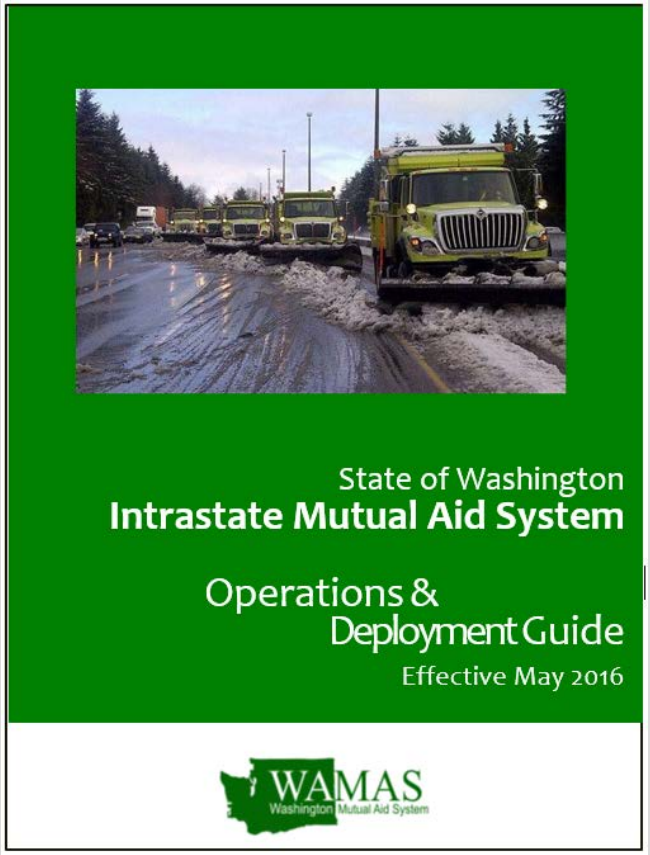
WASHINGTON MUTUAL AID SYSTEM

Statewide Processes and Procedures as approved by the Emergency Management Council

What is WAMAS?

Enabling legislation allowing Member Jurisdictions* to share resources during emergencies or anticipated exercises.



*Default membership includes 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.

History/Overview

- Established in RCW 38.56 for mutual assistance among member jurisdictions, approved in 2011.

- Includes mitigation, response, or recovery resources (equipment or personnel) related to an emergency, or in preparation for an emergency.

History/Overview

Chapter 38.56 RCW Section highlights:

- Requesting Assistance Provisions.
- Death/Injury Benefits.
- Reimbursement for Provided Assistance.
- Tort Liability and Immunity.

Membership

Release:
Member jurisdictions obtain release from membership by a resolution or ordinance adopted by the member declaring they elect not to participate in WAMAS.

Admittance:
Federally recognized Tribes establish a resolution or ordinance adopted by the member declaring they elect to participate.

WAMAS Does…

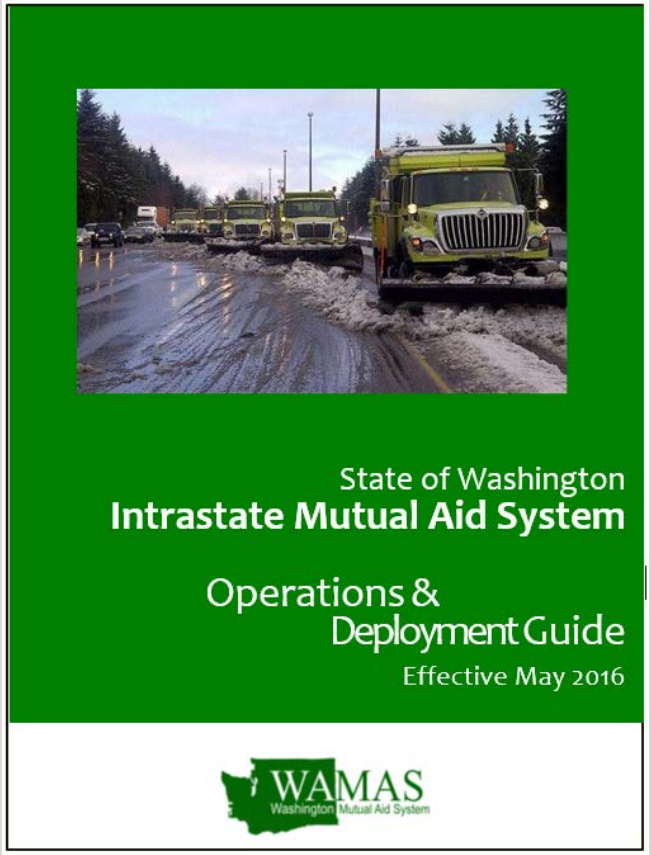
- Provide a responsive and straightforward mutual aid system.
- Maximizes the use of all available Member Jurisdiction resources.
- Provide immunity and tort protection.
- Work in harmony with the National Response Framework.

WAMAS Doesn't…

- Require jurisdictions to provide support.
- Assume direction and control of affected jurisdiction's emergency operations.
- Endorse self-deployment.
- Replace existing mutual aid agreements (Ex.: Fire Mobilization).
- Prohibit future mutual aid agreements.
- Stockpile/prioritize/allocate resources.
- Move resources from Washington to another state.
- Rely upon federal or state funds to reimburse WAMAS costs incurred by Assisting Jurisdictions.

Operations & Deployment Guide

- The Operations and Deployment Guide governs WAMAS:
  - Processes
  - Procedures
  - Required Forms
- The WAMAS Request for Assistance (REQ-A), and the current Operations and Deployment Guide are available on the Logistics Section Webpage.
  - http://mil.wa.gov/other-links/logistics-and-resources



Operations & Deployment Guide Content

- Basic Provisions, Coordination, and Credentials.
- Response Personnel Purpose and Qualifications.
- WAMAS Coordinators.
- Notification and Resource Request Broadcast.
- Deployment: Related Duties and Expectations.
- Mobilization and Demobilization Recommendations.
- Reimbursement:
  - Eligible/Ineligible Costs and Documentation.
  - Dispute Resolution and Injury Claims.

Continued…

- After Action Report and Improvement Plan.
- Intrastate Mutual Aid Committee.
- Maintenance and Tracking Use of WAMAS.
- Forms and Checklists:
  - RCW 38.56 (WAMAS) and RCW 38.52.040 (Emergency Management Council)
  - Request and Reimbursement Forms
  - Mobilization and Demobilization Forms

Control of Resources

- Assistance provided is under the operational control of the requesting jurisdiction.
- The rights of ownership or employment remain with the responding jurisdiction, such as disposition, compensation, health, and death/injury benefits.

Continued…

- The requesting member jurisdiction 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.
- Requesting member jurisdiction is responsible for providing demobilization instructions.

Professional Credentials

- A responding employee, who holds a license, certificate, or other permit... issued by the state of Washington or a recognized political sub division within county, city, or town of the State is transferable within the State.
- The verification of credentials is the responsibility of the requesting jurisdiction.

Death or Injury Benefits

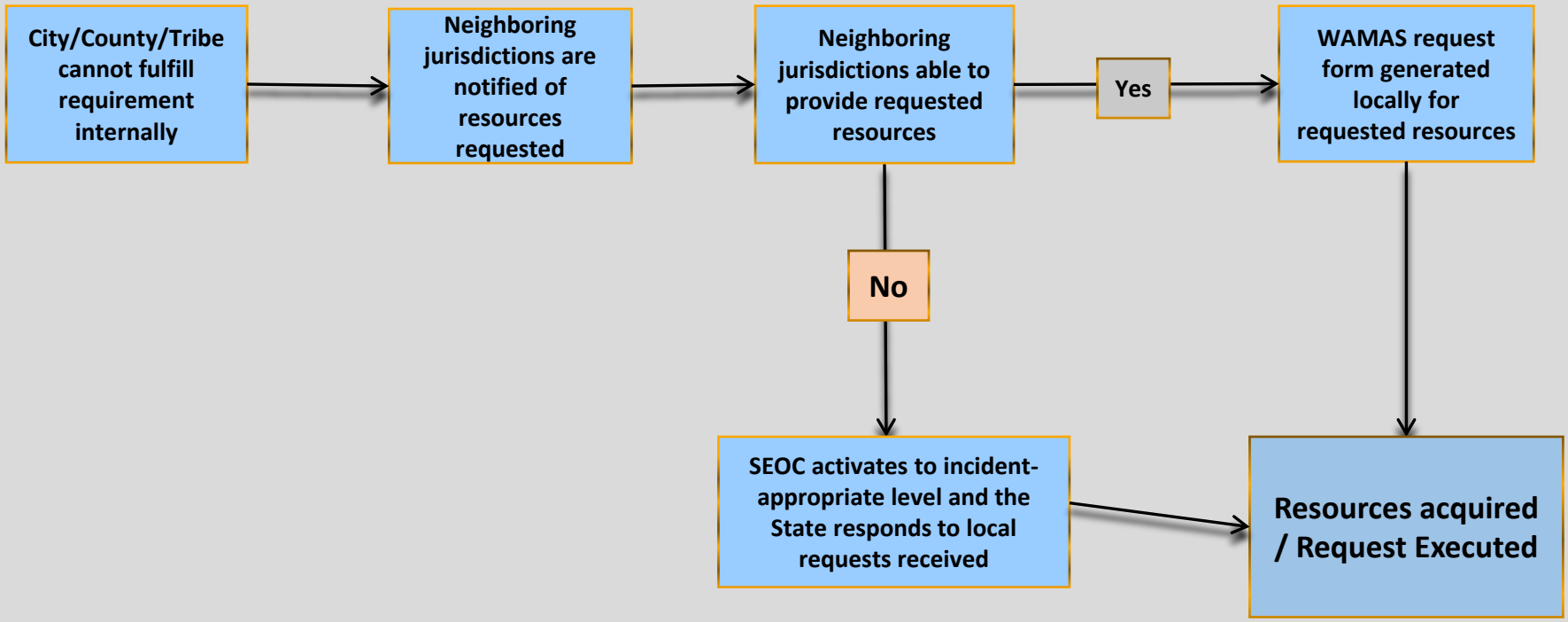
An employee of a responding member jurisdiction deployed in response to a WAMAS request who dies or sustains injury in the course of providing the assistance is entitled to:

- All applicable benefits that are normally available to the employee as they are currently employed.
- These benefits are paid by the employing agency.

Liability

- No responding member employee will be liable for providing or attempting to provide such assistance in good faith while deployed under WAMAS.
- A responding member is covered for purposes of liability by the requesting member.

Flow of the Intrastate Mutual Aid System

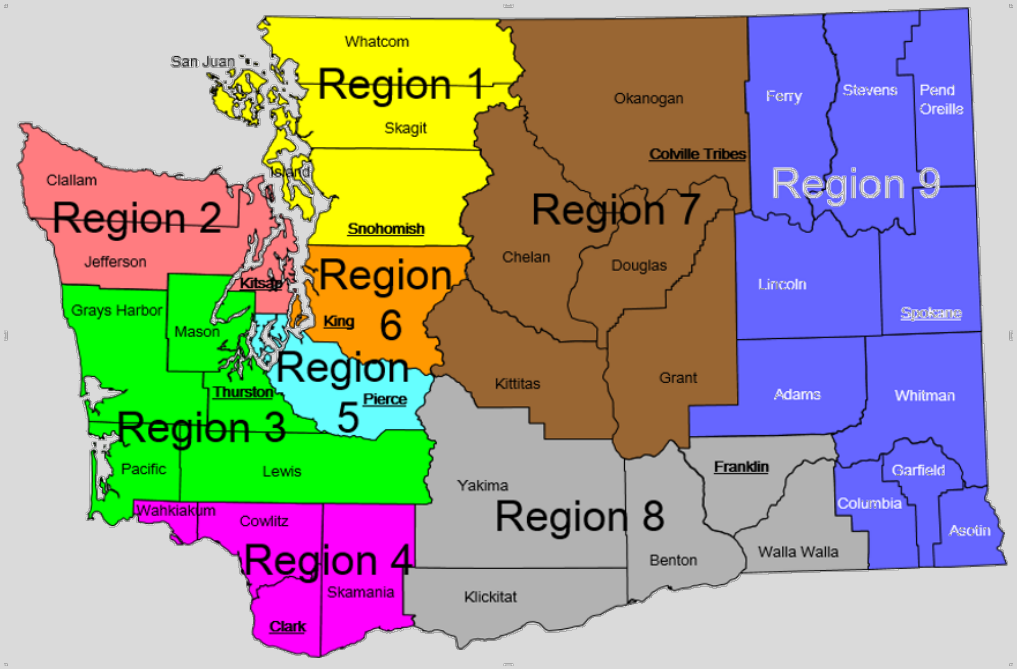


Note:

This process illustrates a standardized method for requesting resources using the System.

The WAMAS Coordinator

They are local Emergency Managers who volunteer to serve as Regional Coordinators. The Regions have not been established at this time but may follow Homeland Security Regions as depicted below.



The Volunteer WAMAS Regional Coordinator

The WAMAS Coordinator, working from his/her region, is responsible for:

- Requesting resources in response to a local incident or planned exercise.
- Coordinating resources provided to the assisting jurisdiction or Tribe.
- Responding to requests for assistance, as available, from requesting jurisdictions or member Tribes.
- Coordinating documentation for provided resources for responding jurisdictions or member tribes for reimbursement.
- Contributing constructive feedback for the After Action Review.

The WAMAS SEOC Coordinator

When the SEOC is activated in support of a local incident, WAMAS Coordinators may be assigned to the SEOC for the coordination of local to local resources, with duties including:

- Tracking and documenting incoming requests for assistance and offers of assistance for specific resources in WebEOC.
- Assist in contacting coordinators or members for resource availability.
- Providing accurate per diem and time/attendance records to the Washington Military Department from the coordinator's home jurisdiction for reimbursement.

Requesting assistance under WAMAS

- Neighboring city/county/tribe (assisting jurisdiction) notified by requesting jurisdiction WAMAS Regional Coordinator of need.
- Assisting jurisdiction determines if they can fulfill the request.
- If assistance is accepted both Requestor and Assistor complete the WAMAS Request Form.

Negotiation and Deployment

- A WAMAS request may be written or verbal.
  - Reference RCW 38.56.030 (2) in Appendix A.
- If the agreement is verbal, the responding jurisdiction has thirty days to complete the WAMAS Request workbook.
- The WAMAS Request Workbook is available from:

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

The Request

- The requesting member jurisdiction will be financially responsible to all responding member jurisdictions that respond under this agreement.
- The financial obligation to reimburse is not contingent upon State or Federal money.

The WAMAS Request Workbook

- Sections 1 through 8 are completed by the Assisting Jurisdiction or Tribe based upon incident information provided by the Requesting Jurisdiction or Tribe.

WAMAS Request | Travel | Personnel | Equipment | Commodities | Other

WAMAS Request Form

1. Resource Name:		Type IV - Public Information Officer Team		
2. Resource Provider Name:		County X		
Location:	**Address:**	Building 20 / 20 Aviation Drive		
	City:	Camp Murray		
	State:	WA	**Zip:**	98430-5122
Point of Contact:	**First Name:**	Doe	**Last Name:**	John
	Phone:	253-512-5555	**Mobile:**	
	24-hr Phone:	800-258-5990	**Email:**	john.doe@mil.wa.gov
3. Responding Jurisdiction Authorized WAMAS Executive				
Name of Chief Executive Officer or Authorized Designee:	**First Name:**		**Last Name:**	
	Phone:		**Email:**	
	Signature:		**Title:**	

4. Components:

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/reimbused by requesting jurisdiction
OTHER = 10% adjustment for accuracy in estimates

5. Mission Capabilities:

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.

6. Detailed Resource Description:

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 acomplished 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, & 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.

7. Limiting Factors to the Resource:

Community knowledge

8. Logistical Support Needed During Mission:

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.

The WAMAS Request Workbook

- Section 9 is auto-populated from the “Travel” tab, adhering to the per diem rate of the location of the mission.

WAMAS Request | Travel | Personnel | Equipment | Commodities | Other

9. Travel: Details under "Travel" tab in workbook.			*(section auto-populated from worksheet)*	
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				

The WAMAS Request Workbook

- Section 10 is populated from the “Personnel” tab of the workbook for daily costs related to salaries and benefits.
- There are no calculation areas for overtime or backfill, and any requested costs must be agreed upon by both parties prior to deployment.

WAMAS Request | Travel | Personnel | Equipment | Commodities | Other

10. Personnel: Details under "Personnel" tab in workbook. *(section auto-populated from worksheet)*			
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			

The WAMAS Request Workbook

- Sections 11 through 14 are also auto-populated by their respective tab references.

WAMAS Request | Travel | Personnel | Equipment | Commodities | Other

11. Equipment: Details under "Equipment" tab in workbook. *(section auto-populated from worksheet)*			
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
12. Commodities: Details under "Commodities" tab in workbook. *(section auto-populated from worksheet)*			
Lines of Commodity Data Entered:	1	**Total Costs of Commodities:**	$ 50.00
13. Other: Details under "Other" tab in worksheet. *(section auto-populated from worksheet)*			
Lines of Other Data Entered	1		
Total Other Cost Calculated by Quantity	$ 1,600.00	**Total Other Cost Calculated by Rate**	$ -
14. Enter total number of estimated mission days:		16	

The WAMAS Request Workbook

- Sections 15 auto calculate from the workbook. Once signed by the authorized Requesting Jurisdiction executive, serves as the contract between the Requesting and Assisting jurisdictions and the basis for reimbursement.

WAMAS Request | Travel | Personnel | Equipment | Commodities | Other

15. TOTAL ESTIMATED COSTS: *(section auto-populated from the 5 worksheets)*					
	Travel:	Personnel:	Equipment:	Commodities:	Other:
	$ 10,662.00	$ 15,552.00	$ 44.00	$ 50.00	$ 1,600.00
	ESTIMATED TOTAL MISSION COST:		$ 27,908.00		

16. Resource Requestor Name:		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

17. Requesting Jurisdiction Authorized WAMAS Executive				
Name of Chief Executive Officer or Authorized Designee:	First Name:		Last Name:	
	Phone:		Email:	
	Signature:		Title:	

Response Personnel

- Provide assistance to a Requesting jurisdiction during drills, exercises, or an emergency.
- Response personnel have required skills or abilities that contribute to successfully fulfilling duties as requested.
- Local jurisdictions have the responsibility to provide employee awareness and training on the process and procedures used to request and deploy resources under WAMAS.

Deployed Personnel Qualifications

The Jurisdiction agrees that it will only deploy personnel as authorized resources under this agreement who are current, fully qualified and capable of performing the duties described in the WAMAS request.

Reimbursement

- Reimbursable costs are those that would be normally submitted for reimbursement and considered eligible as emergency costs under state and federal disaster assistance programs.
- Reimbursements are for actual expenses incurred in rendering assistance pursuant to the actual agreement.
- Reimbursements are covered under RCW 38.56.070

General Eligible Reimbursable Items

- Regular time salary, overtime salary, and fringe benefits calculated at the regular rate.
- Travel.
- Lodging (not to exceed state per diem without authorization).
- Meals not provided by entities of the Requesting Jurisdiction (not to exceed state per diem without authorization).
- Equipment cost.
- Commodities - Consumables, supplies and materials used supporting the request.

Note - Backfill must be agreed upon by both parties prior to the deployment of a resource.

General items ineligible for reimbursement

- Travel time from home of record to place of employment, to include return trip.
- Standby hours (time spent waiting for a deployment).
- Administrative costs associated with pre-deployment and post-deployment functions.
- Purchasing of any items in advance as replacements.
- Costs for alcohol, tobacco, toiletries, or similar items are not eligible for reimbursement.

Note - ALL costs incurred by an entity that self-deployed without approval from both participating jurisdictions and/or tribes will be ineligible.

Reimbursement Documentation

Each resource providing jurisdiction needs to provide documentation including, but not limited to:

- A signed copy of the WAMAS Request Form.
- Timesheets and payroll documentation signed by an authorized individual from the requesting jurisdiction.
- Travel expense reports and vouchers.
- Receipts or invoices for purchased goods (meals at per diem).
- Other documents that substantiate an authorized incurred cost.

After Action Report (AAR)

- AAR is developed after WAMAS use in incident or drill/exercise.
- Three positive experiences and three opportunities for improvement are recommended.
- Both requesting and responding WAMAS members are encouraged to provide input.
- AAR findings are shared with the WAMAS Subcommittee.

Appendices

APPENDIX A – RCW 38.56 and RCW 38.52.040

APPENDIX B – WAMAS Request Form.

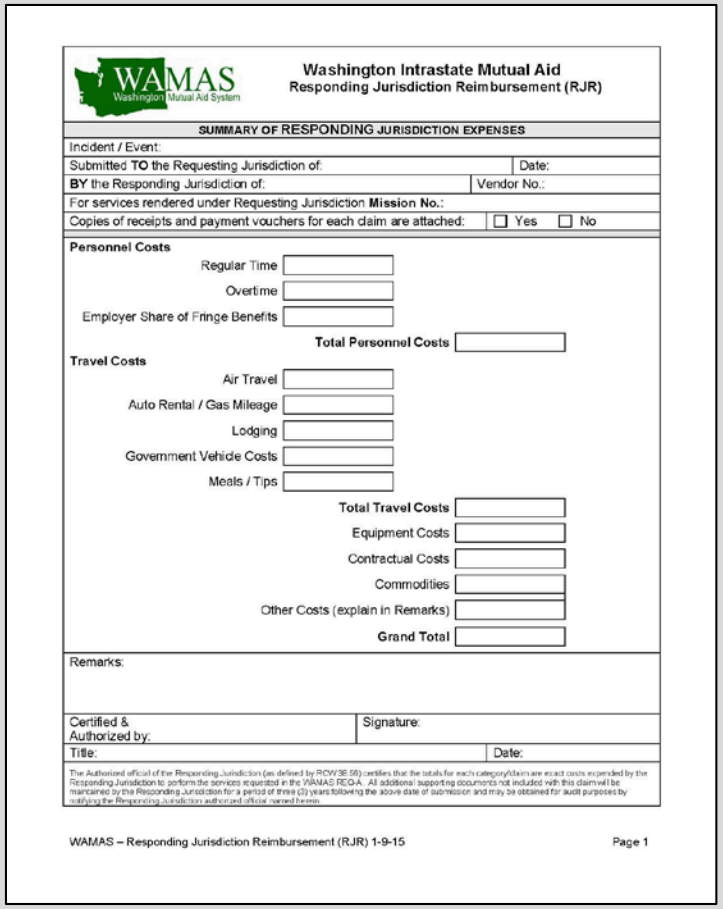
APPENDIX C – Responding Jurisdiction Reimbursement (RJR) Form.

APPENDIX D – Mobilization Checklist.

APPENDIX E - Demobilization Checklist.

Appendix C - RJR Form

- Responding Jurisdiction Reimbursement (RJR) Form.
- Summary of actual costs incurred during WAMAS deployment.
- Accompanies the required documentation for reimbursement.



WAMAS Washington Mutual Aid System

Washington Intrastate Mutual Aid
Responding Jurisdiction Reimbursement (RJR)

SUMMARY OF RESPONDING JURISDICTION EXPENSES

Incident / Event:

Submitted **TO** the Requesting Jurisdiction of: | Date:

BY the Responding Jurisdiction of: | Vendor No.:

For services rendered under Requesting Jurisdiction **Mission No.**:

Copies of receipts and payment vouchers for each claim are attached: ☐ Yes ☐ No

Personnel Costs	
Regular Time	
Overtime	
Employer Share of Fringe Benefits	
Total Personnel Costs	
Travel Costs	
Air Travel	
Auto Rental / Gas Mileage	
Lodging	
Government Vehicle Costs	
Meals / Tips	
Total Travel Costs	
Equipment Costs	
Contractual Costs	
Commodities	
Other Costs (explain in Remarks)	
Grand Total	

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.

WAMAS – Responding Jurisdiction Reimbursement (RJR) 1-9-15 Page 1

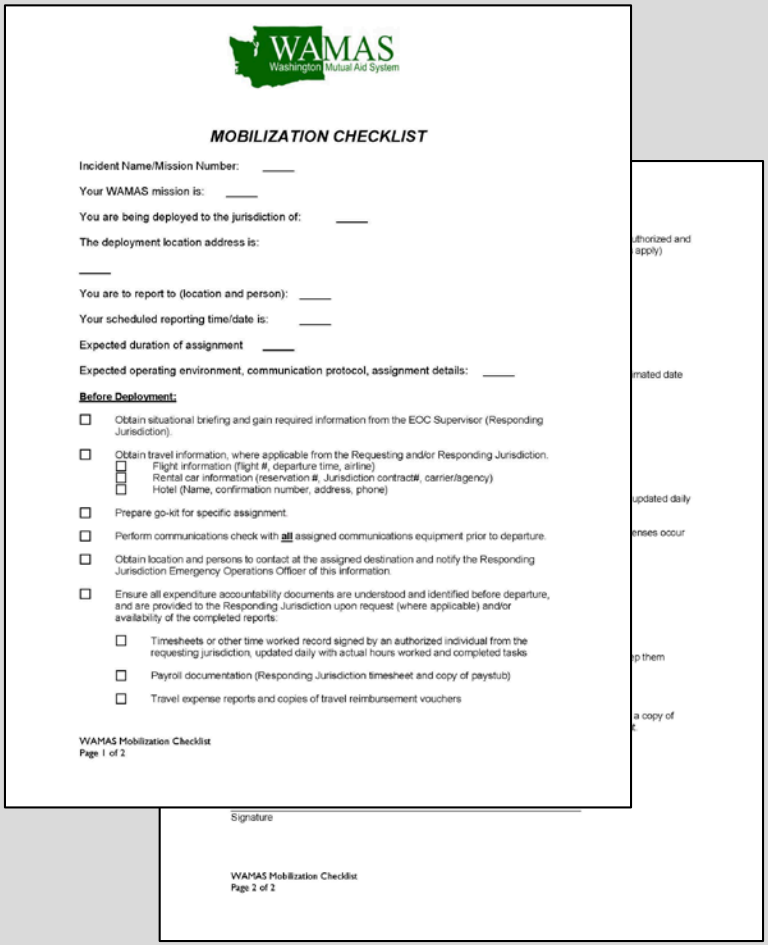
Appendix D - Mobilization Checklist

Front Page

- Outlines pre-deployment tasks and deployment details.

Back page

- Outlines duties upon arrival at duty station.



WAMAS
Washington Mutual Aid System

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
Page 1 of 2

Signature

WAMAS Mobilization Checklist
Page 2 of 2

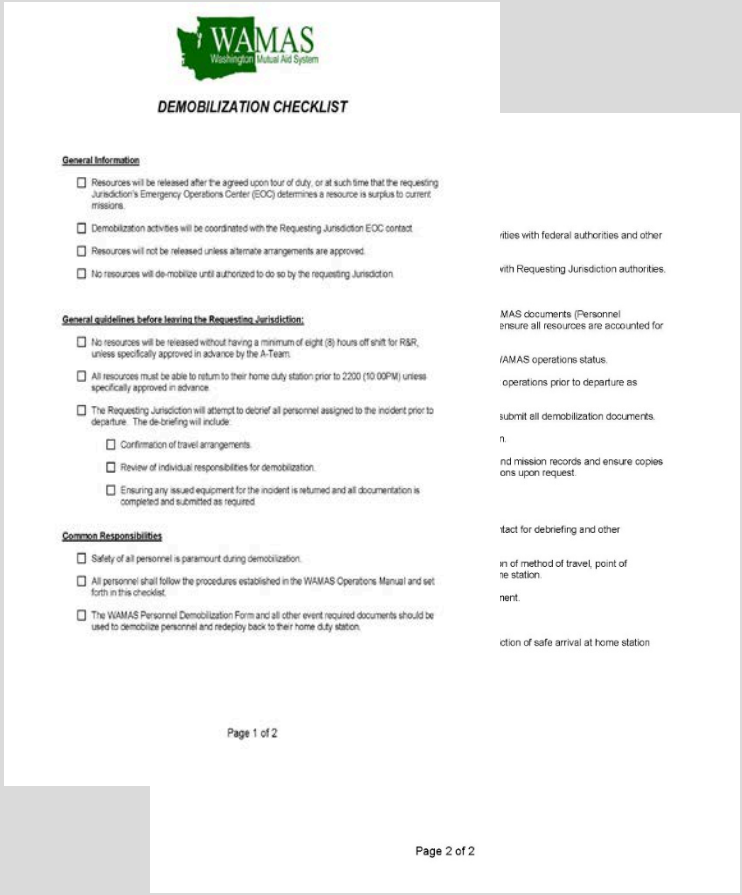
Appendix E – Demobilization Checklist

Front Page

- Outlines general tasks and responsibilities when demobilizing.

Back Page

- Outlines specific tasks regarding the deploying resource, requesting jurisdiction, and personnel.



WAMAS Washington Mutual Aid System

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.

Page 1 of 2

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vith Requesting Jurisdiction authorities.

MAS documents (Personnel
ensure all resources are accounted for

/AMAS operations status.

operations prior to departure as

submit all demobilization documents.

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WAMAS
Washington Mutual Aid System

Questions?