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:
  o Processes
  o Procedures
  o Required Forms

• The WAMAS Request for Assistance (REQ-A), and the current Operations and Deployment Guide are available on the Logistics Section Webpage.
  o 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:
  o Eligible/Ineligible Costs and Documentation.
  o 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:
  o RCW 38.56 (WAMAS) and RCW 38.52.040 (Emergency Management Council)
  o Request and Reimbursement Forms
  o 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

City/County/Tribe cannot fulfill requirement internally → Neighboring jurisdictions are notified of resources requested → Neighboring jurisdictions able to provide requested resources

- Yes → WAMAS request form generated locally for requested resources
- No → SEOC activates to incident-appropriate level and the State responds to local requests received → Resources acquired / Request Executed

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.
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.

<table>
<thead>
<tr>
<th>WAMAS Request</th>
<th>Travel</th>
<th>Personnel</th>
<th>Equipment</th>
<th>Commodities</th>
<th>Other</th>
</tr>
</thead>
</table>

### 9. Travel: Details under "Travel" tab in workbook.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Personal Vehicle</strong></td>
<td>$ 108.00</td>
<td><strong>Total Rental Vehicle Total</strong></td>
<td>$ 1,500.00</td>
<td></td>
</tr>
<tr>
<td><strong>Costs:</strong></td>
<td></td>
<td><strong>Costs:</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Total Governmental Vehicle</strong></td>
<td>$ 38.00</td>
<td><strong>Total Air Travel Costs:</strong></td>
<td>$ 3,200.00</td>
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<tr>
<td><strong>Costs:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses Meals &amp; Tips (Receipt):</strong></td>
<td>$ 1,184.00</td>
<td><strong>Total Meals &amp; Tips (Per Diem):</strong></td>
<td>$ 1,184.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Lodging:</strong></td>
<td>$ 4,000.00</td>
<td><strong>Total Parking Fees:</strong></td>
<td>$ 632.00</td>
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<tr>
<td><strong>Transportation Costs:</strong></td>
<td>$ -</td>
<td></td>
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<td></td>
</tr>
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</table>

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.
The WAMAS Request Workbook

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
<th>Tab in Workbook</th>
<th>Rows</th>
<th>Calculations</th>
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</thead>
<tbody>
<tr>
<td>11. Equipment</td>
<td>Details under &quot;Equipment&quot; tab in workbook.</td>
<td>(section auto-populated from worksheet)</td>
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<tr>
<td><strong>Number of Fuel Consuming Equipment</strong></td>
<td>0</td>
<td><strong>Number of Non-Fuel Consuming Equipment</strong></td>
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<tr>
<td><strong>Total Equipment Cost Calculated by Quantity</strong></td>
<td>$</td>
<td><strong>Total Equipment Cost Calculated by Rate</strong></td>
<td>$</td>
<td>44.00</td>
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<td>12. Commodities:</td>
<td>Details under &quot;Commodities&quot; tab in workbook.</td>
<td>(section auto-populated from worksheet)</td>
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<tr>
<td><strong>Lines of Commodity Data Entered</strong></td>
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<td><strong>Total Costs of Commodities</strong></td>
<td>$</td>
<td>50.00</td>
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<tr>
<td>13. Other:</td>
<td>Details under &quot;Other&quot; tab in worksheet.</td>
<td>(section auto-populated from worksheet)</td>
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<tr>
<td><strong>Lines of Other Data Entered</strong></td>
<td>1</td>
<td><strong>Total Other Cost Calculated by Rate</strong></td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Other Cost Calculated by Quantity</strong></td>
<td>$</td>
<td></td>
<td></td>
<td>1,600.00</td>
</tr>
<tr>
<td>14. Enter total number of estimated mission days:</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
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<tr>
<td></td>
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</tbody>
</table>

15. TOTAL ESTIMATED COSTS: *(section auto-populated from the 5 worksheets)*

<table>
<thead>
<tr>
<th>Travel:</th>
<th>Personnel:</th>
<th>Equipment:</th>
<th>Commodities:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10,662.00</td>
<td>$ 15,552.00</td>
<td>$ 44.00</td>
<td>$ 50.00</td>
<td>$ 1,600.00</td>
</tr>
</tbody>
</table>

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.
Appendix D - Mobilization Checklist

Front Page

• Outlines pre-deployment tasks and deployment details.

Back page

• Outlines duties upon arrival at duty station.
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.
Questions?