole or in part for damage to the equipment. No Member shall be liable for damage caused by the sole negligence of another Member’s operator(s).

- F. Any Lender personnel providing assistance to Borrower shall remain under the command and control of the Lender, to include medical protocols, standard operating procedures and other protocols. The organizational units shall be under the operational control of the appropriate authorities within the incident management system of the Borrower. Lender shall not be liable for cessation or slowdown of work if Lender’s employees decline or are reluctant to perform any assigned tasks if said employees judge such task to be unsafe. A request for loaned personnel to direct the activities of others during a particular response operation does not relieve the Borrower of any responsibility or create any liability on the part of the Lender for decisions and/or consequences of the Borrower’s response operation. When supervisory personnel are loaned, the lender may make stipulations on the scope and duties of supervisory personnel loaned.
- G. Any valid licenses, certifications, or other permits issued to Lender personnel by Lender or Lender’s state, evidencing qualification in a professional, mechanical or other skill, may be recognized by the Borrower during the term of the event and for purposes related to the event. When notified to return personnel to a Lender, the Borrower shall make every effort to return the personnel to the Lender immediately after notification.
- H. The Lender must ensure that loaned personnel have the ability, skill, and certification necessary to perform the work required and may be obliged to disclose the qualification(s) and training level of personnel identified to provide assistance.
- I. The Members’ Designated Representative shall develop planning details associated with being a Borrower or Lender under the terms of this Omnibus Agreement.

## **Article 8 - RECORD KEEPING**

Time sheets and/or daily logs showing hours worked and equipment and materials used or provided by the Lender shall be recorded on a shift-by-shift basis by the Lender and/or the loaned employee(s) and shall be provided to the Borrower as needed.

If no personnel are loaned, the Lender shall provide shipping records for materials and equipment, and the Borrower is responsible for any required documentation of use of material and equipment for state or federal reimbursement.

Under all circumstances, the Borrower remains responsible for ensuring that the amount and quality of all documentation is adequate to ensure proper disaster documentation.

## **Article 9 - INDEPENDENT CONTRACTOR**

Lender shall be and operate as an independent contractor of Borrower in the performance of any assistance. Employees of Lender shall, at all times while providing assistance, continue to be employees of Lender and shall not be deemed employees of Borrower for any purpose.

Wages, hours, and other terms and conditions of employment of Lender shall remain applicable to all of its employees who provide assistance. Lender shall be solely responsible for payment of its employees' wages, any required payroll taxes and any benefits or other compensation. Borrower shall not be responsible for paying any wages, benefits, taxes, or other compensation directly to the Lender's employees. The costs associated with borrowed personnel are subject to the reimbursement process outlined in Article 11.

In no event, shall Lender or its officers, employees, agents, or representatives be authorized (or represent that they are authorized) to make any representation, enter into any agreement, waive any right or incur any obligation in the name of, on behalf of, or as agent for Borrower under or by virtue of this Omnibus Agreement.

## **Article 10 - PAYMENT FOR SERVICES AND ASSISTANCE**

When a request for assistance is made, the Lender and Borrower will determine if reimbursement for services will be requested. Optimally, payment terms and conditions will be negotiated and agreed on at the time of the initial request, but if more time is necessary, any payment terms must be agreed upon within thirty (30) days of the request. In many cases, the Lender and Borrower will agree no reimbursement is necessary.

If reimbursement is desired, parties will adopt Washington State and/or FEMA rate schedules.

When reimbursement has been negotiated, the Borrower shall pay the Lender for all valid and invoiced Assistance Costs within sixty (60) days of receipt of the Lender's invoice. If this presents a hardship, the Borrower can make a request to the Lender to revise the payment timeframe. In the event Lender provides equipment, supplies or parts, the Lender shall have the option to accept payment of cash or in kind for the equipment, supplies or parts supplied.

Verbal requests shall be followed up with a written request as soon as practical or within thirty (30) days.

## **Article 11 - INDEMNIFICATION AND LIMITATION OF LIABILITY**

- A. **INDEMNIFICATION.** Except as provided in section B, to the fullest extent permitted by applicable law, the Borrower releases and shall indemnify, hold harmless and defend each Lender, its officers, employees and agents from and against any and all costs, including costs of defense, claims, judgments or awards of damages asserted or arising directly or indirectly from, on account of, or in connection with providing assistance to the Borrower, whether arising before, during or after performance of the assistance and whether suffered by any of the Members or any other person or entity.

The Borrower agrees that its obligation under this section extends to any claim, demand and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, the Borrower, by mutual negotiation, hereby waives, as respects any indemnity only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW of the State of Washington.

- B. **ACTIVITIES IN BAD FAITH OR BEYOND SCOPE.** Any Member shall not be required under this Omnibus Agreement to indemnify, hold harmless and defend any other Member from any claim, loss, harm, liability, damage, cost or expense caused by or resulting from the activities of any Member's officers, employees, or agents acting in bad faith or performing activities beyond the scope of their training or duties.
- C. **LIABILITY FOR PARTICIPATION.** In the event of any liability, claim, demand, action or proceeding, of whatever kind or nature arising out of rendering of assistance through this Omnibus Agreement, the Borrower agrees to indemnify, hold harmless, and defend, to the fullest extent of the law, each signatory to this Omnibus Agreement whose only involvement in the transaction or occurrence which is the subject of such claim, action, demand, or other proceeding, is the execution and approval of this Omnibus Agreement.
- D. **DELAY/FAILURE TO RESPOND.** No Member shall be liable to another Member for, or be considered to be in breach of or default under this Omnibus Agreement on account of any delay in or failure to perform any obligation under this Omnibus Agreement, except to make payment as specified in this Omnibus Agreement.
- E. **DISPUTE RESOLUTION PROCEDURES.** Each Member seeking to be released, indemnified, held harmless or defended under this Article with respect to any claim shall promptly notify the Borrower of such claim and shall not settle such claim without the prior consent of Borrower, which consent shall not be unreasonably withheld. Such Member shall have the right to participate in the defense of said claim to the extent of its own interest.

Member's personnel shall cooperate and participate in legal proceedings if so requested by the Borrower, and/or required by a court of competent jurisdiction.

## **Article 12 - SUBROGATION**

- A. **BORROWER'S WAIVER.** Borrower expressly waives any rights of subrogation against the Lender, which it may have on account of, or in connection with, the Lender providing assistance to the Borrower under this Omnibus Agreement.
- B. **LENDER'S RESERVATION AND WAIVER.** Lender expressly reserves its right to subrogation against the Borrower to the extent the Lender incurs any self-insured, self-insured retention or deductible loss. The Lender expressly waives its rights to subrogation for all insured losses only to the extent the Lender's insurance policies permit such waiver.

## **Article 13 - WORKER'S COMPENSATION AND EMPLOYEE CLAIMS**

Lender's employees, officers or agents, made available to Borrower, shall remain the general employee of Lender while engaged in carrying out duties, functions or activities pursuant to this Omnibus Agreement, and each Member shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers' compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each Member shall provide worker's compensation in compliance with statutory requirements of the State of Washington.

## **Article 14 - GOVERNMENTAL AUTHORITY**

This Agreement is subject to laws, rules, regulations, orders, and other requirements, now or as amended, of all governmental authorities having jurisdiction over the events covered by this Omnibus Agreement. A Member and its employees providing assistance under this Agreement shall be entitled to all privileges and immunities from liability as are authorized by the Washington Emergency Management Act, Chapter 38.52 RCW and Federal law.

## **Article 15 - NO DEDICATION OF FACILITIES**

No undertaking by one Member to the other Member under any provision of this Omnibus Agreement shall constitute a dedication of the facilities or assets of such Member, or any portion thereof, to the public or to the other Member. Nothing in this Omnibus Agreement shall be construed to give a Member any right of ownership, possession, use or control of the facilities or assets of the other Member.

## **Article 16 - NO PARTNERSHIP**

This Omnibus Agreement shall not be interpreted or construed to create an association, joint

venture or partnership among the Members or to impose any partnership obligation or liability upon any Member. Further, no Member shall have any undertaking for or on behalf of, or to act as or be an agent or representative of, or to otherwise bind any other Member.

#### **Article 17 - NO THIRD MEMBER BENEFICIARY**

Nothing in this Omnibus Agreement shall be construed to create any rights in or duties to any third party, nor any liability to or standard of care with reference to any third party. This Agreement shall not confer any right, or remedy upon any person other than the Members. This Omnibus Agreement shall not release or discharge any obligation or liability of any third party to any Member.

#### **Article 18 - ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement, though prior agreements of the Members may take precedent over certain concepts outlined in this Agreement.

#### **Article 19 - SUCCESSORS AND ASSIGNS**

This Omnibus Agreement is not transferable or assignable, in whole or in part, and any Member may terminate its participation in this Omnibus Agreement subject to Article 29.

#### **Article 20 - GOVERNING LAW**

This Omnibus Agreement shall be interpreted, construed, and enforced in accordance with the laws of the State of Washington.

#### **Article 21 - VENUE**

Any action which may arise out of this Omnibus Agreement shall be brought in the courts of the State of Washington.

#### **Article 22 - TORT CLAIMS**

It is not the intention of this Omnibus Agreement to remove from any of the Members any protection provided by any applicable Tort Claims Act. However, between Borrower and Lender, the Borrower retains full liability to the Lender for any claims brought against the Lender as described in other provisions of this Omnibus Agreement.

#### **Article 23 - WAIVER OF RIGHTS**

Any waiver at any time by any Member of its rights with respect to a default under this Omnibus Agreement, or with respect to any other matter arising in connection with this Omnibus Agreement, shall not constitute or be deemed a waiver with respect to any subsequent default or other matter arising in connection with this Omnibus Agreement. Any delay in asserting or enforcing any right, except those related to the statutes of limitations,



shall not constitute or be deemed a waiver.

#### **Article 24 - SEVERABILITY**

Should a court of competent jurisdiction rule any portion, section or subsection of this Omnibus Agreement invalid or nullified, that fact shall not affect or invalidate any other portion, section or subsection; and all remaining portions, sections or subsections shall remain in full force and effect.

#### **Article 25 - NON EXCLUSIVENESS AND ADDITIONAL AGREEMENTS**

This Omnibus Agreement is not intended to be exclusive among the Members. Any Member may enter into separate assistance agreements with any other entity. No such separate agreement shall terminate any responsibility under the Omnibus Agreement. To the extent that prior agreements between Members are inconsistent with this Agreement, prior agreements for assistance between the counties, cities, tribes, other political subdivisions, or state institutions of higher education hereto shall supersede this Omnibus Agreement, until and unless any inconsistencies of the prior agreements are reconciled by the Members.

#### **Article 26 - MODIFICATIONS**

No provision of this Omnibus Agreement may be modified, altered, or rescinded by any individual Member without 2/3 affirmative concurrence of the Members to this Agreement. Modifications to this Omnibus Agreement must be in writing, must be approved by a 2/3 affirmative vote of the Members, and must be signed by the Designated Representative of each Member.

#### **Article 27 - NOTICES**

Any notice, demand, information, report, or item otherwise required, authorized, or provided for in this Omnibus Agreement shall be given in writing and shall be deemed properly given if (i) delivered personally, (ii) transmitted and received by telephone facsimile device and confirmed by telephone, or (iii) sent by United States Mail, postage prepaid, to the Designated Representative or equivalent for all Members at the address designated in the organization's Emergency Contact Information Form.

#### **Article 28 - TERM AND TERMINATION**

- A. This Omnibus Agreement is effective upon execution by two or more Members commencing July 1, 2024, and shall remain in effect until December 31, 2029. Thereafter, unless otherwise agreed upon, the agreement may be extended in five (5) year increments upon concurrence of the signatory Members.
- B. A Member opting to terminate this Omnibus Agreement shall provide written termination notification to the Regional Lead Coordinating Agency for all

Members. Notice of termination becomes effective upon receipt by the Regional Lead Coordinating Agency. Any terminating Member shall remain liable for all obligations incurred during its period of participation, until the obligation is satisfied.

**SIGNATURE PAGE**

**IN WITNESS WHEREOF**, the Member hereto has caused this Omnibus Agreement for Emergency Assistance to be executed by duly authorized representatives as of the date of their signatures.

ADOPTED: \_\_\_\_\_  
(Date)

AGENCY NAME:  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Name  
By: (Title)\_\_\_\_\_

\_\_\_\_\_  
Signature  
\_\_\_\_\_

APPROVED AS TO FORM:  
  
\_\_\_\_\_  
Name  
By: (Title)\_\_\_\_\_

\_\_\_\_\_  
Signature  
\_\_\_\_\_



# State of Washington **Intrastate Mutual Aid System**

## Operations & Deployment Guide

Effective October 2022



*Cover Photo:  
Washington Department of Transportation “Gang Plow” Taken by  
Washington State Trooper Guy Gill  
January 18, 2012, during the January Winter Ice Storm*

2022  
Intrastate Mutual Aid Committee Emergency  
Management Council  
C/O Washington Military Department

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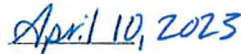
## PREFACE

Revised Code of Washington RCW 38.56 establishes the legislative authority for the information and guidance contained within the Washington Mutual Aid System (WAMAS) Operations & Deployment Guide. RCW 38.52.040 authorizes the forming of the Intrastate Mutual Aid Committee, a subcommittee to the Emergency Management Council (EMC), and through legislation will develop and update guidelines and procedures to facilitate WAMAS. The effective date of this Operations & Deployment Guide is October 2022.

  
\_\_\_\_\_  
Robert Ezelle  
Chair  
Intrastate Mutual Aid Committee

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chandra Fox  
Chair  
Emergency Management Council

  
\_\_\_\_\_  
Date



## INTRODUCTION

The Washington Intrastate Mutual Aid System (WAMAS), established in RCW 38.56 (Appendix A), provides for mutual assistance among member jurisdictions, to include every county, city, and town of the State (does not include special purpose districts or state agencies). Federally recognized Indian Tribes located within the boundaries of the State, may become a member upon receipt, by the Washington State Military Department, of a tribal government resolution declaring its intention to be a member of WAMAS. WAMAS members are encouraged to enter into, or take part in, other mutual aid agreements as authorized by law as they may work faster with pre-established relationships being present. *WAMAS does not replace current mutual aid agreements; WAMAS is a mutual aid tool to use when other agreements do not exist.* When members use WAMAS they must adhere to the procedures and forms within this guide.

Member jurisdictions obtain release from membership from WAMAS upon receipt, by the Washington State Military Department, of a resolution or ordinance adopted by the member declaring that they (the member) elect not to participate in WAMAS.

## BASIC PROVISIONS

### APPLIES TO EMERGENCIES AND DRILLS/EXERCISES (Reference RCW 38.56.030)

Prior to requesting assistance, a member jurisdiction:

- Determines an emergency exists within its territorial limits consistent with applicable legal authority; or
- Anticipates undertaking drills or exercises in preparation for incident response.

### LIMITATION ON AID

A responding member jurisdiction may exercise discretion in withholding or withdrawing requested assistance at any time and for any reason; reference RCW 38.56.030 (3) in Appendix A.

### REQUEST FOR ASSISTANCE – MEMBER JURISDICTION TO MEMBER JURISDICTION

Requests for assistance may be verbal or written. Verbal requests will be confirmed in writing within thirty days after the date of the request to capture accurate costs for reimbursement.

The requesting member jurisdiction WILL BE financially responsible to all responding member jurisdictions that respond under this agreement; a verbal or written agreement must be in place. The financial obligation to reimburse is not contingent upon State or Federal money. The WAMAS Request Form is in Appendix B.

Requests for assistance will be made by:

- The chief executive officer of a member jurisdiction, or
- The member jurisdictions' authorized designee(s).

Resource requests will contain the following information, at a minimum:

- Incident Name, Tracking Number, Date, and Time of request
- Name and contact information for the person placing the resource request
- Description of requested resource and/or mission objective
- Name and contact information for the person authorizing the request
- When requesting resource assistance, the detailed desired **capability** or what is the desired outcome or objective.
- Resource type and kind (if known), size, and quantity, if resource typing is not used describe desired capabilities

- a) For example, bulk or bottled water? What size water bottles? Amount/Quantity?  
Delivery location?
- Type of assistance needed
- Length of time resource is needed (if known)
- Specific location for resource delivery or reporting location.
- Resource or assistance assignment details including:
  - a) Operating environment and conditions
  - b) To whom the resource or assistance will report or be assigned
  - c) Communications protocols between requesting and responding jurisdictions
  - d) Other mission essential information

## **NEGOTIATION AND DEPLOYMENT COORDINATION**

A WAMAS request may be written or verbal, reference RCW 38.56.030 (2) in Appendix A.

Upon receiving a WAMAS Request, the member jurisdiction's chief executive officer or their designees consider the request, determine availability, and quickly respond directly to the requesting member regarding their willingness and ability to fulfill the request.

If the WAMAS request is verbal, it will be confirmed in writing within thirty days after the date of the request. If a written request is used the responding jurisdiction will provide all information requested on the WAMAS Request Form. Providing cost estimates will aid the requesting agency in determining their ability to pay for resources prior to deployment.

RCW 38.56.030 (4) "A responding member jurisdiction shall designate in writing all assistance it provides to a requesting member jurisdiction and deliver copies of this documentation to the requesting member jurisdiction within thirty days after the assistance is provided." This portion of the Code will be completed using the WAMAS Request Form in Appendix B.

A request does not constitute a binding agreement. An agreement is created after the chief executive officer or authorized designee of the requesting member jurisdiction has accepted an authorized offer of assistance, permitting the initiation of the deployment process.

## **MISSION READY PACKAGE**

A Mission Ready Package (MRP) is a specially created asset bundle used in disaster recovery and response. MRPs are specific response and/or recovery capabilities that are organized and developed prior to an emergency or planned event. A MRP is used for resource owners to prepare to facilitate response operations and expedite resource deployment. WAMAS members can establish MRPs to assist requesting WAMAS members.

For WAMAS members that have known response gaps in resources could establish requests that are prepopulated to request these resources. For example, if EOC staff are a known "GAP" for your agency then developing a WAMAS Request Form that has pre-populated data points will expedite personnel requests during an incident.

## **CONTROL OF RESOURCES (Assistance)**

Assistance provided by a responding member jurisdiction can include resources such as "personnel" (emergency responders/EOC staff) or "equipment" (supplies, materials, or other assets, with or without

operators), are subject to the following conditions when deployed:

- Assistance provided is under the operational control of the requesting jurisdiction. (RCW 38.56.010) Operational control means the requesting member jurisdiction has the authority to direct tasks, assignments and use responding resources to address response, mitigation, or recovery activities. The rights of ownership or employment remain with the responding jurisdiction, such as disposition, compensation, and health benefits
- The requesting member jurisdiction maintains operational control and as such is responsible to track accurate time of equipment usage (in accordance with verbal or written agreement) and record accurate time of work period(s) for all responding member personnel
- The requesting member jurisdiction has operational control of assistance deployed by a responding member jurisdiction from the time of check-in at the designated reporting location, throughout the deployment, until the resource(s) returns to their originating location
- The requesting member jurisdiction is responsible for providing demobilization instructions to the responding jurisdiction and personnel

### **PROFESSIONAL CREDENTIALS**

As governed by RCW 38.56.040, an employee of a responding member jurisdiction deployed as an emergency responder in response to a request for assistance by a requesting member jurisdiction, who holds a license, certificate, or other permit for evidencing the person's qualifications in a professional, mechanical or other skill that is issued by the state of Washington or a county, city, or town of the State:

- Is considered to be licensed, certified, or permitted in the requesting member jurisdiction for the duration of the emergency, drill, or exercise
- Is subject to legal limitations or conditions on the license, certificate, or other permit as prescribed in writing by the chief executive officer of the requesting member jurisdiction.

The verification of credentials is the responsibility of the requesting jurisdiction.

### **DEATH OR INJURY BENEFITS**

An employee of a responding member jurisdiction deployed as an emergency responder in response to a WAMAS request from a requesting member jurisdiction who dies or sustains injury in the course of providing the assistance, is entitled to all applicable benefits, including workers' compensation benefits, that are normally available to the person as an employee of the responding member jurisdiction that employs the person. These aforementioned benefits are paid by the employing agency.

### **LIABILITY**

As provided in RCW 38.56.080, no responding member jurisdiction or its officers or employees providing assistance under authority of the Washington Intrastate Mutual Aid System (WAMAS) is liable for any act or omission while providing or attempting to provide such assistance in good faith. Further, an employee of a responding member jurisdiction deployed as an emergency responder in response to a WAMAS request from a requesting member jurisdiction is considered an agent of the responder (requesting) member jurisdiction for purposes of liability.

## **WAMAS RESPONSE PERSONNEL**

### **RESPONSE PERSONNEL PURPOSE**

The purpose of response personnel (deployed staff or coordinators) is to assist a Responding or Requesting jurisdiction during drills, exercises, or an emergency. Response personnel have required skills or abilities that

contribute to successfully fulfilling duties as requested.

Member jurisdictions have the responsibility to provide awareness of, and train employees on, the processes and procedures used to request and deploy resources under WAMAS. Jurisdictions using WAMAS for drills, exercises, or emergencies should provide training to a level that is appropriate for the intended use.

### **DEPLOYED PERSONNEL QUALIFICATIONS**

The Jurisdiction agrees that it will only deploy personnel as authorized resources under WAMAS who are current, fully qualified, and capable of performing the duties described in the WAMAS request. Such qualifications and capabilities shall include, but not be limited to, the following:

- Has received training customary or required for the position for which they are being deployed
- Currently possesses all certifications and licenses required in the State of Washington to perform the duties for which they are being deployed
- Has experience and/or functional knowledge of operating in the position for which they are being deployed
- Has the ability to fully and effectively perform all duties of the position for which they are being deployed
- Has reviewed the WAMAS training and is familiar with this Operations & Deployment Guide.

### **NOTIFICATION**

When a jurisdiction requests WAMAS assistance, the request is broadcasted by the requesting entity, either verbally or in written form. The requesting agency may use an internal person to contact the SEOC if they are in need of staff augmentation. Once the SEOC is activated to a level 1, the state may request WAMAS members to be coordinators at the SEOC. When this activation level is triggered, WAMAS members can contact the SEOC to coordinate with the WAMAS membership to “broker” agreements on behalf of the requestor.

The chief executive officer or authorized designee of the responding agency will determine whether they are able to offer assistance. If able to provide assistance, the chief executive officer or authorized designee will contact the requestor with availability and shall establish an agreement either verbally or in written form. If a WAMAS Coordinator is performing these duties, they will only be able to identify potential resources, the agreement will still have to be executed between the two signatories as all resources have a direct cost to the requestor.

### **DEPLOYMENT**

In the event of a localized incident, exercise, or drill, out-of-jurisdiction resources may be requested via a broadcast from the requesting agency to member jurisdictions to assist with the response, recovery, and/or mitigation of events. “The chief executive officer of a requesting member jurisdiction, or authorized designee, must request assistance directly from the chief executive officer, or authorized designee, of another member jurisdiction” (RCW 38.56.030). After an agreement is reached resources are deployed, deployment of resources prior to an agreement constitutes self-deployment and will NOT be reimbursable. A WAMAS Mobilization Checklist can assist in ensuring completion of recommended tasks prior to and during deployment (Appendix D).

### **TRAVEL ARRANGEMENTS**

Personnel will coordinate travel arrangements through their respective agencies or jurisdictions, to include

airfare, rental car, and lodging. The responding jurisdiction will coordinate with the requesting jurisdiction to ascertain the best mode of travel and the availability of accommodations.

### **DEPLOYMENT BRIEFING**

Prior to departure, a deployment briefing is recommended to ensure that responding personnel have all desired information and that events are synchronized between the requesting and responding jurisdictions.

### **CONDUCT**

Responding personnel are expected to represent their home jurisdiction in a professional manner, consistent with all laws, regulations, and policies.

### **IMMUNIZATIONS**

For information concerning any required immunizations deploying personnel should check with the requesting jurisdiction prior to deploying.

### **CONDITIONS WHILE RESPONDING**

Working and living conditions may be austere, depending on the circumstances. The situation may require living and working out of tents, which may be co-ed; food may be as Shelf Stable Meals (SSM).

Access to telephone, internet, or cell phone coverage may be limited. Restaurants, hotels, and stores may not be open or available.. Restroom facilities may be portable, and showers may not be readily available.

The weather may be warmer or colder than the conditions in the home jurisdiction, and personnel should be prepared for changing weather conditions. Personnel not able to work and/or live under these types of conditions for the duration of the deployment should alert their agency or jurisdiction prior to deployment.

Special considerations for the deployment can include any of the following:

- Specialized equipment needed to support the mission
- Personnel clothing needed due to hazardous environment
- Personal health protection needed
- Immunization or inoculation for certain diseases
- Lodging and transportation provisions (come self-contained/arranged or will be provided by Requesting Jurisdiction or Tribe)
- Right-to-work / union considerations / contractual agreements
- Licensure and certification requirements

Deploying personnel should plan accordingly while packing for deployment, considering worksite and weather conditions. Due to potentially limited space, personnel should pack only essential items for the target location and potential tasks assigned.

### **STRESS MANAGEMENT**

Emergency incidents have the possibility of involving loss of life, serious injuries, missing and separated families, and destruction of areas, deploying personnel need to recognize the deployment site environment may be extremely stressful. If personnel feel overwhelmed by the event at any time, they should notify their supervisor for assistance.

Prior to demobilization, the requesting jurisdiction will initiate Critical Incident Stress Management to all responding personnel. In the event continued Critical Incident Stress Management is deemed appropriate, aid can be sought upon personnel returning to their originating agency.

The intent is for the requesting jurisdiction to provide Critical Incident Stress Management for the personnel that came to their aid; however, long-term care is not practical for the requesting jurisdiction.

### **ACCOUNTABILITY**

Prior to deploying, personnel should follow home agency policy to track movement to and from the deployment station, and when arriving at home after the deployment.

Upon arrival to the assignment personnel must check-in with the Requesting Jurisdiction's designated point of contact, which should have been ascertained during the agreement. In the event of illness while on deployment, personnel need to ensure the appropriate responding jurisdiction supervisor is aware of the situation and to allow for personnel accountability.

## **MOBILIZATION**

### **FINANCES**

Personnel deploying should carry sufficient funds and/or personal methods of payment for travel expenses. A credit card is generally required for lodging, rental car, emergency purchases, and possible flight changes. If a financial emergency arises while deployed the responding personnel shall contact their home agency; this cannot be a burden on the requesting member.

### **OVERTIME**

Overtime is dependent on the responding jurisdiction's policies and any pre-existing contractual agreements. Any overtime accrued must correspond with the hours tracked by the personnel and the requesting jurisdiction.

The tracking of actual time worked by responding personnel is tracked by the requesting jurisdiction however, responding personnel should check with their home agency prior to deployment to determine overtime limits. Responding personnel should take a means of documenting hours worked, as the requesting jurisdiction may not have the same documentation methods as the home agency. The use of an ICS 214 is recommended to records activities.

### **DOCUMENTATION**

Deploying personnel are required to carry the following documentation and have readily available:

- Driver's license or state identification card
- Professional credentials (if applicable)
- Mission Orders
- Emergency contact information

## **DEMOBILIZATION**

The demobilization process begins when the requesting jurisdiction finalizes and coordinates promulgation of their demobilization plan between the responding personnel and the responding jurisdiction and ends upon return of resources to the responding jurisdiction. The WAMAS Demobilization Checklist can assist in ensuring all recommended tasks are completed (Appendix E). As responding personnel return home, they notify the requesting and responding jurisdictions; make note to document time of arrival.

## **REIMBURSEMENT**

## **OVERVIEW**

Reimbursable costs are limited to what was agreed upon between the two member jurisdictions. These costs reflect what is eligible as emergency costs under state and federal disaster assistance programs; reimbursements are covered under RCW 38.56.070. Reimbursements are for actual expenses incurred in rendering assistance pursuant to the actual agreement to aid. Local laws or administrative codes vary within jurisdictions across the state; consult your local legal representative on any limitations to reimbursement requirements. Some situations faced during fiscal constraints may provide an opportunity for responding jurisdictions to offer support and receive reimbursement costs in the form of training received for the deploying personnel.

The WAMAS Request Form will provide documentation for the calculation of cost and the Responding Jurisdiction Reimbursement (RJR) Form can act as a cover sheet, both located in the Appendices.

## **PROCESS**

No later than thirty days after the assistance is provided the responding jurisdiction will submit all support provided, in written form, using the WAMAS Request Form and Responding Jurisdiction Reimbursement Form documenting all expenses as outlined in the agreement.

The responding jurisdiction will send a request for reimbursement as a package, complete with receipts and any additional billing information for all resources provided during the response to the requesting jurisdiction.

If food and lodging is provided to responding personnel, food and lodging costs for those days or specific meals are not eligible for reimbursement. Personnel will not be reimbursed for services and meals provided.

Accurate and timely collection, preparation, and submission of documentation and coordination by member jurisdictions will expedite the reimbursement process. Reimbursement packages should provide detailed cost documentation and supporting documents within the scope of services as defined in the mutually accepted agreement, whether verbal or written, between the requesting and responding jurisdictions. The reference for this process is RCW 38.56.030 (4).

## **GENERAL ELIGIBLE COSTS**

### **1. Personnel Costs**

- A. Regular time salary, overtime salary, and fringe benefits calculated at the regular rate utilized by a local jurisdiction, political subdivision, or other entity within the member jurisdiction, and in accordance with contractual obligations and policies of the responding jurisdiction.
- B. Travel time from place of employment, to include return trip, is considered eligible for reimbursement.
- C. Both parties must agree upon Backfill prior to the deployment of a resource.
- D. Standby hours (time spent waiting for a deployment) is not considered eligible for reimbursement.

### **2. Travel Costs**

- A. Airfare (unless direct billed to the requesting jurisdiction)
- B. Ground transportation costs such as:

- i. Rental vehicles and fuel
  - ii. Taxi
  - iii. Shuttle
  - iv. Parking fees
  - v. Toll fees
  - vi. Government-owned vehicle mileage (either the GSA per mile mileage rate or the cost of fuel)
  - vii. Personally owned vehicle mileage (the GSA per mile mileage rate)
- C. Lodging (unless direct billed to the requesting jurisdiction)
- D. Meals not otherwise provided by entities of the requesting jurisdiction
  - i. The Requesting and Responding Jurisdictions will determine whether meals for reimbursement will be paid as actual cost or the GSA per diem rates (<http://www.gsa.gov>). Claims for approved actual cost meals will be accompanied with receipts and have a direct association with the deployment.
- 3. Equipment Costs:
  - A. Maintenance and operating costs necessary to operate equipment, vehicles and machinery required to perform the mission.
- 4. Commodity Costs:
  - A. Consumables, supplies and materials used for the mission.
- 5. Other Costs:
  - A. Reasonable costs to repair or replace equipment damaged during deployment while performing assigned mission. These costs should take into consideration the depreciated value of the equipment and any insurance coverage available for the damage or loss.
  - B. Costs relating to decontamination of equipment and cleaning of personal protective equipment used in performing the mission.
  - C. Costs of purchasing and transporting supplies as requested by the member jurisdiction.
  - D. Deployed items replacement costs: All destroyed, totaled, contaminated, or otherwise unusable items *that were used on an official fully executed WAMAS mission* (uniform, turn out gear, etc.) should be considered as replacement and should be documented as such. Further, these items should be reported as damaged as soon as known so proper recordkeeping can take place.

#### INELIGIBLE COSTS

1. Administrative costs associated with pre-deployment and post-deployment functions, or other costs incurred by member jurisdictions responding to WAMAS requests, unless otherwise mutually agreed upon, are not eligible for reimbursement. The intent of WAMAS is to provide reimbursement for *actual costs incurred during the response*.
2. The purchasing of any items in advance as replacements. While damaged, destroyed, totaled, contaminated, or otherwise unusable items performing service on an official fully executed WAMAS mission (uniform, turn out gear, etc.) should be considered eligible for replacement; acquisition of items prior to the deployment is not eligible.
3. Costs for alcohol, tobacco, toiletries, or similar items are not eligible for reimbursement.



4. ALL costs incurred by an entity that self-deployed without approval from both participating member jurisdictions will be ineligible.

## **REIMBURSEMENT DOCUMENTATION**

The actual costs incurred by a responding jurisdiction performing the mission will be totaled on the WAMAS Request Form.

1. Each agency or jurisdiction providing resources (personnel or equipment) need to provide documentation including, but not limited to:
  - a. A copy of the WAMAS Request Form with completed sections and signed by both parties.
  - b. Timesheets or other time monitoring records that are signed by an authorized individual from the requesting jurisdiction. *Note:* time accounting is the responsibility of the requesting jurisdiction.
  - c. Timesheets for backfill employees, if agreed upon between the requesting and responding jurisdictions
  - d. Work records documenting tasks completed (ICS-214 or similar)
  - e. Payroll documentation
  - f. Travel expense reports and vouchers
  - g. Copies of paychecks
  - h. Receipts or invoices for purchased goods
  - i. Other documents that substantiate an authorized incurred cost

## **REIMBURSEMENT DISPUTE RESOLUTION**

If a dispute regarding reimbursement arises between a requesting member jurisdiction and a responding member jurisdiction, make every effort to resolve the dispute to the mutual satisfaction of all parties. If the parties are unable to resolve the dispute, the member jurisdiction asserting the dispute shall provide written notice to the other identifying the reimbursement issues in dispute. If the dispute is not resolved within ninety days of receipt of the written notice by the other party, either party may invoke binding arbitration to resolve the dispute as provided in RCW 38.56.080.

## **INJURY CLAIMS**

Any injuries sustained during the course of deployment must be immediately reported to the on-scene supervisor and responding jurisdiction's designated contact; all the details must be documented. The incident documentation, supported by the record in the Unit Log or other documented sources, is required for the support of any claims. Follow home agency policies for claim submittal through the individual's home jurisdiction and Washington State Labor and Industries.

## **RECOMMENDED AFTER ACTION REPORT AND IMPROVEMENT PLAN**

### **AFTER ACTION REPORT**

After an exercise or an incident, representatives from the requesting and responding member jurisdictions of WAMAS are encouraged to meet, conduct After Action Reviews, complete After-Action Reports, and

compile results for the Intrastate Mutual Aid Committee.

The After-Action Report can include a brief description of the incident, the actions taken, what went well, and recommendations of what could be improved in the future.

### **IMPROVEMENT PLAN**

The After-Action Report serves as the basis for the Improvement Plan, which is sometimes referred to as a Corrective Action Plan. An Improvement Plan includes the broad recommendations for improvements, the agreed-upon corrective actions, a timeline for making the changes, and an assignment of responsibilities to individuals or organizations. The following are elements for an Improvement Plan:

- Measurable corrective actions
- Designated projected start date and completion date
- Corrective actions assigned to an organization and a point of contact within that organization
- Corrective actions continually monitored and reviewed as part of an organizational Corrective Action Program

Corrective actions developed to improve the efficiency of WAMAS are assigned to the Intrastate Mutual Aid Committee for the development of recommendations to the member jurisdictions.

## **INTRASTATE MUTUAL AID COMMITTEE**

The Intrastate Mutual Aid Committee is a subcommittee of the Emergency Management Council (EMC). The Committee consists of not more than five members who are appointed by the chair of the EMC from EMC membership, one of which must be a representative of the Military Department who will serve as the Committee chair. The Committee:

1. Develops, adopts, disseminates, and updates comprehensive guidelines and procedures that address the following:
  - Projected or anticipated costs of establishing and maintaining WAMAS
  - Checklists and forms for requesting and providing assistance
  - Procedure guidelines for reimbursing the actual and legitimate expenses of a member jurisdiction that responds to a request for assistance
  - Other issues to facilitate implementation of WAMAS
2. Develops training and outreach program supporting implementation and use of WAMAS
3. Develops status reports for monitoring implementation and training of WAMAS
4. Assists member jurisdictions in developing methods to track and evaluate WAMAS
5. Reviews the progress and status of WAMAS implementation
6. Examines issues, formulates guidance, and assists member jurisdictions in the implementation of WAMAS
7. Reviews all After Action Reports and Improvement Plans for consideration in updating procedures
8. Prepare an annual report for the EMC on the use and effectiveness of WAMAS with recommendations for correcting deficiencies. The subcommittee shares the report with the Director of the Emergency Management Division and the Chair of the Washington State Emergency Management Council no later than 31 December each year

## **MAINTENANCE and TRACKING USE of WAMAS**

All resources deployed in response to a request under WAMAS will be reported to the Washington Intrastate Mutual Aid Committee. An annual report will be prepared by the Committee Members on the use and effectiveness of WAMAS with recommendations for correcting deficiencies. This report will be shared with the Chair of the Washington State Emergency Management Council.

## **APPENDIX A – RCW 38.56 and RCW 38.52.040**

### **Chapter 38.56 RCW - INTRASTATE MUTUAL AID SYSTEM**

#### **38.56.010 - Definitions**

The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

- (1) "Assistance" means emergency responders and resources provided by a responding member jurisdiction in response to a request from a requesting member jurisdiction.
- (2) "Department" means the state military department.
- (3) "Emergency" means an event or set of circumstances that: (a) Demand immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrence; or (b) reach such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW 43.06.010.
- (4) "Emergency responder" means an employee of a responding member jurisdiction who is designated in writing by that responding member jurisdiction as possessing skills, qualifications, training, knowledge, or experience that may be needed, pursuant to a request for assistance under this chapter, for: (a) Response, mitigation, or recovery activities related to an emergency; or (b) participation in drills or exercises in preparation for an emergency.
- (5) "Operational control" means the limited authority to direct tasks, assignments, and use of assistance provided pursuant to a request for assistance under this chapter to address: (a) Response, mitigation, or recovery activities related to an emergency; or (b) participation in drills or exercises in preparation for an emergency. "Operational control" does not include any right, privilege, or benefit of ownership or employment such as disposition, compensation, wages, salary, pensions, health benefits, leave, seniority, discipline, promotion, hiring, or firing.
- (6) "Political subdivision" means any county, city, or town in the state of Washington.
- (7) "Requesting member jurisdiction," means a member jurisdiction that requests assistance from another member jurisdiction under this chapter.
- (8) "Resources" includes supplies, materials, equipment, facilities, energy, services, information, systems, and other assets except for emergency responders that may be needed, pursuant to a request for assistance under this chapter, for: (a) Response, mitigation, or recovery activities related to an emergency; or (b) participation in drills or exercises in preparation for an emergency.
- (9) "Responding member jurisdiction," means a member jurisdiction providing or intending to provide assistance to a requesting member jurisdiction under this chapter.

#### **38.56.020 - Intrastate mutual aid system — Established.**

- (1) The intrastate mutual aid system is established to provide for mutual assistance in an emergency among political subdivisions and federally recognized Indian tribes that choose to participate as member jurisdictions.
- (2) Except as provided in subsection (3) of this section, member jurisdictions of the intrastate mutual aid system include:
  - (a) A political subdivision; and
  - (b) Any federally recognized Indian tribe located within the boundaries of the state of Washington upon receipt by the department of a tribal government resolution declaring its intention to be a member jurisdiction in the intrastate mutual aid system under this chapter.

- (3) (a) A member jurisdiction is released from membership in the intrastate mutual aid system established under this chapter upon receipt by the department of a resolution or ordinance declaring that the member jurisdiction elects not to participate in the system.
- (b) Nothing in this chapter may be construed to affect other mutual aid systems or agreements otherwise authorized by law, including the Washington state fire services mobilization plan and the law enforcement mobilization plan under chapter 43.43 RCW, nor preclude a political subdivision or Indian tribe from entering or participating in those mutual aid systems or agreements.
- (4) Mutual assistance may be requested by, and provided to, member jurisdictions under this chapter for:
- (a) Response, mitigation, or recovery activities related to an emergency; or (b) participation in drills or exercises in preparation for an emergency.

**38.56.030 - Member jurisdiction may request assistance from other member jurisdictions — Provisions.**

A member jurisdiction may request assistance from other member jurisdictions under the intrastate mutual aid system for response, mitigation, or recovery activities related to an emergency, or to participate in drills or exercises in preparation for an emergency, subject to each of the following provisions:

- (1) Prior to requesting assistance, a requesting member jurisdiction must:
- (a) Have determined an emergency exists within its territorial limits consistent with applicable law, rule, regulation, code, ordinance, resolution, or other applicable legal authority; or
- (b) Anticipate undertaking drills or exercises in preparation for an emergency.
- (2) The chief executive officer of a requesting member jurisdiction, or authorized designee, must request assistance directly from the chief executive officer, or authorized designee, of another member jurisdiction. If this request is verbal, it must be confirmed in writing within thirty days after the date of the request.
- (3) A responding member jurisdiction may withhold or withdraw requested assistance at any time and for any reason, in its sole discretion.
- (4) A responding member jurisdiction shall designate in writing all assistance it provides to a requesting member jurisdiction at the time provided consistent with the guidelines and procedures developed by the intrastate mutual aid committee and deliver copies of this documentation to the requesting member jurisdiction within thirty days after the assistance is provided.
- (5) The requesting member jurisdiction only has operational control of assistance provided under this chapter, which may not interfere with a responding member jurisdiction's right to withdraw assistance.

**38.56.040 - Qualifications of emergency responders for the purposes of the requesting member jurisdiction.**

An emergency responder holding a license, certificate, or other permit evidencing qualification in a professional, mechanical, or other skill, issued by the state of Washington or a political subdivision thereof, is deemed to be licensed, certified, or permitted in the requesting member jurisdiction for the duration of the emergency, drill, or exercise, subject to any limitations and conditions the chief executive officer of the requesting member jurisdiction may prescribe in writing.

**38.56.050 - Death or injury of emergency responder — Benefits.**

An emergency responder designated by a responding member jurisdiction under RCW 38.56.030(4), who dies or sustains an injury while providing assistance to a requesting member jurisdiction as an emergency responder under this chapter, is entitled to receive only the benefits otherwise authorized by law for death or injury sustained in the course of employment with the responding member jurisdiction. Any such

benefits provided by a responding member jurisdiction to an emergency responder must be included in the true and full value of assistance provided for purposes of reimbursement under RCW 38.56.070.

**38.56.060 - Emergency responder — Not an employee of a requesting member jurisdiction.**

An emergency responder is not an employee of the requesting member jurisdiction and is not entitled to any right, privilege, or benefit of employment from the requesting member jurisdiction, including but not limited to, compensation, wages, salary, leave, pensions, health, or other advantage.

**38.56.070 - Reimbursement for assistance provided.**

- (1) A requesting member jurisdiction shall reimburse a responding member jurisdiction for the true and full value of all assistance provided under this chapter. However, if authorized by law, a responding member jurisdiction may donate assistance provided under this chapter to a requesting member jurisdiction.
- (2) If a dispute regarding reimbursement arises between member jurisdictions, the member jurisdiction asserting the dispute shall provide written notice to the other identifying the reimbursement issues in dispute. If the dispute is not resolved within ninety days after receipt of the dispute notice by the other party, either party to the dispute may invoke binding arbitration to resolve the reimbursement dispute by giving written notice to the other party. Within thirty days after receipt of the notice invoking binding arbitration, each party shall furnish the other a list of acceptable arbitrators. The parties shall select an arbitrator; failing to agree on an arbitrator, each party shall select one arbitrator and the two arbitrators shall select a third arbitrator for an arbitration panel. Costs of the arbitration, including compensation for the arbitrator's services, must be borne equally by the parties participating in the arbitration and each party bears its own costs and expenses, including legal fees and witness expenses, in connection with the arbitration proceeding.

**38.56.080 - Emergency responder of a responding member jurisdiction — Tort liability or immunity.**

For purposes of tort liability or immunity, an emergency responder of a responding member jurisdiction is considered an agent of the requesting member jurisdiction. No responding member jurisdiction or its officers or employees providing assistance under this chapter is liable for any act or omission while providing or attempting to provide assistance under this chapter in good faith. For purposes of this section, good faith does not include willful misconduct, gross negligence, or recklessness.

**RCW 38.52.040 - Emergency management council — Members — Ad hoc committees — Function as state emergency response commission — Rules review — Intrastate mutual aid committee.**

- (1) There is hereby created the emergency management council (hereinafter called the council), to consist of not more than seventeen members who shall be appointed by the adjutant general. The membership of the council shall include, but not be limited to, representatives of city and county governments, sheriffs and police chiefs, the Washington state patrol, the military department, the department of ecology, state and local fire chiefs, seismic safety experts, state and local emergency management directors, search and rescue volunteers, medical professions who have expertise in emergency medical care, building officials, and private industry. The representatives of private industry shall include persons knowledgeable in emergency and hazardous materials management. The council members shall elect a chair from within the council membership. The members of the council shall serve without compensation but may be reimbursed for their travel expenses incurred in the performance of their duties in accordance with RCW 43.03.050 and 43.03.060 as now existing or hereafter amended.

- (2) The emergency management council shall advise the governor and the director on all matters pertaining to state and local emergency management. The council may appoint such ad hoc committees, subcommittees, and working groups as are required to develop specific recommendations for the improvement of emergency management practices, standards, policies, or procedures. The council shall ensure that the governor receives an annual assessment of statewide emergency preparedness including, but not limited to, specific progress on hazard mitigation and reduction efforts, implementation of seismic safety improvements, reduction of flood hazards, and coordination of hazardous materials planning and response activities. The council or a subcommittee thereof shall periodically convene in special session and serve during those sessions as the state emergency response commission required by P.L. 99-499, the emergency planning and community right-to-know act. When sitting in session as the state emergency response commission, the council shall confine its deliberations to those items specified in federal statutes and state administrative rules governing the coordination of hazardous materials policy. The council shall review administrative rules governing state and local emergency management practices and recommend necessary revisions to the director.
- (3) (a) The intrastate mutual aid committee is created and is a subcommittee of the emergency management council. The intrastate mutual aid committee consists of not more than five members who must be appointed by the council chair from council membership. The chair of the intrastate mutual aid committee is the military department representative appointed as a member of the council. Meetings of the intrastate mutual aid committee must be held at least annually.
- (b) In support of the intrastate mutual aid system established in chapter 38.56 RCW, the intrastate mutual aid committee shall develop and update guidelines and procedures to facilitate implementation of the intrastate mutual aid system by member jurisdictions, including but not limited to the following: Projected or anticipated costs; checklists and forms for requesting and providing assistance; recordkeeping; reimbursement procedures; and other implementation issues. These guidelines and procedures are not subject to the rule-making requirements of chapter 34.05 RCW.

## APPENDIX B – WAMAS Request Form



# WAMAS Request Form

<b>1. Resource Name:</b>		Type IV - Public Information Officer Team	
<b>2. Resource Provider Name:</b>		County X	
<b>Location:</b>	<b>Address:</b>	Building 20 / 20 Aviation Drive	
	<b>City:</b>	Camp Murray	
	<b>State:</b>	WA	<b>Zip:</b> 98430-5122
<b>Point of Contact:</b>	<b>First Name:</b>	Doe	<b>Last Name:</b> John
	<b>Phone:</b>	253-512-5555	<b>Mobile:</b>
	<b>24-hr Phone:</b>	800-258-5990	<b>Email:</b> john.doe@mil.wa.gov
<b>3. Responding Jurisdiction Authorized WAMAS Executive</b>			
<b>Name of Chief Executive Officer or Authorized Designee:</b>	<b>First Name:</b>		<b>Last Name:</b>
	<b>Phone:</b>		<b>Email:</b>
	<b>Signature:</b>		<b>Title:</b>
<b>4. Components:</b>			
<p>PERSONNEL = 2 person qualified in Public Information with at least two year experience.  EQUIPMENT = Personal Go Bag, Responder Equipment Bag  SUPPLIES/COMMODITIES = Supplies to be provided  TRAVEL/TRASPORTATION = Food, Lodging, Travel to be supplied/reimbursed by requesting jurisdiction  OTHER = 10% adjustment for accuracy in estimates</p>			
<b>5. Mission Capabilities:</b>			
Public Information encompasses the full range of external affairs functions including public information, community relations, and governmental affairs. This team will assist established jurisdictional information systems in gathering, developing, and disseminating information as directed by the requesting jurisdiction or agency.			
<b>6. Detailed Resource Description:</b>			
<p>Establish and maintain operational awareness of public information through direct communication with operational units; (jurisdictional/organizational PIOs and/or liaisons, all functional Emergency Operations Center sections, the public media, etc.) in the field and/or their appropriate coordinating entities; This will be accomplished in the response phaseby:  * Conduct public information disaster impact and needs assessments, prioritize ESF-15 operational objectives in alignment with the Incident Action Plan, and coordinate ESF-15 county-wide response activities;  * Collect and analyze information relevant to ESF-15  * Receive, manage, &amp; track resource requests for ESF-15 activities  * Ensure full coordination of activities with other groups within the EOC to assist in the development and maintenance of a common operating picture.</p>			
<b>7. Limiting Factors to the Resource:</b>			
Community knowledge			
<b>8. Logistical Support Needed During Mission:</b>			
Requesting jurisdiction will need to provide a recommendation for lodging near the work location, transportation, meals, initial Points of Contact, maps or address to work location and entry procedures to the EOC facility.			



APPENDIX B – WAMAS Request Form  
(Continued)

<b>9. Travel:</b> Details under "Travel" tab in workbook. <i>(section auto-populated from worksheet)</i>				
Total Personal Vehicle Costs:	\$	108.00	Total Rental Vehicle Total Costs:	\$ 1,500.00
Total Governmental Vehicle Costs:	\$	38.00	Total Air Travel Costs:	\$ 3,200.00
Total Expenses Meals & Tips (Receipt):	\$	1,184.00	Total Meals & Tips (Per Diem):	\$ 1,184.00
Total Lodging	\$	4,000.00	Total Parking Fees:	\$ 632.00
Transportation Costs:	\$	-		
Identify any transportation requirements:				
1 Rental vehicle				
<b>10. Personnel:</b> Details under "Personnel" tab in workbook. <i>(section auto-populated from worksheet)</i>				
Total Number of Personnel Assigned to Mission				2
Total Daily Personnel Costs	\$	972.00	Total Personnel Costs	\$ 15,552.00
List personnel:				
1 -Team Lead, 1 - Information Coordinator				
Identify the minimum licenses or certifications carried by the personnel on mission:				
NONE				
<b>11. Equipment:</b> Details under "Equipment" tab in workbook. <i>(section auto-populated from worksheet)</i>				
Number of Fuel Consuming Equipment		0	Number of Non-Fuel Consuming Equipment	2
Total Equipment Cost Calculated by Quantity	\$	-	Total Equipment Cost Calculated by Rate	\$ 44.00
<b>12. Commodities:</b> Details under "Commodities" tab in workbook. <i>(section auto-populated from worksheet)</i>				
Lines of Commodity Data Entered:		1	Total Costs of Commodities:	\$ 50.00
<b>13. Other:</b> Details under "Other" tab in worksheet. <i>(section auto-populated from worksheet)</i>				
Lines of Other Data Entered		1		
Total Other Cost Calculated by Quantity	\$	1,600.00	Total Other Cost Calculated by Rate	\$ -
<b>14. Enter total number of estimated mission days:</b>			16	
<b>15. TOTAL ESTIMATED COSTS:</b> <i>(section auto-populated from the 5 worksheets)</i>				
Travel:	Personnel:	Equipment:	Commodities:	Other:
\$ 10,662.00	\$ 15,552.00	\$ 44.00	\$ 50.00	\$ 1,600.00
<b>ESTIMATED TOTAL MISSION COST:</b>			\$ 27,908.00	
<b>16. Resource Requestor Name:</b>		County Y		
Location:	Address:			
	City:			
	State: WA		Zip: 98430-5122	
Point of Contact:	First Name: Doe		Last Name: Jane	
	Phone: 253-555-1212		Mobile:	
	24-hr Phone: 800-258-5990		Email: jane.doe@mil.wa.gov	
<b>17. Requesting Jurisdiction Authorized WAMAS Executive</b>				
Name of Chief Executive Officer or Authorized Designee:	First Name:		Last Name:	
	Phone:		Email:	
	Signature:		Title:	

APPENDIX B – WAMAS Request Form  
(Worksheet for travel calculations)

<b>Total Travel Costs:</b>		\$ 10,662.00			
<b>Enter Detailed Travel Costs Below:</b>					
<b>Personal Vehicle:</b>					
Personal vehicle rates are calculated by the mileage rates available at www.gsa.gov. Mileage rate includes fuel & wear/tear on vehicle.	<b>Mileage</b>	<b>Mileage on Mission Site</b>	<b>Return Mileage</b>	<b>Rate Per Mile</b>	<b>Total:</b>
	200.0			\$ 0.54	\$ 108.00
<b>Rental Vehicle:</b>					
Rental vehicle fee includes the rental rate and fuel.	<b>Vehicle Rental</b>	<b>Insurance (optional)</b>	<b>Total Purchase Cost for Fuel (must submit receipts for reimbursement)</b>		<b>Total:</b>
	\$ 1,500.00				\$ 1,500.00
<b>Governmental Vehicle Costs:</b>					
Government vehicle rates are calculated by the mileage rates available at www.gsa.gov. Mileage rate includes fuel & wear/tear on vehicle.	<b>Mileage</b>	<b>Mileage on Mission Site</b>	<b>Return Mileage</b>	<b>Rate Per Mile</b>	<b>Total:</b>
	200.0			\$ 0.19	\$ 38.00
<b>Total Air Travel:</b>					
Price of air ticket includes cost to and from mission site.	<b>Cost for Air Travel Ticket(s):</b>		<b>Additional Fee Not Included in the Ticket Purchase Price</b>		<b>Total:</b>
	\$ 3,000.00		\$ 200.00		\$ 3,200.00
<b>Meals:</b> (reimbursement based on GSA per diem)					
Per Diem is based on the location of work.	<b>Daily Per Diem Rate:</b>	<b>Per Diem Rate</b>	<b># of Days @ Rate</b>	<b># of Personnel</b>	<b>Meals @ Per Diem Rate</b>
		\$ 37.00	16	2	\$ 1,184.00
<b>Total Per Diem Meals</b>					
\$ 1,184.00					
<b>Lodging</b>					
Lodging can be input at per diem or actual costs.	<b>Lodging</b>	<b>Lodging Rate</b>	<b># of Nights @ Rate</b>	<b># of Rooms</b>	<b>Total Per Day</b>
		\$ 125.00	16	2	\$ 250.00
<b>Total Lodging</b>					
\$ 4,000.00					
<b>Total Lodging Per Day:</b>		\$ 250.00		<b>Total Lodging per Mission:</b>	
				\$ 4,000.00	
<b>Parking Fees</b>					
Parking may include hotel, airport, or lot fees.	<b>Total Parking Expenses</b>				<b>Total Parking Fees</b>
	\$ 632.00				\$ 632.00
<b>Shipment &amp; Transportation Costs for Equipment, Commodities, &amp; Supplies</b>					
Costs for shipping and transporting equipment, commodities, and supplies to and from the mission site.	<b>Equipment</b>	<b>Commodities</b>	<b>Supplies</b>		<b>Total Shipping &amp; Transportation Costs</b>
	\$ -	\$	\$		\$ -
<b>Notes/Comments:</b>					
<p>Mileage is 200 miles for 2 personnel driving 100 miles (roundtrip) to airport parking.</p> <p>Parking fees are for 2 vehicles at the airport over the 16 day period, rate is \$130.00 per week (7 days) and \$28 per day per vehicle. One vehicle cost \$316.00 for 16 days.</p> <p>Rental rate is estimated for 1 rental vehicle.</p>					

APPENDIX B – WAMAS Request Form  
(Worksheet for Personnel calculations)

<b>Total Daily Personnel Costs:</b>				<b>\$ 972.00</b>		<b>Total Mission Personnel Costs:</b>				<b>\$ 15,552.00</b>		
<b>Enter Total # of Personnel on Mission:</b>				<b>2</b>								
<b>Detail for Personnel costs:</b>												
First Name:	Last Name:	Phone:	E-Mail:	Regular Salary Hourly Rate	Fringe Benefit Hourly Rate	# of Regular Hours worked per day	Overtime Salary Hourly Rate	Overtime Fringe Benefit Hourly Rate	# of Overtime Hours worked per day	# of Days on Mission	Total Daily Cost	Total Mission Cost
	pay range 52			\$27.00	\$9.00	8	\$40.50	\$9.00	4	16.00	\$ 486.00	\$ 7,776.00
	pay range 52			\$27.00	\$9.00	8	\$40.50	\$9.00	4	16.00	\$ 486.00	\$ 7,776.00
											\$ -	\$ -
											\$ -	\$ -
											\$ -	\$ -

APPENDIX B – WAMAS Request Form  
(Worksheet for Equipment calculations)

Equipment is nonexpendable resources. It is expected that equipment used during a mission is the property of the mission provider. Equipment purchased to conduct the mission is the property of the Requesting State and must be left with the responding jurisdiction at time of demobilization unless reimbursement for the newly purchased equipment is not requested. Equipment should be fully accounted for both during the mission and when returned home. Costs to decontaminate or restore equipment to pre-mission condition should be included under the "Other" tab within this worksheet. Damaged or destroyed equipment must be documented. Costs for deductibles or items not covered by insurance must be documented and included in the reimbursement package. Rental equipment should be entered under the "Other" tab of this worksheet.

<b>Total Equipment Calculated by Quantity:</b>				<b>Total Equipment Calculated by Rate:</b>				<b>\$ 44.00</b>	
<b>Lines of Equipment Entered:</b>	<b>1</b>	<b># of Fuel Consuming Equipment:</b>		<b># of Non-Fuel Consuming Equipment:</b>		<b>2</b>			
\									
<b>Equipment Costs:</b>									
Equipment Description:			Priced by Quantity			Priced by Equipment Rate			
			Cost Per Item	Quantity	Total Costs	Rate Per Day	Quantity	# of Days Used	Total Cost:
1	mifi device for wireless internet				\$ -	\$11.00	2	2.00	\$ 44.00
2					\$ -				\$ -
3					\$ -				\$ -
4					\$ -				\$ -
5					\$ -				\$ -
6					\$ -				\$ -
7					\$ -				\$ -
8					\$ -				\$ -
9					\$ -				\$ -
10					\$ -				\$ -

APPENDIX B – WAMAS Request Form  
(Worksheet for Commodities calculations)

Commodities are expendable (or consumable) resources such as office supplies, sundries, water, ice, snacks, fuel, and other one time use items. All receipts for commodities must be submitted at the time of reimbursement and must be directly related to the mission.

<b>Lines of Commodity Data Entered:</b>	<b>1</b>	<b>Total Commodity Costs for Mission Calculated by Quantity:</b>	<b>\$</b>	<b>50.00</b>
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**Commodity Costs:**

Commodity Description:		Priced by Quantity		
		Cost Per Item	Quantity	Total Mission Costs
1	Office supplies	\$25.00	2	\$ 50.00
2				\$ -
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -
11				\$ -

APPENDIX B – WAMAS Request Form  
(Worksheet for “Other” calculations)


\*Other costs\* includes anything that would not fall under equipment (non-expendable resource) and commodity (expendable resource). Examples may include mobile phone fees, laundry costs, decontamination, vaccination costs, equipment rental costs, and any other cost not specified elsewhere within the worksheet.

<b>Lines of Other Data Entered:</b>	<b>1</b>	<b>Total Other Costs Calculated by Quantity:</b>	<b>\$</b>	<b>1,600.00</b>	<b>Total Other Costs Calculated by Rate:</b>	<b>\$</b>	<b>-</b>
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**Other Costs:**

Other Description:		Priced by Quantity			Priced by Rate				
		Cost Per Item	Quantity	Total Mission Costs	Rate Per Day	Quantity	Total Cost	# of Days Used	Total Cost:
1	Mission adjustment 10 %	\$1,600.00	1	\$ 1,600.00			\$ -		\$ -
2				\$ -			\$ -	16	\$ -
3				\$ -			\$ -		\$ -
4				\$ -			\$ -		\$ -
5				\$ -			\$ -		\$ -
6				\$ -			\$ -		\$ -
7				\$ -			\$ -		\$ -
8				\$ -			\$ -		\$ -
9				\$ -			\$ -		\$ -

## APPENDIX C – Responding Jurisdiction Reimbursement (RJR) Form

	<b>Washington Intrastate Mutual Aid Responding Jurisdiction Reimbursement (RJR)</b>
<b>SUMMARY OF RESPONDING JURISDICTION EXPENSES</b>	
Incident / Event:	
Submitted <b>TO</b> the Requesting Jurisdiction of:	Date:
<b>BY</b> the Responding Jurisdiction of:	Vendor No.:
For services rendered under Requesting Jurisdiction <b>Mission No.:</b>	
Copies of receipts and payment vouchers for each claim are attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Personnel Costs</b>	
Regular Time	<input style="width: 100px;" type="text"/>
Overtime	<input style="width: 100px;" type="text"/>
Employer Share of Fringe Benefits	<input style="width: 100px;" type="text"/>
<b>Total Personnel Costs</b>	<input style="width: 100px;" type="text"/>
<b>Travel Costs</b>	
Air Travel	<input style="width: 100px;" type="text"/>
Auto Rental / Gas Mileage	<input style="width: 100px;" type="text"/>
Lodging	<input style="width: 100px;" type="text"/>
Government Vehicle Costs	<input style="width: 100px;" type="text"/>
Meals / Tips	<input style="width: 100px;" type="text"/>
<b>Total Travel Costs</b>	<input style="width: 100px;" type="text"/>
Equipment Costs	<input style="width: 100px;" type="text"/>
Contractual Costs	<input style="width: 100px;" type="text"/>
Commodities	<input style="width: 100px;" type="text"/>
Other Costs (explain in Remarks)	<input style="width: 100px;" type="text"/>
<b>Grand Total</b>	<input style="width: 100px;" type="text"/>
Remarks:	
Certified & Authorized by:	Signature:
Title:	Date:
The Authorized official of the Responding Jurisdiction (as defined by RCW 38.56) certifies that the totals for each category/claim are exact costs expended by the Responding Jurisdiction to perform the services requested in the WAMAS REQ-A. All additional supporting documents not included with this claim will be maintained by the Responding Jurisdiction for a period of three (3) years following the above date of submission and may be obtained for audit purposes by notifying the Responding Jurisdiction authorized official named herein.	

## APPENDIX D – Mobilization Checklist



### ***MOBILIZATION CHECKLIST***

Incident Name/Mission Number: \_\_\_\_\_

Your WAMAS mission is: \_\_\_\_\_

You are being deployed to the jurisdiction of: \_\_\_\_\_

The deployment location address is:

\_\_\_\_\_

You are to report to (location and person): \_\_\_\_\_

Your scheduled reporting time/date is: \_\_\_\_\_

Expected duration of assignment \_\_\_\_\_

Expected operating environment, communication protocol, assignment details: \_\_\_\_\_

#### **Before Deployment:**

- ☐ Obtain situational briefing and gain required information from the EOC Supervisor (Responding Jurisdiction).
- ☐ Obtain travel information, where applicable from the Requesting and/or Responding Jurisdiction.
  - ☐ Flight information (flight #, departure time, airline)
  - ☐ Rental car information (reservation #, Jurisdiction contract#, carrier/agency)
  - ☐ Hotel (Name, confirmation number, address, phone)
- ☐ Prepare go-kit for specific assignment.
- ☐ Perform communications check with **all** assigned communications equipment prior to departure.
- ☐ Obtain location and persons to contact at the assigned destination and notify the Responding Jurisdiction Emergency Operations Officer of this information.
- ☐ Ensure all expenditure accountability documents are understood and identified before departure, and are provided to the Responding Jurisdiction upon request (where applicable) and/or availability of the completed reports:
  - ☐ Timesheets or other time worked record signed by an authorized individual from the requesting jurisdiction, updated daily with actual hours worked and completed tasks
  - ☐ Payroll documentation (Responding Jurisdiction timesheet and copy of paystub)
  - ☐ Travel expense reports and copies of travel reimbursement vouchers

## WAMAS MOBILIZATION CHECKLIST

- ☐ Copies of hotel receipts, air fare, baggage fees, parking, shuttle, and other authorized and allowable expenditures (meal receipts not necessary, as local per diem rates apply)
- ☐ Copy of travel authorization/mission orders, where applicable
- ☐ Copies of other documents evidencing costs incurred

### **Upon Arrival at Deployment Station:**

- ☐ Provide personal contact information for home station in case of emergency.
- ☐ Notify home Jurisdiction of your arrival at the point of assignment and provide an estimated date of departure and arrival back to home station.
- ☐ Perform communications check and confirm contact numbers with home station.
- ☐ Report to your work area supervisor.
- ☐ Attend Requesting Jurisdiction operations briefings.
- ☐ Establish computer interface within Jurisdiction EOC.
- ☐ Maintain timesheets or other time worked record signed by an authorized individual, updated daily with actual hours worked
- ☐ Maintain a folder for all ORIGINAL receipts for all expenses, labeling receipts as expenses occur for ease in reference
- ☐ Obtain latest press releases.
- ☐ Obtain and read the daily Action Plan and Situation Reports.
- ☐ Attend Incident Action Plan meetings.
- ☐ Participate in conference calls as scheduled.
- ☐ Maintain contact with Responding Jurisdictions on a regularly scheduled basis to keep them informed of personnel status and update contact information as needed.
- ☐ As your assignment comes to an end, follow Demobilization Procedure Checklist.
- ☐ After signing below indicating acknowledgment of this Mobilization checklist, provide a copy of this checklist to the Responding Jurisdiction WAMAS Coordinator for this deployment.

\_\_\_\_\_  
Printed Name Date

\_\_\_\_\_  
Signature

## APPENDIX E - Demobilization Checklist



### ***DEMOBILIZATION CHECKLIST***

#### **General Information**

- ☐ Resources will be released after the agreed upon tour of duty, or at such time that the requesting Jurisdiction's Emergency Operations Center (EOC) determines a resource is surplus to current missions.
- ☐ Demobilization activities will be coordinated with the Requesting Jurisdiction EOC contact.
- ☐ Resources will not be released unless alternate arrangements are approved.
- ☐ No resources will de-mobilize until authorized to do so by the requesting Jurisdiction.

#### **General guidelines before leaving the Requesting Jurisdiction:**

- ☐ No resources will be released without having a minimum of eight (8) hours off shift for R&R, unless specifically approved in advance by the A-Team.
- ☐ All resources must be able to return to their home duty station prior to 2200 (10:00PM) unless specifically approved in advance.
- ☐ The Requesting Jurisdiction will attempt to debrief all personnel assigned to the incident prior to departure. The de-briefing will include:
  - ☐ Confirmation of travel arrangements.
  - ☐ Review of individual responsibilities for demobilization.
  - ☐ Ensuring any issued equipment for the incident is returned and all documentation is completed and submitted as required.

#### **Common Responsibilities**

- ☐ Safety of all personnel is paramount during demobilization.
- ☐ All personnel shall follow the procedures established in the WAMAS Operations Manual and set forth in this checklist.
- ☐ The WAMAS Personnel Demobilization Form and all other event required documents should be used to demobilize personnel and redeploy back to their home duty station.



## WAMAS MOBILIZATION CHECKLIST

- ☐ Copies of hotel receipts, air fare, baggage fees, parking, shuttle, and other authorized and allowable expenditures (meal receipts not necessary, as local per diem rates apply)
- ☐ Copy of travel authorization/mission orders, where applicable
- ☐ Copies of other documents evidencing costs incurred

### **Upon Arrival at Deployment Station:**

- ☐ Provide personal contact information for home station in case of emergency.
- ☐ Notify home Jurisdiction of your arrival at the point of assignment and provide an estimated date of departure and arrival back to home station.
- ☐ Perform communications check and confirm contact numbers with home station.
- ☐ Report to your work area supervisor.
- ☐ Attend Requesting Jurisdiction operations briefings.
- ☐ Establish computer interface within Jurisdiction EOC.
- ☐ Maintain timesheets or other time worked record signed by an authorized individual, updated daily with actual hours worked
- ☐ Maintain a folder for all ORIGINAL receipts for all expenses, labeling receipts as expenses occur for ease in reference
- ☐ Obtain latest press releases.
- ☐ Obtain and read the daily Action Plan and Situation Reports.
- ☐ Attend Incident Action Plan meetings.
- ☐ Participate in conference calls as scheduled.
- ☐ Maintain contact with Responding Jurisdictions on a regularly scheduled basis to keep them informed of personnel status and update contact information as needed.
- ☐ As your assignment comes to an end, follow Demobilization Procedure Checklist.
- ☐ After signing below indicating acknowledgment of this Mobilization checklist, provide a copy of this checklist to the Responding Jurisdiction WAMAS Coordinator for this deployment.

\_\_\_\_\_  
Printed Name Date

\_\_\_\_\_  
Signature

END OF DOCUMENT