

SUPPORT ANNEX 2—LOCAL MUTUAL AID AND MULTI-STATE COORDINATION

LEAD AGENCIES

Pierce County Department of Emergency Management
Washington State Emergency Management Department

SUPPORT AGENCIES

Counties, Cities, Local Jurisdictions, Organizations and Agencies

I. INTRODUCTION

Mutual Aid can be written or oral agreements between and among agencies/ organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services such as Incident Management Teams. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

A Purpose

Emergency Mutual Aid response and recovery activities are generally conducted at the request and under the direction of the affected local government. The general flow of mutual aid is from field to Pierce County Department of Emergency Management (DEM), and then to the State Emergency Operations Center (SEOC) as appropriate. Some emergency responses are led by designated State agencies. Such agencies have jurisdiction at the State level of those emergencies or disasters. In some cases, there may be a joint response, requiring Unified Command for coordinated response between State and local jurisdictions: e.g., hazardous material and nuclear power plant emergencies.

1. Standardized Emergency Management System (SEMS) is applicable to five jurisdictional levels—State, Region, Operational Area, Local, and Field—and has five major elements:
 - Incident Command System (ICS);
 - Multi-agency, inter-agency coordination, or Incident Management Teams;
 - The State's Mutual Aid System (Chapter RCW 38.56) or Omnibus Agreement for Pierce County;
 - Operational Areas; and,
 - The Operational Area Satellite Information System (OASIS).

II. SITUATION

A. Situations and Assumptions

1. Mayor or Administrator for jurisdiction, County Executive of impacted county or Governor of impacted state can proclaim or declares a state of emergency.
2. Impacted jurisdiction, county or state assesses resource needs and identifies shortfalls for which assistance will be requested.

3. Activate local or state mutual aid agreements.
 - Responding county or jurisdiction provides requested resources.
 - Responding county or jurisdiction maintains a detailed accounting of deployed resources and bills requesting agency in accordance with mutual aid agreement.
 - Requesting county or jurisdiction reimburses responding county or jurisdiction.
4. Proclamation of emergency by Governor, if not already done.
5. State-to-State Assistance, Emergency Management Assistance Compact (EMAC) is activated Impacted jurisdiction, county or state assesses resource needs and identifies shortfalls for which assistance will be requested.
 - Activate local or state mutual aid agreements.
 - Washington Military Department Designated Contacts and Authorized Representatives are responsible for the coordination of requesting out of state resources and the deployment of state resources.
 - Pierce County must have an Intergovernmental Agreement (IGA) in place with Washington Military Department, Emergency Management Division to be considered eligible for EMAC deployments.
 - State Emergency Management personnel (EMAC A-Teams, Designated Contacts, or Authorized Representatives) help to find resources and determine cost and availability.
 - The counties or jurisdictions provide requested information to complete the EMAC Form REQ-A Section II to the State EMAC Coordinator.
 - Resources are sent to the requesting state from the assisting state (i.e. mobilized and deployed).
 - When mission is completed, resources return to home location (i.e. demobilized and are available for redeployment).
 - Deployed personnel provide receipts, records and documentation and work with home jurisdiction to develop and review reimbursement package(s).
 - Reimbursement package sent to state.
 - Military Department Finance personnel work with the Office of Financial Management (OFM) to determine who will pay the bill.
 - Assisting State sends completed reimbursement package sent to requesting State for reimbursement.

III. CONCEPT OF OPERATIONS

Pierce County agencies that feel they need assistance from another jurisdiction should contact the County Duty Officer (253) 798-7470. Other jurisdictions that may request the assistance of Pierce County will initiate contact with Pierce County's Duty Officer from the Department of Emergency Management. The request will then be forwarded to the appropriate agencies involved for their input into the request.

A. Normal Operations

1. Develop and maintain plans and procedures to implement the Washington Mutual Aid System (WAMAS) or Omnibus Agreement and maintain the contact list current at all times.

B. Increased Readiness

1. A natural or man-made disaster is threatening the local area. Discuss any anticipated needs with local agencies, and review procedures to request aid.

C. Emergency Operations

1. Mobilization Phase: Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- Continue discussions with local agencies regarding anticipated needs that cannot be received locally. Include as much detail as possible including anticipated equipment or personnel, hours of work needed, anticipated costs, etc.
- Review procedures for initiating mutual aid requests through the Washington Mutual Aid System or Omnibus Agreement.

2. Response Phase: Disaster strikes; an emergency response is required to protect lives and property.

- Mutual aid agreements used by various emergency services agencies should be exercised as needed for immediate need.
- Needs exceeding the capability of Pierce County and normal mutual aid jurisdictions need to be identified and communicated to the EOC Manager.

3. Recovery

- As new needs are discovered that are beyond the capability of Pierce County, continue to communicate the needs to EOC Manager for possible assistance from the Washington Mutual Aid System or Omnibus Agreement.
- Document all costs associated with mutual aid requests through the Omnibus Agreement for reimbursement, payables, or receivables.

IV. ORGANIZATION AND RESPONSIBILITIES

The Incident Command System (ICS) is a long-proven system of handling field response activities in emergencies. ICS provides essential management using these aspects: common terminology, modular organization, integrated communications, a unified command structure, consolidated action plans, manageable span-of-control, predestinated incident facilities and comprehensive resource management.

ICS achieves all of this by organizing any incident management and response effort into five basic functions: Command, Planning/Intelligence, Operations, Logistics (responsibilities described on next page), and Finance/Administration.

- A. Logistics Section Responsibilities Include:
- Ensure communications systems are working.
 - Arrange such transportation as is necessary.
 - Provide services, personnel, equipment, and materials for the response efforts.
 - Keeps receipts of all expenditures.
 - Provide facilities, including new ones during the emergency, if needed.
1. Under ICS, Logistics is responsible for filling emergency requests for communications services and equipment. This includes mutual aid requests for volunteers. The Operations Section coordinates resources committed to an EOC and makes the requests for supporting resources to the Logistics Section.
 2. At the state level, the SEOC Logistics Section and Operations Sections receives all requests for assistance and either assigns the request to the SEOC Operations Section for tasking to state agencies or assigns the request to internal Logistics Section Branches for fulfillment.
- B. Direction, Control, and Coordination
1. The Director of Emergency Management in conjunction with the County Executive is the person empowered to obligate county resources and expend county funds for mutual aid purposes. The Director of Emergency Management Director can delegate this authority to other emergency management officials within the organization as long as they possess the same obligating authority as the Director.
- C. Disaster Intelligence (Information Collection)
1. At least once daily, and sometimes more frequently, the situation status report (SITREP) is prepared by the Planning Section in the EOC and posted on WebEOC and the EMAC web site, if appropriate. Details on the current status of the emergency operation and the response to that emergency event are provided. The purpose of the SITREP is to ensure that all parties involved in the response effort are thoroughly informed of every facet of the current operation.
- D. Communications
1. Requests for Emergency Assistance shall be directed to the designated contact person(s) on the contact list provided by the participating Counties to the Washington Mutual Aid System or Omnibus Agreement.
 2. The EMAC Request for Assistance (REQ-A) Form can be used to officially request assistance, offer assistance, and accept assistance through the State. The use of the single form simplifies and streamlines the paperwork necessary to request and receive assistance from Member States. It is important to remember that when duly executed by the Authorized Representative of the Requesting and Assisting States, the REQ-A becomes a legally binding agreement between the Requesting and Assisting States under EMAC.

E. Administration and Logistics

1. Resources needed to support the effective operations are addressed in the Standard Operating Procedures developed and maintained by each organization.

V. PLAN DEVELOPMENT AND MAINTENANCE

The Director of Emergency Management is responsible for the content of this annex and for currency. All EOC staff members must be familiar with this Support Annex's content.

VI. AUTHORITIES AND REFERENCES

- Omnibus Agreement
- Washington State Mutual Aid System
- EMAC Agreement

VII. TERMS AND DEFINITIONS

- (See Appendices I and II)

VIII. ATTACHMENTS

- (None)