Operations Manual and Standard Operating Procedures

Updated April 2018

Pacific Northwest Emergency Management Arrangement

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- Request for Assistance (REQ-A) Excel Workbook
- Authorization to Proceed Template
- Reimbursement Form R-1
- Reimbursement Form R-2
- Post Deployment Survey

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INTRODUCTION

The 2018 Pacific Northwest Emergency Management Arrangement (PNEMA) Operations Manual and Standard Operating Procedures contain:

- The official policy and procedures for the implementation and administration of the PNEMA system.
- Information on conducting emergency response and recovery operations on behalf of PNEMA Member States/Provinces pursuant to the Arrangement.
- Reimbursement guidelines in accordance with Member States/Province/Territory Standard Operating Procedures.

The Operations Manual and Standard Operating Procedures is divided into four sections:

Section I – Organization and Responsibilities

Section I describes the organizational structure and specific responsibilities and functions of the various coordinating elements.

Section II – Standard Operating Procedures

Section II describes the Standard Operating Procedures for requesting and providing assistance. Section II establishes the span of control for command, coordination, and control of the Area of Operations (AO) whenever PNEMA is activated. This section also illustrates integration within the National Incident Management System (NIMS) operational concepts, and describes both mobilization and demobilization procedures.

Section III – Reimbursement

Section III establishes policies and procedures for PNEMA mission reimbursements.

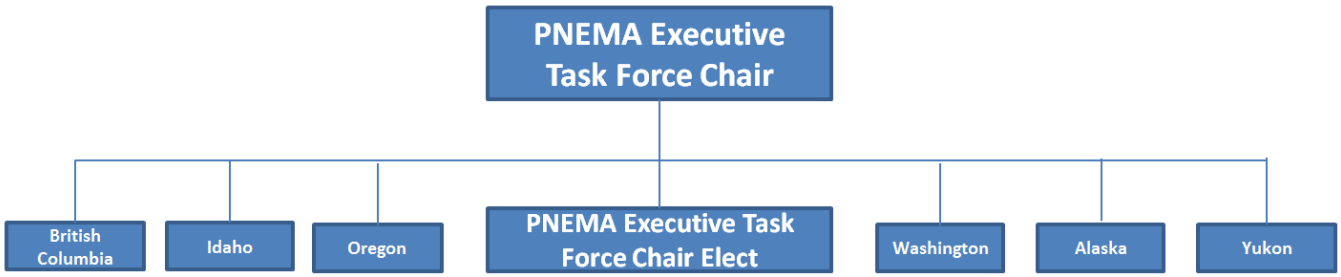
Section IV – Appendices

Section IV contains the various supporting documents, checklists, operational, and reimbursement forms referred to throughout the Operations Manual.

This Operations Manual and Standard Operating Procedure is reviewed annually by the PNEMA Executive Task Force and revised as needed. This document is intended for use as the “go to” book for obtaining PNEMA direction and guidance. All PNEMA Member States, Province or Territory Authorized Representatives, Designated Contacts, and other signatory level personnel should become familiar with PNEMA policies and procedures for timely PNEMA implementation and deployment.

SECTION I – ORGANIZATION AND RESPONSIBILITIES

Section I describes the components of governance, general responsibilities, functions, and duties for each PNEMA organizational component, as shown below.



A. The PNEMA Executive Task Force

The PNEMA Executive Task Force (ETF) conducts the day-to-day activities of the Western Regional Emergency Management Advisory Committee (WREMAC). The ETF is comprised of one voting member from each organizational component. The PNEMA Governance Protocols are detailed in Appendix C.

The composition of leadership and duties of the ETF is as follows:

1. **The ETF Chair**
   - Manages and conducts all ETF meetings.
   - Directs the activities of the International Coordination Group; which is comprised of members from the jurisdiction of the ETF Chair.
   - Resolves any policy or procedural issues that arise during activations and implementation of PNEMA operations.
   - Serves a two-year term commencing with election at the WREMAC Annual Conference (usually held in June or July).
   - Is elected by the members of the ETF.
   - Establishes command and control structure for PNEMA activities.
   - Maintains the PNEMA concept of operations as a function of the emergency management system.
   - ETF Chair Rotation – Washington, Oregon, Yukon Territory, Idaho, Alaska, and British Columbia.

2. **The ETF Chair-Elect**
   - The ETF Chair-Elect is assigned duties by the ETF Chair and becomes the ETF Chair at the conclusion of the term of office of the current Chair.

3. **Member States/Provinces**
   - Alaska
   - British Columbia
   - Idaho

- Oregon
- Washington
- Yukon

B. The International Coordination Group

1. The International Coordination Group (ICG) is the operational arm of PNEMA, and is responsible for the oversight of all PNEMA emergency response and recovery operations. Serving as Team Leader of the ICG is a duty of the Chair of the PNEMA Executive Task Force. The ICG is the initial point-of-contact for an affected jurisdiction when activation of the PNEMA system is anticipated or warranted.
2. The ICG ensures operational procedures are followed, coordinating teams are adequately staffed, and timely status reports on PNEMA deployments are issued. In coordination with other ETF members, the ICG resolves any policy or procedural issues during the activation and implementation of PNEMA functions within the emergency management systems' command and control structure.
3. Additional response operations functions and standard operating procedures for the ICG are contained in Section II of this manual.

C. The Advanced Team (A-Team)

A coordinating team deployed to an affected States, Province or Territory is referred to as an A-Team. The purpose of the A-Team is to assist the Requesting States, Province or Territory in the coordination of assistance from one or more Member States, Province or Territory to another under the Arrangement. Standard Operating Procedures for the A-Team are contained in Section II.

The use of an A-Team is not always required to request or provide assistance. The decision to stand up an A-Team is generally made when an incident has exceeded the Mutual Aid Branch capabilities of the Logistics Section, under the Incident Command System.

SECTION II – STANDARD OPERATING PROCEDURES

Section II establishes the responsibilities for each PNEMA Member Signatory and the Standard Operating Procedures, operational levels, coordination, and span of control for requesting, providing, receiving, mobilizing, and demobilizing PNEMA assistance as described below.

A. Member Signatory Duties and Responsibilities

1. Formulate internal procedural plans and programs and be prepared to request inter-jurisdiction mutual aid or provide it to other Member States, Province or Territory. By following the guidelines provided in this section PNEMA members will be better prepared to request or provide assistance.
2. Establish internal procedures for notifying, requesting, and receiving assistance under the Arrangement 24/7.

4. Implement process for utilizing local jurisdiction-owned resources and other resources to fill both intra-jurisdiction and PNEMA requests.
5. Establish pre-deployment briefing process/checklist for personnel assigned PNEMA missions in another jurisdiction.
6. Develop procedures for transitioning PNEMA duties back to the ICG or the Requesting jurisdiction following demobilization of resources and return to normal conditions.
7. Designate a sufficient number of Authorized Representatives (AR) and Designated Contacts (DC) (defined in Appendix A – Definitions, Terms, & Acronyms) to implement PNEMA. A current listing of ARs and DCs is located in Appendix N.
8. Designate and train at least two qualified personnel from emergency management—or other agencies or disciplines—to function as an A-Team within their own jurisdiction's Emergency Operations Center (EOC) or to deploy to another jurisdiction's EOC as a requested A-Team on 24-hours' notice for a minimum deployment of seven (7) days.
9. Follow the "typing" Structure (shown in Appendix D – Advanced Team Resource Typing Structure) when requesting and deploying A-Team assets.
10. Ensure assistance brokered by PNEMA personnel is on the behalf of Member Jurisdictions and agree to abide by the PNEMA procedures for providing, receiving, and reimbursing for assistance.
11. Anticipate assisting Mutual Aid Branch support by preparing adequate workspace and logistics support for personnel deployed to their provincial or jurisdictional EOC or other duty station.
12. Establish Mutual Aid Branch workspace location and document in the jurisdiction's EOC organization chart and floor plan.
    - Workspace should consist of computer with internet and email capability, telephones, and access to scanner, fax, and printer.
    - If a Member jurisdiction uses a particular operations management software (i.e., E-Team, Web EOC, etc.), personnel familiar with the Requesting Jurisdiction's computer information and mission tracking system software should be accessible to train the Mutual Aid Branch members on use of the system upon arrival.

B. Requesting PNEMA Assistance

Any Member jurisdiction may request PNEMA assistance at any time. When a Member jurisdiction needs assistance from other Signatories, the Authorized Representative (AR), will initiate the PNEMA procedures for requesting assistance. The Request for Assistance (REQ-A) form is the official agreement for mutual aid. The REQ-A is not valid until it is signed by both PNEMA Authorized Representatives of the Requesting and Assisting jurisdictions; at which time it becomes a legal binding contract.

INITIAL ACTIVIATION OF THE PNEMA PROCESS

1. **Requesting Jurisdiction Responsibilities**
    - Verifies the need for assistance (personnel, equipment, etc.).
    - Contacts the International Coordination Group for assistance, if needed.
    - Sends email notification, if able, to selected jurisdictions requesting needed resources.

2. **International Coordination Group Responsibilities**
    - Establishes communications with the Requesting State/Province to determine the need for A-Team personnel.
    - Schedule daily, or as required, conference calls with PNEMA leadership and the Requesting jurisdiction.
    - Catalog a list of resources being offered by Member Signatories.

3. **Assisting Jurisdiction Responsibilities**
    - Upon receipt of the REQ-A form, the Assisting Jurisdiction's key PNEMA personnel confirm the availability of the resources being requested.
    - Upon verbal approval by the Assisting Jurisdiction Authorized Representative, the Assisting Jurisdiction key personnel may notify the Requesting Jurisdiction that they have the requested resource(s) and have authorization to move forward with a REQ-A.
    - Assisting Jurisdiction provides cost estimates, as outlined in Section II of the REQ-A and submits to Requesting Jurisdiction for approval and receipt of Mission Authorization.

C. Procedures for Executing the Request for Assistance (REQ-A)

1. PNEMA allows for Member Signatories to request and provide assistance verbally and in writing. Verbal agreements made between Authorized Representatives must be confirmed by completing the REQ-A form within 30 days of the verbal request.

2. An Authorized Representative or Designated Contact must be involved in all aspects of the Request for Assistance process.

3. Requesting and Assisting Jurisdictions' Designated Contacts are encouraged to use clear and concise communication to clarify and understand the request and offer.
    - Direct coordination among Requesting and Assisting Jurisdiction program managers, Emergency Support Function (ESF) counterparts, operations personnel, or others who are ultimately engaged in using or proving the specific resource is essential.

COMPLETING THE REQ-A FORM

REQ-A Part I

1. To officially request assistance, the Requesting Jurisdiction completes Section I of the REQ-A form (Example - Appendix I).
    - An electronic version of the REQ-A workbook is available on the disc accompanying this manual, and also downloadable from http://mil.wa.gov/other-links/logistics-resources , International Mutual Aid.
    - The completed Section I is signed by an Authorized Representative then scan/email, fax or return to the potential Assisting State, Province or Territory. Provide as much detail as possible to assist with accurate cost estimates from potential Assisting States/Provinces.

REQ-A Section II

1. The jurisdiction(s) responding to the request for assistance complete all tabs under Section II of the REQ-A form, obtain signature from an Authorized Representative, then scan/email, fax or return to the Requesting Jurisdiction for consideration.
2. While awaiting final execution of the REQ-A form, recommended procedures on the part of the Assisting Jurisdiction to expedite deployment include:
    - Pre-arranging travel, transportation, and lodging accommodations for deploying personnel.
    - Conducting a deployment briefing, using the Mobilization Checklist (Appendix E) for deploying personnel prior to departure by the jurisdiction's PNEMA Designated Contact or Mutual Aid Branch designee.

REQ-A Part III

1. The Requesting Jurisdiction reviews the Section II resource information and cost estimates submitted by jurisdictions offering assistance, and if in agreement, a Requesting Jurisdiction Authorized Representative signs Section III of the REQ-A to execute the agreement.
    - If the services/resources offered, for any reason, do not meet the needs desired by the Requesting Jurisdiction, the Requesting Jurisdiction can reject the offer by simply not executing Part III and by notifying the Assisting Jurisdiction that the offer is rejected.
    - Once the REQ-A is executed, an Authorization to Proceed (an example is provided in Appendix J) is completed and sent to the deploying resource jurisdiction.
        - Self-deployment, or deploying without an Authorization to Proceed may be ineligible for reimbursement.

REQ-A Amendment

If mission details are modified or if the resources change (cost, equipment, or personnel), the REQ-A form should be amended and re-signed by Authorized Representatives of both the requesting and assisting jurisdictions.

D. PNEMA Coordination and Control

The International Coordination Group (ICG) exercises overall coordination and control of all activations of the PNEMA system.

International Coordination Group (ICG) Operational Responsibilities

1. Depending on the size or complexity of an event and/or the requirements for operational Span of Control, the ICG may be asked by a Requesting Jurisdiction to deploy Mutual Aid Branch assistance with acquiring PNEMA resources.
2. The ICG will, in coordination with other Executive Task Force members, resolve any problematic policy or procedural issues during the activation and implementation of PNEMA.
3. If the ICG chain of command should be rendered inoperative for any reason the line of succession is as follows:
    - First: State/Province of ETF Immediate Past International Coordination Group
    - Second: State/Province of Successor ETF to International Coordinating Group (State/Province of the ETF Chair-elect)

Mobilization and Deployment of PNEMA Coordinating Teams

1. When PNEMA is activated and assistance is requested by an affected PNEMA Member State/Province, the ICG may coordinate with other Member jurisdictions on behalf of an affected Member jurisdiction and arrange for mobilization and deployment of Mutual Aid Branch assistance to a Requesting Member's EOC.
    - The Mutual Aid Branch will coordinate, as needed, with the Department of Homeland Security/Federal Emergency Management Agency or Public Safety Canada regarding any federal assistance being provided in order to reduce redundant effort and ensure rapid deployment of needed resources to the affected Member Jurisdiction.
    - The Mutual Aid Branch may include an A-Team however the team composition is wholly dependent on the Requesting Jurisdiction and the requirements of the incident or event.

Duties of the Mutual Aid Branch (to include A-Team)

1. Assist the Requesting Jurisdiction in requesting resources.
2. Populate and coordinate execution of Request for Assistance (REQ-A) forms.

- Neither the Mutual Aid Branch or requested A-Teams have the authority to authorize or execute a REQ-A, prioritize, allocate resources, or obligate jurisdiction funds. The authority for these actions remains with the Requesting and Assisting Jurisdiction's Authorized Representatives.

3. Contact other Member States, Province, or Territory Signatories by broadcasting an email message or telephone to acquire resource support.
4. Seek alternative solutions to secure the needed resource, such as private contracting, additional mutual aid agreements, or as a federal mission if a requested resource is depleted and cannot be met through PNEMA.
5. Document offers of assistance in response to specific requests in order as received.
    - In cases of numerous offers for the same resource, the Requesting Jurisdiction will decide which offers to accept.
6. Coordinate with the Requesting Jurisdiction's PNEMA Designated Contact and PNEMA Coordinator throughout the deployment.
7. Integrate activities with the Requesting State/Province's Emergency Operations Center/Incident Command System organizational procedures.
8. Monitor and assist PNEMA personnel deployed from other jurisdictions, providing logistical and technical support as requested.
9. Document and track resources/missions requested and assigned.
10. The Logistics Section Chief in each Requesting Jurisdiction EOC will maintain all mission related records.
    - The Mutual Aid Branch ensures all official records are maintained, saved to an external storage device, and a copy of the files handed off to the Designated Contact at mission closure.
        1. Official completed REQ-A forms and amendments (if applicable)
        2. Status reports
        3. Summary report of each conference call
        4. Copies of e-mail messages among participating jurisdictions
        5. Staffing document for all PNEMA-deployed personnel
        6. Jurisdiction EOC Situation Reports
        7. A summary record of all other non-PNEMA resources (federal and jurisdictional) provided to the Requesting Jurisdiction from outside the jurisdiction
        8. Follow the Demobilization Checklist (Appendix G) and Roster (Appendix H) to ensure the safe return all deployed resources

(personnel and equipment) to their home jurisdiction in a timely manner

Demobilization of PNEMA Coordination Components

1. As the incident de-escalates, coordinating teams may begin planning to demobilize using the Demobilization Roster (Appendix H) and Demobilization Checklist (Appendix G).
2. Once the Mutual Aid Branch demobilizes the Requesting Jurisdiction, with assistance as needed from the ICG, will assume PNEMA functions until closeout of the event.
3. The original records will remain with the Requesting Jurisdiction, with a copy of the electronic files provided by the Mutual Aid Branch on an external storage device.
4. When the incident is closed out the Requesting Jurisdiction will remand all PNEMA activities back to the ICG and make copies of all files related to PNEMA deployments available.

Post-Deployment Survey

All Coordinating Team Leaders, at the discretion of the PNEMA ETF Chair, will coordinate with the ICG to conduct a PNEMA Post-Deployment Survey (Appendix M) in preparation for an after action review. The results of the survey will be used to evaluate and make recommendations for improvement to PNEMA processes.

SECTION III – REIMBURSEMENT

A. Guidelines for Reimbursement

Reimbursement Considerations

1. *Article IX of Annex B* provides that, ". . . any Signatory rendering aid in another Signatory pursuant to this arrangement shall, if requested, be reimbursed by the Signatory receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with those requests. An aiding Signatory may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving signatory without charge or cost. Any two or more party signatories may enter into supplementary agreements establishing a different allocation or costs among those signatories. Benefits under Article VIII are not reimbursable under this provision".
2. The REQ-A can be used to convey reimbursable costs and resources being provided free of charge.
3. All Member States, Province or Territory Signatories must recognize the sovereignty of each Member State, Province or Territory to the Arrangement and that the process for PNEMA missions and reimbursement varies in each.

4. Accurate documentation, preparation, and submission of documentation of mission/resource expenditures will expedite the reimbursement process.
5. All Member States, Province or Territory Signatories must develop an internal process for receiving and sending PNEMA assistance, including the timely preparation and review of claims for reimbursement.
6. All Member States, Province or Territory Signatories are responsible for training emergency management staff and other organization representatives which may deploy resources in support of a PNEMA request.
7. This training should explain the PNEMA request process, including how the reimbursement process operates and what documentation will be required to support a reimbursement claim.
8. If needed, the Member States, Province or Territory PNEMA Authorized Representatives may be engaged to resolve any discrepancies.
9. Timely processing of required documentation and reimbursement of all parties involved is critical to successful mutual aid, budgetary management and future PNEMA deployments.

B. Types of Reimbursable Costs

1. PNEMA was intended to provide reimbursement for actual costs incurred during the execution of the request described in the REQ-A.
2. All actual deployment costs incurred to support the request, as defined in the REQ-A, and as amended, are eligible for reimbursement.
3. The REQ-A form is a legally binding contract between the Signatories. Efforts to capture all mission/resource costs should be taken and REQ-As should be amended as events change to capture all relevant information.

Examples of Reimbursable Costs

1. Personnel Costs
   - Regular time salary, overtime salary, and fringe benefits calculated at the regular rate utilized by the Assisting Jurisdiction, political subdivision, or other entity within the Assisting Jurisdiction.
2. Travel Costs
   - Airfare (unless direct billed to the providing entity).
   - Ground transportation costs such as:
     a. Rental vehicles and fuel
     b. Taxi or shuttle
     c. Parking fees

d. Toll fees

e. Government-owned vehicle mileage (may not charge for both a per-mile rate and the cost of gasoline).

f. Personally-owned vehicle mileage (may not charge for both a per-mile rate and the cost of gasoline).

- Lodging (unless direct billed to the providing entity).
- Meals not otherwise provided by entities of the Requesting Jurisdiction.
- All of the travel costs will be calculated according to the policies of the Assisting Jurisdiction or the Assisting Jurisdiction's political subdivision or other entities within the Assisting Jurisdiction providing assistance.

    a. For example, some jurisdictions utilize a widely adopted per diem rate maintained by the U.S. General Services Administration, found at http://www.gsa.gov while others may reimburse for actual travel costs supported by receipts.

    b. Jurisdiction policy documentation should accompany the reimbursement package.

3. Equipment Costs
    - Maintenance and operating costs necessary to operate equipment, vehicles and machinery required to perform the resource request described in the REQ-A form.
4. Commodity Costs
    - Consumables, supplies and materials used for the request as described in the REQ-A form.
5. Other Costs
    - Reasonable costs to repair or replace equipment damaged during deployment while performing assigned mission described in the REQ-A.
        a. These costs should take into consideration the depreciated value of the equipment and any insurance coverage available for the damage or loss.
    - Costs relating to decontamination of equipment and cleaning of personal protective equipment used in performing the mission as described in the REQ-A.
    - Costs of purchasing and transporting supplies by Assisting Jurisdiction as requested by the Requesting Jurisdiction (and approved in the REQ-A).
    - Reasonable costs for maintenance of equipment to pre-disaster condition.
    - Replacement costs.

a. All damaged, destroyed, totaled, contaminated, or otherwise unusable items that were used on an official fully executed PNEMA mission (uniform, turn out gear, etc.) should be considered as replacement and should be documented as such.
b. Further, these items should be reported as damaged, as soon as it is identified so proper record keeping can take place.

Examples of Non-Reimbursable Costs

1. Administrative costs associated with pre-deployment and post-deployment functions or other costs incurred by Assisting Signatories in responding to PNEMA requests, unless otherwise mutually agreed upon by each party and stipulated in the REQ-A, are not eligible for reimbursement. PNEMA was intended to provide reimbursement for actual costs incurred during the deployment of resources as described in Form REQ-A.
2. Replacement Costs – While damaged, destroyed, totaled, contaminated, or otherwise unusable items that were used on an official fully executed PNEMA mission (uniform, turn out gear, etc.) should be considered as replacement, replacement of items prior to the deployment is not eligible.
3. Costs for alcohol, tobacco, toiletries, or similar personal items are not eligible for reimbursement.
4. Costs incurred by an entity that self-deployed without an approved Authorization to Proceed, either verbal or in writing, by the requesting member's authorized representative.
5. Costs for items not specified or indicated in the REQ-A, unless otherwise deemed justifiable by the Requesting Jurisdiction at a later date and supported by appropriate documentation in the reimbursement package and as accepted by the State, Province or Territory's PNEMA Authorized Representative.

PNEMA Reimbursement Documentation

1. If tasked to perform the mission described in the REQ-A, the actual costs incurred by an assisting agency, political subdivision, or other entities fulfilling the resource request as described in the REQ-A will be entered on a Reimbursement Form R-2 (Appendix L) for each completed REQ-A.
    - Costs entered on each Intrastate/Province/Territory Reimbursement Form R-2 will then be totaled by category and entered on Reimbursement Form R-1; representing the total costs for each completed REQ-A.
2. These costs must be supported with such backup documents to include but not limited to:
    - Copy of fully executed REQ-A and amendments (if applicable)
    - Timesheets

- Work records
- Payroll documents
- Travel expense reports/vouchers
- Jurisdiction warrants/checks
- Receipts or invoices for purchased goods
- Other similar documents evidencing costs incurred

3. The Assisting Jurisdiction may, depending on applicable jurisdiction law and regulation:
    - Reimburse the resource provider for all approved expenses shown on the Reimbursement Form R-2 within a reasonable timeframe mutually agreed upon by both parties and enter those costs on a Reimbursement Form R-1 (Appendix K) and submit to the Requesting Jurisdiction for reimbursement,

      or
    - Attach the Reimbursement Form R-2 and supporting documents to a Reimbursement Form R-1 and forward to the Requesting Jurisdiction instructing the Requesting Jurisdiction to issue remittance in the name of the resource provider through the Assisting Jurisdiction.
        a. Upon receipt of the payment from the Requesting Jurisdiction, the Assisting Jurisdiction should attach a copy of payment to the reimbursement package; file a copy and forward payment to the resource provider.

The Reimbursement Package and Authorized Representative Responsibilities

1. The reimbursement package should contain a copy of the fully executed REQ-A, Authorization to Proceed, and associated documentation to include:
    - A cover letter from the Assisting Jurisdiction's Authorized Representative describing special instructions for remitting payment to the Assisting Jurisdiction
    - Any special cost coding requested and IRS or Employer Tax I.D. number of the Assisting Jurisdiction entity
    - The name and contact information of the Assisting Jurisdiction person responsible for compiling the reimbursement package
    - Any other information relevant to payment
2. The Assisting Jurisdiction Authorized Representative should review and authenticate all documents included in the reimbursement package to ensure all costs are justifiable prior to signing the cover letter and forwarding to the Requesting Jurisdiction.

APPENDICES

Appendix A - Definitions, Terms, and Acronyms

Advance-Team (A-Team) – An A-Team normally consists of two persons from any Member Jurisdiction who are knowledgeable about and prepared to implement PNEMA procedures in their own Jurisdiction or any other Member Jurisdiction. At the request of a Member Jurisdiction, an A-Team is deployed to the Requesting Jurisdiction's EOC to facilitate PNEMA requests and assistance between Member Jurisdictions. The A-Team assists the Requesting Jurisdiction with requests for assistance, tracks the location and status of the assistance accepted and deployed to the Requesting Jurisdiction's locations, and assists the deployed personnel as needed and required while they are deployed.

Area of Operations (AO) – The geographical area for which a event or incident is affected. For example, a jurisdiction is the AO for a Signatory Emergency Management (EM) organization. A federal region can consider one or more jurisdictions within that region as being in their AO. PNEMA personnel deployed to a local area would refer to that area as their AO.

Assisting Signatory – An Assisting Signatory is any PNEMA Member Jurisdiction providing assistance to another Member Jurisdiction requesting aid using the PNEMA Request for Assistance (REQ-A) process. Once a Member Jurisdiction duly executes the REQ-A with a Requesting Jurisdiction, that Member Jurisdiction is referred to as an Assisting Jurisdiction until the terms of the REQ-A have been completed and the resources being provided have been demobilized.

Authorized Representative (AR) – The Authorized Representative is the person empowered to obligate jurisdiction resources and expend jurisdiction funds for PNEMA purposes. In a Requesting Jurisdiction, the AR is the person who is legally empowered under Article III (2) of PNEMA Annex B to initiate a request for assistance under PNEMA. In an Assisting Jurisdiction, the AR is the person who can legally approve the response to a request for assistance. Signatory Emergency Management Directors are automatically Authorized Representatives. The director can delegate this authority to other EM officials within the organization as long as they possess the same obligating authority as the director. See Appendix J for a list of Authorized Representatives for each Member Signatory.

Broadcast – A PNEMA Broadcast sends PNEMA key personnel (as designated by the Signatory Emergency Management Agency Director) an email when a request for assistance or other important information requires dissemination/sharing. It is the primary means used to alert PNEMA Signatories of an impending or occurring emergency event or request.

Debrief – Is collaboration between members where information is exchanged on aspects of the request (such as personnel well-being, experience, etc.).

Demobilization – This is the process of releasing resources (personnel or equipment) when the mission is completed or the resource is no longer needed to support a specific mission within an incident/ event. The process involves debriefing personnel, or inspecting/repairing equipment, returning issued equipment, completing and submitting required paperwork, arranging return travel, and tracking released assets back to their home duty station in the Assisting Jurisdiction in a safe and timely manner.

Designated Contact (DC) – This person is very familiar with the PNEMA process, serves as the point-of-contact for PNEMA in their jurisdiction, and can discuss the details of a request for assistance. The DC is not usually legally empowered to initiate a PNEMA request or authorize PNEMA assistance without direction from a superior. See Appendix J for a list of Authorized Representatives for each Member Signatory.

Emergency Operations Center (EOC) – EOCs are the locations from which the coordination of information and resources to support incident/event activities takes place.

Emergency Support Function (ESF) – ESFs serve as the primary operational-level mechanism to provide assistance and deliver a broad range of technical support and other services.

International Coordination Group (ICG) – The ICG is comprised of members from the jurisdiction of the Chair of the PNEMA Executive Task Force. They are the international PNEMA point-of-contact during normal day-to-day, non-emergency periods. The ICG is prepared to activate PNEMA on short notice by coordinating with the PNEMA Authorized Representatives or Designated Contacts of the other Member Jurisdictions.

Joint Field Office (JFO) – The JFO is a facility used to house state, federal, and volunteer agency personnel who administer state and federal recovery assistance programs and manage recovery operations within each state declared a major disaster by the President of the United States (POTUS).

Mission – A mission under PNEMA becomes an official mission once all appropriate sections of the REQ-A have been duly executed by the Authorized Representatives of the Requesting and Assisting Jurisdiction(s).

National Incident Management System (NIMS) – The system used to conduct incident management as specified in Homeland Security Presidential Directive (HSPD)-5. NIMS established a national standard methodology for managing emergencies and ensure seamless integration of all local, signatory, and federal assets into the system.

Point-of-Contact (POC) – This person or entity is the main contact.

PNEMA – The Pacific Northwest Emergency Management Arrangement is an inter-jurisdiction agreement that enables entities to provide mutual assistance to one another.

PNEMA Executive Task Force (ETF) – The ETF, under the leadership of the Chair, is responsible for managing the day-to-day programmatic activities on behalf of the Member Signatories to ensure that the PNEMA system, including the Governance Protocols and Operations Manual, is maintained in a current state of readiness. The ETF is comprised of the Chair, Chair-elect, and a Representative from each member province or state.

PNEMA Member Signatory – The term applies to the state of Alaska, the province of British Columbia, the state of Idaho, the state of Oregon, the state of Washington, and the Yukon Territory. Note: The term "jurisdiction" is also used in lieu of the term "signatory".

Providing Entity (PE) – Any local government political sub-division, organization, or jurisdiction agency of an Assisting Jurisdiction, other than the jurisdiction emergency management organization, that is providing a PNEMA requested resource on behalf of the Assisting Jurisdiction to fulfill an official PNEMA REQ-A resource request requirement. (Members must be temporary agents of the jurisdiction inclusive of private sector resources.)

Reimbursement – The process of submitting documented eligible costs by an Assisting Jurisdiction to a Requesting Jurisdiction in order to receive financial compensation for providing assistance specified in the REQ-A.

Reimbursement 1 Form (R-1) – The form used to summarize the costs of all inter-jurisdiction assistance requested and provided by an Assisting Jurisdiction. A single R-1 should be completed and submitted to the Requesting Jurisdiction by each Assisting Jurisdiction that provided assistance. A copy of the R-1 Form is included in Appendix H.

Reimbursement 2 Form (R-2) – The form used to summarize the costs of all intra-jurisdiction assistance requested and provided by an agency, municipality, county or other organization within a jurisdiction providing assisting to another jurisdiction under PNEMA. A single R-2 should be completed and submitted to the Assisting Jurisdiction for each agency, municipality, county or other organization who provided assistance. A copy of the R-2 is included in Appendix I.

Request for Assistance Form (REQ-A) – The PNEMA REQ-A is used to officially request assistance, offer assistance, and accept assistance. The use of the single form simplifies and streamlines the paperwork necessary to request and receive assistance from Member Jurisdictions. It is important to remember that when duly executed by the Authorized Representative of the Requesting and Assisting Jurisdiction(s), the REQ-A becomes a legally binding agreement between the Requesting and Assisting Jurisdiction(s) under PNEMA. A copy of the REQ-A Form is enclosed in Appendix G.

Requesting Jurisdiction (Signatory) – Any PNEMA Member Jurisdiction that has requested inter-jurisdiction assistance using any of the systems established by PNEMA.

Resource Typing – The method employed to categorize and describe the resources that are commonly exchanged in disaster via mutual aid, by capacity or capability of a resource's components (i.e., personnel, equipment, and training).

Situation Report (SITREP) – The status report that details the current emergency operation and the response to that emergency event. The purpose of the SITREP is to ensure that all parties involved develop a good common operating picture of the incident/event.

Western Regional Emergency Management Advisory Committee (WREMAC) – This committee was established to promote emergency management coordination and preparedness at regional levels and to compliment the work of the Canadian Province of British Columbia and Yukon Territory; U.S. states Alaska, Idaho, Oregon and Washington; and FEMA Region X.

Appendix B – PNEMA Public Law & Annexes

PACIFIC NORTHWEST EMERGENCY MANAGEMENT ARRANGEMENT

- between -

The Government Of The State of Alaska,

The Government Of The State of Idaho,

The Government Of The State of Oregon,

The Government Of The State of Washington,

The Government Of The Province of British Columbia, and

The Government Of The Yukon Territory

hereinafter referred to collectively as the "Signatories" and separately as a "Signatory".

WHEREAS the Signatories recognize the importance of comprehensive and coordinated civil emergency preparedness, response and recovery measures for natural and technological emergencies or disasters, and for declared or undeclared hostilities including enemy attack;

AND WHEREAS the Signatories further recognize the benefits of coordinating their separate emergency preparedness, response and recovery measures with that of contiguous jurisdictions for those emergencies, disasters or hostilities affecting or potentially affecting any one or more of the Signatories in the Pacific Northwest;

AND WHEREAS the Signatories further recognize that regionally-based emergency preparedness, response and recovery measures will benefit all jurisdictions within the Pacific Northwest, and best serve their respective national interests in cooperative and coordinated emergency preparedness as facilitated by the Consultative Group on Comprehensive Civil Emergency and Management established in the Agreement Between the Government of The United States of America and the Government of Canada on Cooperation and Comprehensive Civil Emergency Planning and Management signed at Ottawa, Ontario, Canada on April 28, 1986;

NOW THEREFORE, it is hereby agreed by and between each and all of the Signatories hereto as follows:

Advisory Committee

1. An advisory committee named the Western Regional Emergency Management Advisory Committee (W-REMAC) shall be established which will include one member appointed by each Signatory.

2. The W-REMAC will be guided by the agreed upon Terms of Reference—Annex A.

Principles of Cooperation

3. Subject to the laws of each Signatory, the following cooperative principles are to be used as a guide by the Signatories in civil emergency matters which may affect more than one Signatory:

a) The authorities of each Signatory may seek the advice, cooperation or assistance of any other Signatory in any civil emergency matter.

b) Nothing in the arrangement shall derogate from the applicable laws within the jurisdiction of any Signatory. However, the authorities of any Signatory may request from the authorities of any other Signatory appropriate alleviation of such laws if their normal application might lead to delay or difficulty in the rapid execution of necessary civil emergency measures.

c) Each Signatory will use its best efforts to facilitate the movement of evacuees, refugees, civil emergency personnel, equipment or other resources into or across its territory, or to a designated staging area when it is agreed that such movement or staging will facilitate civil emergency operations by the affected or participating Signatories.

d) In times of emergency, each Signatory will use its best efforts to ensure that the citizens or residents of any other Signatory present in its territory are provided emergency health services and emergency social services in a manner no less favorable than that provided to its own citizens.

e) Each Signatory will use discretionary power as far as possible to avoid levy of any tax, tariff, business license or user fees on the services, equipment and supplies of any other Signatory which is engaged in civil emergency activities in the territory of another Signatory, and will use its best efforts to encourage local governments or other jurisdictions within its territory to do likewise.

f) When civil emergency personnel, contracted firms or personnel, vehicles, equipment or other services from any Signatory are made available to or are employed to assist any other Signatory, all providing Signatories will use best efforts to ensure that charges, levies or costs for such use or assistance will not exceed those paid for similar use of such resources within their own territory.

g) Each Signatory will exchange contact lists, warning and notification plans, and selected emergency plans and will call to the attention of their respective local governments and other jurisdictional authorities in areas adjacent to inter-signatory boundaries, the desirability of compatibility of civil emergency plans and the exchange of contact lists, warning and notification plans, and selected emergency plans.

h) The authority of any Signatory conducting an exercise will ensure that all other signatories are provided an opportunity to observe, and/or participate in such exercises.

Comprehensive Nature

4. This document is a comprehensive arrangement on civil emergency planning and management. To this end and from time to time as necessary, all Signatories shall:

a) review and exchange their respective contact lists, warning and notification plans, and selected emergency plans.

b) as appropriate, provide such plans and procedures to local governments, and other emergency agencies within their respective territories.

Arrangement Not Exclusive

5. This is not an exclusive arrangement and shall not prevent or limit other civil emergency arrangements of any nature between Signatories to this arrangement.

a) In the event of any conflicts between the provisions of this arrangement and any other arrangement regarding emergency service entered into by two or more States of the United States who are Signatories to this arrangement, the provisions of that other arrangement shall apply, with respect to the obligations of those States to each other, and not the conflicting provisions of this arrangement.

Amendments

6. This Arrangement and the Annex may be amended (and additional Annexes may be added) by arrangement of the Signatories.

Cancellation or Substitution

7. Any Signatory to this Arrangement may withdraw from or cancel their participation in this Arrangement by giving sixty days written notice in advance of this effective date to all other Signatories.

Authority

8. All Signatories to this Arrangement warrant they have the power and capacity to accept, execute and deliver this Arrangement.

Effective Date

9. Notwithstanding any dates noted elsewhere, this Arrangement shall commence April 1, 1996.

IN WITNESS WHEREOF, the undersigned have signed this Arrangement.

THE STATE OF ALASKA

GOVERNOR — (Date) 4/4/96

THE STATE OF IDAHO

GOVERNOR — (Date) 6/2/97

THE STATE OF OREGON

GOVERNOR — (Date) 8-12-96

APPROVED AS TO LEGAL SUFFICIENCY
Asst. Attorney General
Date 7-30-96

THE STATE OF WASHINGTON

GOVERNOR — (Date) 7-11-96

THE PROVINCE OF BRITISH COLUMBIA

M. Harcourt — January 30, 1966

PREMIER (Date)

THE GOVERNMENT OF THE YUKON TERRITORY

February 16.96

GOVERNMENT LEADER (Date)

ANNEX A

REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Regional Emergency Management Advisory Committee was established to promote emergency management coordination and preparedness at regional levels and to complement the work of the Can/US Consultative Group.

2. MANDATE

REMAC provides a forum where members and guests can raise issues and receive advice on emergency preparedness matters.

REMAC encourages and supports preparation and exercising of emergency plans for all members.

REMAC will serve as a regional link to the Can/US Consultative Group.

3. NUMBER OF COMMITTEES

Four REMACs are established to cover the following areas:

- Eastern REMAC:

In Canada: Regions/Provinces of New Brunswick, Nova Scotia, and Quebec.

In U.S.A.: FEMA Regions I and II, States of Maine, New Hampshire, Vermont and New York.

- Central REMAC:

In Canada: Regions/Provinces of Quebec and Ontario.

In U.S.A.: FEMA Regions II and V, States of New York, Pennsylvania, Ohio, Michigan, Wisconsin and Minnesota.

- Prairies REMAC:

In Canada: Regions/Provinces of Manitoba, Saskatchewan and Alberta.

In U.S.A.: FEMA Region VIII, States of Minnesota, North Dakota and Montana.

- Western REMAC:

In Canada: Regions/Provinces/Territories of British Columbia and Yukon.

In U.S.A.: FEMA Region X, States of Washington, Idaho, Oregon and Alaska.

4. MEMBERSHIP (participation as delegated by respective government agency)

- EPC: Regional Directors
- FEMA: Regional Directors
- Provinces/Territories: Head of Emergency Measures Organization
- States: Head of Emergency Management Agency (EMA)

Non-Representatives of other government departments, industry or academia may be invited on an "AS NEEDED BASIS" and may be part of working groups.

5. MEETINGS

Frequency: One per year or at the call of the Chair.

Duration: One to two days depending on the agenda.

Location: Alternating between countries and regions as decided at the previous conference, but if possible, at least two months before the Can/US Consultative Group meeting.

Chair: Host regional director FEMA/state EMA head or host regional director EPC/provincial EMO head co-chair (provide conference secretarial services).

Committee Secretariat:

The repositories for committee documentation are in Washington and Ottawa. Copies of documents will also be held at regional level for convenience. This would provide for systematic circulation of important information to Can/US Consultative Group and to other REMACs.

EPC región/FEMA region directors are responsible for holding minutes of meetings, assisting in the formulation of meeting agendas and identifying meeting venues.

Financing: Members and guests make their own financial arrangements for participation.

Reporting: The Chairs of the four REMAC meetings provide their reports to designated Regional Directors for presentation to the Can/US Consultative Group.

ANNEX B

TO THE PACIFIC NORTHWEST EMERGENCY MANAGEMENT ARRANGEMENT OF 1996 BETWEEN THE GOVERNMENTS OF THE STATE OF ALASKA, THE STATE OF IDAHO, THE STATE OF OREGON, THE STATE OF WASHINGTON, THE PROVINCE OF BRITISH COLUMBIA AND THE YUKON GOVERNMENT

PACIFIC NORTHWEST EMERGENCY MANAGEMENT ARRANGEMENT (PNEMA) IMPLEMENTING PROCEDURES

Article I - Purpose and Authorities

The governments of the State of Alaska, the State of Idaho, the State of Oregon, the State of Washington, the Province of British Columbia, and the Yukon Government are signatories to the Pacific Northwest Emergency Management Arrangement (PNEMA). Article 6 of PNEMA provides: "This Arrangement and the Annex may be amended (and additional Annexes may be added) by arrangement of the Signatories." Pursuant to this provision, the undersigned Signatories hereby enter into this arrangement, which shall be designated as Annex B to PNEMA.

The Pacific Northwest Emergency Management Arrangement Implementing Procedures, hereinafter referred to as the "arrangement" is made and entered into by and among such of the signatories as shall enact or adopt this arrangement, hereinafter referred to as "signatories." For the purpose of this agreement, the term "signatories" may include any or all of: the States of Alaska, Idaho, Oregon, Washington: the Province of British Columbia; and the Yukon Government, all of which entered into the Pacific Northwest Emergency Management Arrangement (PNEMA) in 1996-97 and such other states, provinces and territories as may hereafter become a signatory to PNEMA and this arrangement.

The purpose of this arrangement is to provide for the possibility of mutual assistance among the signatories entering into this arrangement in managing any emergency or disaster when the affected signatory or signatories ask for assistance, whether arising from a natural disaster, accidental or intentional events or the civil emergency aspects of resources shortages.

This arrangement also provides for the process of planning mechanisms among the agencies responsible and for mutual cooperation, including, if need be, emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by signatories or subdivisions of signatories during emergencies, with such actions occurring outside actual declared emergency periods. Mutual assistance in this arrangement may include the use of emergency forces[1] by mutual agreement among signatories.

The purpose of these implementing procedures is to provide specific procedures, agreed to by the signatories, for implementing PNEMA. The signatories acknowledge that the signatory states of the United States (Alaska, Idaho, Oregon, and Washington) have adopted the Emergency Management Assistance Compact (EMAC). Nothing in the arrangement or these implementing procedures shall supersede EMAC.

Article II - General Implementation

Each signatory entering into this arrangement recognizes that emergencies may exceed the capability of a signatory and that intergovernmental cooperation is essential in such circumstances. Each signatory further recognizes that there may be emergencies that require immediate access to outside resources and that procedures need to be in place to request outside resources to make a prompt and effective response to such an emergency because few, if any, individual signatories have all the resources they need in all types of emergencies or the capability of delivering resources to areas where emergencies exist.

The prompt, full and effective utilization of resources of the signatories, including any resources on hand or available from any other source that are essential to the safety, care and welfare of the people in the event of any emergency or disaster, will be the underlying principle on which all articles of this arrangement are understood

[1] Emergency forces include but are not limited to: police/security forces; and fire-rescue (Hazmat/USAR): emergency medical and emergency management services.

On behalf of the signatories, the legally designated official who is assigned responsibility for emergency management is responsible for formulation of the appropriate inter-signatory mutual aid plans and procedures necessary to implement this arrangement and for recommendations to the signatories concerned with respect to the amendment of any statutes, regulations or ordinances for that purpose.

Article III - Signatory Responsibilities

1. Formulate plans and programs. Each signatory will formulate procedural plans and programs for each inter-signatory cooperation areas listed in this section. In formulating and implementing such plans and programs the signatories, to the extent practical, shall:

A. Review individual signatory hazards analyses that are available and, to the extent reasonably possible, determine all those potential emergencies the signatories might jointly suffer, whether due to a natural disaster, an accidental or intentional event or the emergency aspects of resource shortages;
B. Initiate a process to review the signatories' individual emergency plans and develop a plan that will determine the mechanism for the inter-signatory cooperation;
C. Develop inter-signatory procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans;
D. Assist in warning communities adjacent to or crossing signatory boundaries;
E. Protect and ensure delivery of services, medicines, water, food, energy and fuel, search and rescue and critical lifeline equipment, services and resources, both human and material to the extent authorized by law;
F. Inventory and agree upon procedures for the inter-signatory loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness; and
G. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that impede the implementation of the responsibilities described in this subsection.

2. Request for assistance. The authorized representative of a signatory may request assistance of another signatory by contacting its authorized representative. These provisions only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. The authorized representative of signatories will confirm their verbal request in writing within 15 days. Requests must provide the following information:

A. A description of the emergency service function for which assistance is needed and of the mission or missions, including but not limited to fire services, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services and search and rescue;

B. The amount and type of personnel, equipment, materials and supplies needed and a reasonable estimate of the length of time they will be needed; and

C. The specific place and time for staging of the assisting party's response and a point of contact at the location.

3. Consultation among signatory officials. There will be frequent consultation among the signatory officials who have assigned emergency management responsibilities, such officials collectively known hereinafter as the International Emergency Management Group, and other appropriate representatives of the signatory with free exchange of information, plans and resource records relating to emergency capabilities to the extent authorized by law.

Article IV - Limitation

Any signatory requested to render mutual aid or conduct exercises and training for mutual aid will respond as soon as possible, except that it is understood that the signatory rendering aid may withhold or recall resources to the extent necessary to provide reasonable protection for itself. To the extent authorized by law, each signatory will afford to the personnel of the emergency forces of any other signatory while operating within its signatory limits under the terms and conditions of this arrangement and under the operational control of an officer of the requesting signatory the same treatment as is afforded similar or like forces of the signatory in which they are performing emergency services. Emergency forces continue under the command and control of their regular leaders, but the organizational units come under the operational control of the emergency services authorities of the signatory receiving assistance. These conditions may be activated, as needed, by the signatory that is to receive assistance or upon commencement of exercises or training for mutual aid and continue as long as the exercises or training for mutual aid are in progress, the emergency or disaster remains in effect or loaned resources remain in the receiving signatory or signatories, whichever is longer. The receiving signatory is responsible for informing the assisting signatory when services will no longer be required.

Article V - Licenses and Permits

Whenever a person holds a license, certificate or other permit issued by any signatory to the arrangement evidencing the meeting or qualifications for professional, mechanical or other skills, and when such assistance is requested by the receiving signatory, such person is deemed to be licensed, certified or permitted by the signatory requesting assistance to render aid involving such skill to meet an emergency or disaster, to the extent allowed by law and subject to such limitations and conditions as the requesting signatory prescribes by executive order or otherwise.

Article VI - Liability

Any person or entity of a signatory rendering aid in another signatory pursuant to this arrangement is considered an agent of the requesting signatory for tort liability and immunity purposes. Any person or entities rendering aid in another signatory pursuant to this arrangement is not liable on account of any act or omission of good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article does not include willful misconduct, gross negligence or recklessness.

Article VII - Supplementary Agreements

Because it is probable that the pattern and detail of the provision for mutual aid among two or more signatories may differ from that among the signatories that are party to this arrangement, this contains elements of a broad base common to all signatories, and nothing in this arrangement precludes any signatory from entering into supplementary agreements with another signatory or affects any other agreements already in force among signatories. Supplementary agreements may include, but are not limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, public utility, reconnaissance, welfare, transportation and communications personnel, equipment and supplies.

Article VIII - Workers' Compensation and Death Benefits

Each signatory shall provide, in accordance with its own laws, for the payment of workers' compensation and death benefits to injured members of the emergency forces of that signatory and to representatives of deceased members of those forces if the members sustain injuries or are killed while rendering aid to another signatory pursuant to this arrangement, in the same manner and on the same terms as if the injury or death were sustained within their own jurisdiction.

Article IX - Reimbursement

Any signatory rendering aid to another signatory pursuant to this arrangement shall, if requested, be reimbursed by the signatory receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with those requests. An aiding signatory may assume in whole or in part any such loss, damage, expense or other cost or may loan such equipment or donate such services to the receiving signatory without charge or cost. Any two or more signatories may enter into supplementary agreements establishing a different allocation of costs among those signatories. Benefits under Article VIII are not reimbursable under this section.

Article X - Evacuation

Each signatory shall initiate a process to prepare and maintain plans to facilitate the movement of and reception of evacuees into its territory or across its territory, according to its capabilities and powers. The signatory from which the evacuees came shall assume the ultimate responsibility for the support of the evacuees, and after the termination of the emergency, for the repatriation of such evacuees.

Article XI - Implementation

1. This arrangement is effective upon its execution or adoption by any two signatories, and is effective as to any other signatory upon its execution or adoption thereby: subject to approval or authorization by the U.S. Congress, if required, and subject to enactment of any national, state, provincial or territorial legislation that may be required for the effectiveness of the arrangement.

2. Any signatory may withdraw from this arrangement but the withdrawal does not take effect until 30 days after the governor or premier of the withdrawing signatory has given notice in writing of such withdrawal to the governors or premiers of all other signatories. The action does not relieve the withdrawing signatory from obligations assumed under this arrangement prior to the effective date of withdrawal.

3. Duly authenticated copies of this arrangement in the French and English languages and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the signatories.

Article XII - Severability

This arrangement is construed so as to effectuate the purposes stated in Article I. If any provision of this arrangement is declared unconstitutional or invalid or inapplicable to any person or circumstances, the validity of the remainder of this arrangement to that person or circumstances and the applicability of the arrangement to other persons and circumstances are not affected.

Article XIII - Inconsistency of Language

The validity of the arrangements and agreements consented to in this arrangement shall not be affected by any insubstantial difference in form or language as may be adopted by the various states, provinces and territories.

//

IN WITNESS WHEREOF, the undersigned have signed ANNEX B to the PACIFIC NORTHWEST EMERGNECY MANAGEMENT ARRANGEMENT

THE STATE OF ALASKA

GOVERNOR — Date

THE STATE OF IDAHO

GOVERNOR — Date

THE STATE OF OREGON

GOVERNOR — Date

7

THE STATE OF WASHINGTON

Christine Gregoire

GOVERNOR

Date

THE PROVINCE OF BRITISH COLUMBIA

PREMIER

Date

THE YUKON GOVERNMENT

PREMIER

16 Aug/07

Date

Appendix C – PNEMA Executive Task Force Governance Protocols

GOVERNANCE PROTOCOLS of Pacific Northwest Emergency
Management Arrangement Executive Task Force

ARTICLE I – ORGANIZATION

The name of the organization shall be the Pacific Northwest Emergency Management Arrangement Executive Task Force or "the Executive Task Force".

ARTICLE II – PURPOSE OF THE EXECUTIVE TASK FORCE

The Executive Task Force (ETF) is officially installed as a function of the Western Regional Emergency Management Committee (W-REMAC). The purpose of the ETF shall be to formulate and provide policy guidelines and procedures pertaining to the implementation of Annex B of the Pacific Northwest Emergency Management Arrangement (PNEMA). Specifically, the Executive Task Force is tasked to:

1. Promote and facilitate emergency management mutual assistance among the province of British Columbia, Yukon Territory and the states of Alaska, Idaho, Oregon, and Washington.

2. Promote and facilitate emergency management mutual assistance between the countries of Canada and the United States.

3. Provide oversight and direction for the day-to-day operation of PNEMA.

The purpose of these protocols is to provide the basic rules of decorum for conducting the official business of the Executive Task Force for the benefit of all PNEMA Member Jurisdictions. All business of the Executive Task Force or any Special Assignment Task Forces (SATFs) assigned under the authority of the Executive Task Force Chair, will be conducted in accordance with these Protocols and Robert's Rules of Order.

ARTICLE III – EXECUTIVE TASK FORCE REPRESENTATION

The Executive Task Force shall be comprised of personnel duly elected or appointed by representatives of the jurisdictions who have signed Annex B of PNEMA and who are authorized to serve on the Executive Task Force by the director of his or her emergency management organization.

A. Authorized Representatives and Designated Contacts

1. Each Member Jurisdiction shall designate an Authorized Representative(s) and a Designated Contact(s).

2. Authorized Representatives shall be those jurisdiction officials authorized to execute PNEMA documents and obligate jurisdiction resources and funds for purposes of complying with the PNEMA Laws and Annexes and operating procedures found in the PNEMA Operations Manual.

3. The jurisdiction Emergency Management Agency director or their appointee(s) holds this position. The Designated Contact shall be the individual who is the primary point-of-contact regarding PNEMA administration and operations activities within each Member Jurisdiction, and who is eligible for election or appointment to the Executive Task Force.

4. The Designated Contact must possess a working knowledge of PNEMA operations management, but is not usually authorized to execute the PNEMA Request for Assistance (REQ-A) or obligate jurisdiction resources and funds, unless the Designated Contact is also the Authorized Representative for that jurisdiction.

5. Member Jurisdiction's Authorized Representatives and Designated Contacts shall submit their names, mailing address, office and cellular telephone numbers, or home telephone number, and email address information to the Chair of the PNEMA Executive Task Force.

B. Executive Task Force Authority

1. Each PNEMA Jurisdiction Member agrees to accept all official decisions of the Executive Task Force pending affirmation at the next regular WREMAC annual meeting.

The intention of these protocols is to strengthen the Arrangement to the mutual benefit of all Member Jurisdictions.

ARTICLE IV – MEETINGS

The annual membership meeting of this organization shall be held in conjunction with the annual meeting of W-REMAC. Other meetings may be held as determined by the Chair of the PNEMA Executive Task Force.

The presence of not less than 66 percent of the members, including at least one Canadian province or territory, shall constitute a quorum and shall be necessary to conduct the business of this organization. A quorum as herein before set forth shall be required at any adjourned meeting.

Special meetings of this organization may be called by the Chair when deemed in the best interest of the organization.

ARTICLE V – VOTING

At all meetings, all votes shall be by voice. For any motion to carry the vote in favor of the motion must be unanimous.

ARTICLE VI – OFFICERS

The initial officers of the organization shall be as follows:

- Chair
- Chair-Elect

A. Chair

The duties and responsibilities of the Executive Task Force Chair shall include but not be restricted to the convening and management of all meetings and activities of the Executive Task Force and the International Coordination Group (ICG).

In the foregoing endeavors, the Chair shall be assisted by the members of the Executive Task Force. The Chair shall represent the Executive Task Force as an Ex Officio (non-voting) member of W-REMAC. When the Chair is not present or otherwise unable to perform the duties of the Chair, the Chair-Elect shall perform the duties and responsibilities of the Chair, and when so acting, shall have all the power of, and be subject to the restrictions on, the Chair.

The term of office of the Chair shall be for two years with the Chair's term of office beginning with election at the annual W-REMAC meeting that is held in an even-numbered year.

B. Chair-Elect

The Chair-Elect shall in the event of the absence or inability of the Chair to exercise the office become acting Chair of the organization. The term of office of the Chair-Elect shall be for two years.

C. Chair Rotation

The normal rotation for selection of the Chair-Elect should come in the following order:
Washington
Oregon
Yukon Territory
Idaho
Alaska
British Columbia

If a member organization is not able to provide a representative for the Chair-Elect position, the Chair-Elect should be selected from the next member in the rotation sequence.

ARTICLE VII – AMENDMENTS

These Protocols may be altered, amended, repealed, or added to by an affirmative vote of all members.

Appendix D – Advanced Team (A-Team) Resource Typing Structure

PNEMA Advance Team (A-Team) Resource Typing Structure

Resource:	PNEAM Advance Teams (A-Teams)				
Category:	Incident Management			**Kind:**	Team
Minimum Capabilities:		**Type I**	**Type II**	**Type III**	**Type IV**
Component	**Metric**				
Personnel	A-Team Leader	1	1		
Personnel	Deputy A-Team Leader	1			
Personnel	A-Team Member	6	4	3	2
Personnel	National Guard * A-Team Member	2	1	1	
Comments	Experience and Training	Past Deployment Courses: • Understanding and Implementing EMAC • NEMA EMAC A-Team • ICS 100, 200 & 300 • IS 700 & 800 • Recommend IS 701 & IS 703	Past Deployment Courses: • Understanding and Implementing EMAC • NEMA EMAC A-Team • ICS 100, 200 & 300 • IS 700 & 800 • Recommend IS 701 & IS 703	Past Deployment Courses: • Understanding and Implementing EMAC • NEMA EMAC A-Team • ICS 100, 200 & 300 • IS 700 & 800 • Recommend IS 701 & IS 703	Courses: • Understanding and Implementing EMAC • NEMA EMAC A-Team • ICS 100, 200 & 300 • IS 700 & 800 • Recommend IS 701 & IS 703

Based on EMAC Advance Team (A-Team) Resource Typing Structure – Copyright © NEMA | All rights reserved.

* National Guard is not eligible for international deployment.

Appendix E – Mobilization Checklist

PNEMA

MOBILIZATION CHECKLIST

Incident Name/Mission Number: _____

Your PNEMA mission is: _____

You are being deployed to the State/Province 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 from PNEMA Coordinator and required information from the EOC Supervisor (Assisting State).
- ☐ Obtain travel information from the PNEMA Coordinator. (Assisting State)
  - ☐ Flight information (flight #, departure time, airline)
  - ☐ Rental car information (reservation #, state contract#, carrier/agency)
  - ☐ Hotel (Name, confirmation number, address, phone)

- ☐ Sign out EMAC credit card (approved on case-by-case basis) from Duty Officers and annotate which card was issued:_____ (Last four digits)

- ☐ Prepare go-kit (Duty Officer) for specific assignment. (If an A-Team member, inventory the PNEMA Go-Kit and sign accountability document if necessary).

- ☐ Notify State Emergency Operations Officer of the destination and expected function. Provide a cell phone or other contact numbers if known. (Provide copy of the Personnel Information sheet)

- ☐ Perform communications check with **all** assigned communications equipment prior to departure.

- ☐ Obtain location and persons to contact at the assigned destination and notify the State Emergency Operations Officer of this information.

- ☐ Ensure all expenditure accountability documents are understood and identified before departure, and are provided to the Assisting State PNEMA Coordinator upon request and/or availability of the completed reports:

  - ☐ Timesheets or other time worked record signed by a Team Leader or other authorized individual, updated daily with actual hours worked

  - ☐ Work records documenting tasks completed (i.e. Planning Section Chief, Logistics Section Chief, etc.)

  - ☐ Payroll documentation (Assisting State timesheet and copy of paystub)

  - ☐ Travel expense reports and copies of travel reimbursement vouchers

  - ☐ ORIGINAL receipts for all expenses, including use of the EMAC credit card, with copies provided to the Assisting State PNEMA Coordinator

  - ☐ 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

  - ☐ Copy of Mission Order

  - ☐ Copies of other documents evidencing costs incurred

IF THERE ARE ANY CHANGES TO RESERVATIONS RESULTING IN MODIFICATIONS TO ESTIMATED COSTS, CONTACT THE ASSISTING STATE PNEMA COORDINATOR, AUTHORIZED REPRESENTATIVE, OR DESIGNATED CONTACT IMMEDIATELY FOR INSTRUCTIONS.

Upon Arrival at Deployment Station:

- ☐ Notify the Requesting State Point of Contact (Name – information on Mission Order) of your arrival at point of assignment and obtain mission briefing. Provide personal contact information for home station in case of emergency.
- ☐ Notify home state EOC Supervisor and/or State Emergency Operations Officer 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.
- ☐ Plan for continued operations, establish work shift to support the operations, report required information and input to A-Team.
- ☐ Maintain Contact with A-Team to keep them informed of location, mission, and contact information. Establish reporting schedule.
- ☐ Fill out Personnel Resource Information Sheet and provide to A-Team.
- ☐ Maintain timesheets or other time worked record signed by a Team Leader or other authorized individual, updated daily with actual hours worked
- ☐ Maintain a folder for all ORIGINAL receipts for all expenses, including use of the PNEMA credit card (label receipts as expenses occur for ease in reference)

A-Team Specific Checklist Items:

- ☐ Check in with requesting state POC (i.e. PNEMA Authorized Representative or Designated Contact) and obtain specific information pertaining to the resources currently needed.
- ☐ Attend Requesting State operations briefings.

- ☐ Establish computer interface within State EOC.
- ☐ 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.
- ☐ Plan for continued operations, establish work shift, and insure that your schedule is posted at your assigned workstation.
- ☐ Maintain every other day contact with deployed PNEMA assets within your Area of Operations. Transfer the data from the PNEMA Personnel Information Form onto the PNEMA Deployed Personnel Tracker for this purpose.
- ☐ Maintain contact with assisting states 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 Assisting State PNEMA Coordinator for this deployment.

_____

Printed Name Date

_____

Signature

Appendix F – Personnel Information Form

PERSONNEL INFORMATION FORM

1. Last Name, First Name: _____
2. Home Address: _____
   _____
3. Home Phone: _____ Cell Phone: _____
4. Home Email: _____
5. Emergency Contact 1
   a. Name _____
   b. Home Phone: _____ Cell Phone: _____
6. Emergency Contact
   a. Name _____
   b. Home Phone: _____ Cell Phone: _____

7. Employer
   a. Company/Agency: _____
      i. Address: _____
      ii. Phone: _____ Email: _____
   b. Supervisor Name: _____
      i. Supervisor Phone: _____ Email: _____
8. Deployment Location/Name: _____
   a. Position/Function: _____
   b. Site Point of Contact Name: _____
   c. Site Point of Contact Phone: _____ Email: _____
   d. Work Schedule (Days/Hours): _____
   e. Team Leader Name: _____
   f. Team Leader Contact Phone: _____ Email: _____

Appendix G – Demobilization Checklist

DEMOBILIZATION CHECKLIST

Mission Number:_____

GENERAL INFORMATION

☐ The A-Team will facilitate all resource releases from an incident after obtaining concurrence from the International Coordination Group (ICG).

☐ The A-Team will coordinate its release with the respective State/Province's PNEMA Designated Contact.

☐ Resources will be released after the agreed upon tour of duty, or at such time that the Requesting State/Province Emergency Operations Center (EOC) determines a resource is surplus to current missions.

☐ Demobilization activities will be coordinated with the Requesting State/Province EOC and the A-Team.

☐ Resources will not be released unless alternate arrangements are approved.

☐ No resources will demobilize until authorized to do so by the Requesting State/Province.

☐ The A-Team will evaluate and coordinate transportation requirements with the State/Provincial EOC.

☐ The ICG shall authorize release of an A-Team and return this function back over to the Requesting State/Province**.**

GENERAL GUIDELINES APPLYING PNEMA RESOURCES BEFORE LEAVING THE REQUESTING STATE/PROVINCE

☐ No resource will be release without the approval of the A-Team.

☐ 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 hours (10:00 p.m.) unless specifically approved in advance by the A-Team.

☐ The A-Team will attempt to debrief all personnel assigned to the incident prior to departure. The debriefing 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 PNEMA Operations Manual and set forth in this checklist.

☐ The PNEMA Personnel Demobilization Form and all other even required documents (i.e. ICS Form 221) should be used to demobilize personnel and redeploy back to their home duty station.

THE A-TEAM SHALL

☐ Approve demobilization plans.

☐ Ensure coordination and reporting of, demobilization activities with federal authorities and other member state of the Arrangement.

☐ Prepare and execute demobilization plan in coordination with Requesting State/Province authorities.

☐ Submit proposed release of resources for ICG approval.

☐ Debrief all PNEMA personnel prior to release.

☐ Use Personnel Demobilization Form and review other PNEMA documents (Personnel Information Form, REQ-As, etc.) to ensure all resources are accounted for and properly demobilized.

☐ Provide final Situation Report to the ICG for approval to close-out operations prior to departure.

☐ Debrief Requesting State/Province personnel, complete and submit all demobilization documents and return PNEMA operations over to Requesting State/Province with approval from the ICG.

☐ Gather all hard copy and electronic PNEMA documents and mission records and ensure they are sent to the ICG (Mailing Address Needed**).**

ALL DEPLOYED PERSONNEL AND/OR RESOURCES SHALL

☐ Make contact with A-Team for debriefing and other demobilization instructions as necessary.

☐ Advise the A-Team of method of travel, point of departure, destination, and estimated time of arrival at home station.

☐ Return any equipment check out for use during the deployment.

☐ Submit any documentation as needed or requested by the A-Team and the Requesting State/Province.

☐ Notify the A-Team, Requesting State/Province of safe arrival at home station upon return.

☐ Complete and submit a brief trip report with lessons learned and recommendations to the ICG upon arrival at home station.

Appendix H – Demobilization Roster

PNEMA PERSONNEL DEMOBILIZATION ROSTER

Event Name: _____ **Mission #:** _____

Name	Home State/Province	Date to be Released	Travel Home (Date/Time)	Mode of Transportation	ETA Home (Date/Time)	Home Contact Phone Number	Comments

PNEMA Personnel Demobilization Roster

Appendix I – Request for Assistance (REQ-A)

PNEMA REQ-A INSTRUCTIONS:	
Each "Tab" of this Excel Worksheet is a Section of the PNEMA REQ-A. Please read the instructions carefully. Hover over the **RED** triangles in the **BLUE** cells for instructions pertaining to that Section.	
Currency values are to be calculated according to the exchange rate of the Assisting State at the time of REQ-A execution.	
Section I: Completed by Requesting State/Province	
1	Authorized personnel (In state/province or out of state/province) completes Section I of the PNEMA REQ-A Form.
Section II: Completed by the Assisting State/Province	
1	Authorized personnel completes all parts of the PNEMA Form REQ-A Section II (including detailed cost estimate) with input provided by potentially deploying agency or jurisdiction.
2	Section II of the PNEMA REQ-A is signed by a PNEMA Authorized Representative in the Assisting state/province.
3	The Excel sheet does contain formulas for the cost estimate section. If a formula is lost within the form, a new form can be downloaded or a PNEMA Designated Contact can assist with corrections.
4	Print areas can be adjusted under "view", Page Break Preview, by dragging the blue line to the end of the desired print area.
**	Ensure insurance rules for government vehicles crossing borders are addressed, as well as additional mileage and any tolls or ferry costs
**	Ensure the Canadian Two Tier overtime system is addressed and included in Personnel Calculations
Section III: Completed by the Requesting State/Province	
1	After reviewing Section II (completed by the Assisting State/Province) and aligning the Section with the initial request (in Section I), the PNEMA Authorized Representative of the Requesting state/province signs Section III of the PNEMA REQ-A.
2	A Mission Authorization Form is issued for all resources deploying under the resource request. The Mission Authorization Form should accompany all deploying personnel.
Amendments:	
*	When either party (Requesting state/province or Assisting state/province) determines the REQ-A requires amendment, all Sections must be updated and completed.
*	Please follow all instructions given in each section (above).
*	The amendment number - version of how many times it has been amended must be recorded in sequential number. Example: Amendment Number: 1, 2, 3, 4, etc.

Pacific Northwest Emergency Management Arrangement (PNEMA)

Interstate/Province Mutual Aid Request

Form REQ-A

Type or print all information except signatures

SECTION I: TO BE COMPLETED BY THE REQUESTING STATE/PROVINCE

Select Exercise or Event:		New or Amended #:	
Event Name:			
Date:		Time:	
State/Province Mission #:		EM Software TN #:	
Requesting Agency:		Req. State/Prov:	

Requesting State REQ-A Contact:

	Last/First Name:		Fax:	
	Phone 1:		Phone 2:	
	E-mail 1:		E-mail 2:	

Mission Type:		If State:	Law Enforcement - S	If NG:	Title 32
Mission Assignment:					
Resource Requested:					

Deployment Dates (including travel days - one day prior to and one day after dates needed for mission):

Mobilization:			Demobilization:	
	1st Work Day		Last Work Day:	

Deployment Details:

Work Location/Facilities:			Select One	
	Location/Facility Name:			
	Address 1:			
	Address 2:			
	City:		Zip Code:	
Working Conditions:			Select One	
	Working Conditions Comments:			
Living Conditions:			Select One	
	Living Conditions Comments:			
Identify Health & Safety Concerns:				
	Select One			
	Select One			
	Select One			
	Safety Concerns/Remarks:			

Requesting State Resource Coordination Contact:

	First Name:		Name:	
	Title:		Agency:	
	Phone 1:		Mobile:	
	E-mail 1:		E-mail 2:	

Staging Area (SA) and SA Point of Contact:

	POC First Name:		Name:	
	Phone:		E-mail:	
	Location/Facility Name:			
	Address:			
	City/Province & Postal Code:			

The PNEMA Authorized Signature below certifies that information contained herein accurately represents, to the best of their knowledge, the resource request at the time.

Name of PNEMA Authorized Representative:			
Signature of PNEMA Authorized Representative:		Date:	

Interstate/Province Mutual Aid Request

Form REQ-A

Type or print all information except signatures

SECTION II: TO BE COMPLETED BY THE ASSISTING STATE/PROVINCE

Select Exercise or Event: :	0	Requesting State:	0
Event Name:	0		
Requesting State Mission TN #:	0	Req. State EM Software TN #:	0
Requesting Agency:	0	Date Resources Available:	

The PNEMA Authorized Signature below certifies that information contained herein is a mission estimate to be accepted or declined by the PNEMA Requesting State.

Name of PNEMA Authorized Representative (AR):			
Signature of PNEMA AR:		Date:	
New or Amended #:		Time Section II Completed:	
Assisting State/Province:		Assisting State/Province TN #:	
Assisting Agency:		Asst. State EM Software TN #:	

Assisting State/Province REQ-A Contact:

First Name:		Last Name:	
Phone 1:		Phone 2:	
E-mail:		Fax:	

Mission Type:		If State:	Select Discipline:	If NG:	Select Status:
Mission Assignment:					
Resource Available:					

In-State/Province Resource Point of Contact:

First Name:		Last Name:	
Phone 1:		Phone 2:	
E-mail 1:		E-mail 2:	

Deployment Dates (including travel days - one day prior to and one day after dates needed for mission):

Mobilization:		Demobilization:	
1st Work Day		Last Work Day:	

MISSION COST ESTIMATE (Details entered on subsequent tabs):

Total Equipment, Commodity, Other, and Personnel Quantity & Costs

Enter all equpment, commodity, other, and personnel details on tab labeled as such (Travel, Equipment, Commodities, Other, Personnel) on this worksheet. Totals for each cateory will automatically be updated below as data is entered on subsequent sheets.

Total Travel Costs:	$ -	Total Equipment Costs:	$ -
Total Commodity Costs:	$ -	Total Other Costs:	$ -
Total Personnel on Mission:	0	Total Personnel Costs:	$ -
Total Cost Estimate from REQ-A (This number is calculated from the data entered into the REQ-A Excel worksheets):		$ -	

Note: If you received a Mission Ready Package from the Resource Provider, enter the total under "Total Cost Estimate" below and attach complete Mission Ready Package to provide detailed costs.

Total Cost Estimate from Mission Ready Package (please enter total and attach Mission Ready Package)	$

SECTION II: TRAVEL EXPENSE ESTIMATES - ASSISTING STATE/PROVINCE			
Req. State-Province Mission TN #:	0	Asst. State-Province Mission TN #:	0
Travel Costs:			
Insert total costs from each travel category below.			
Total Personal Vehicle Expenses:		Total Rental Vehicle Total Expenses:	
Total Governmental Vehicle Expenses:		Total Air Travel Expenses:	
Total Daily Per Diem:		Other (Provide details below):	
Total Lodging:		Total Parking Fee Expenses:	
Total Shipment and Transportation Expenses:		Total Travel Costs from all Categories:	$ -
Identify Transportation Requirements for each traveler under this request below to ensure travel cost estimate accuracy.			

SECTION II: EQUIPMENT EXPENSE ESTIMATES - ASSISTING STATE/PROVINCE			
Req. State-Province Mission TN #:	0	Asst. State-Province Mission TN #:	0
Equipment Costs:			
Total Equipment Cost:		$ -	
Total Number of Fuel Consuming Equipment		Total Number of Non-Fuel Consuming Equipment	
Enter Equipment Cost Details Below:			

	Equipment Descriptions:	Cost:
1		
2		
3		
4		
5		

SECTION II: COMMODITIES EXPENSE ESTIMATES - ASSISTING STATE/PROVINCE			
Req. State-Province Mission TN #:	0	Asst. State-Province Mission TN #:	0
Commodity Costs:			
Total Commodity Costs:		$	-
Enter Commodity Cost Details Below:			

	Commodity Descriptions:	Cost:
1		
2		
3		
4		
5		

SECTION II: OTHER EXPENSE ESTIMATES - ASSISTING STATE/PROVINCE			
Req. State-Province Mission TN #:	0	Asst. State-Province Mission TN #:	0
Other Estimated Costs:			
Total Other Costs:		$	-
Enter Other Cost Details Below:			
Other Costs:			

	Other Descriptions:	Cost:
1		
2		
3		
4		
5		

SECTION II: PERSONNEL EXPENSE ESTIMATES – ASSISTING STATE/PROVINCE			
Req. State-Province Mission TN #:	0	Asst. State-Province Mission TN #:	$ -
Personnel Estimated Costs:			
Total Personnel Estimated Costs:	$ -	Total # of Personnel on Mission (Calculated from entries on Personnel worksheet):	0

Enter all personnel details below as indicated.

SECTION II: TO BE COMPLETED BY THE ASSISTING STATE

Detail for Personnel costs (adjust print area by dragging the blue line below to accommodate the number of personnel entered).

Enter a "1" on each line for deploying personnel	Last Name, First 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 Mission Days (Inc. Travel)	Total Daily Cost	Total Mission Cost
EX	EXAMPLE	EX	EX	$ 20.00	$ 6.00	8	$ 30.00	$ 9.00	4	16	$ 364.00	$ 5,824.00
											$ -	$ -
											$ -	$ -
											$ -	$ -
											$ -	$ -
											$ -	$ -
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											$ -	$ -
											$ -	$ -
											$ -	$ -
											$ -	$ -
											$ -	$ -
											$ -	$ -

Page 1

SECTION III: APPROVAL OF MISSION ESTIMATES - REQUESTING STATE/PROVINCE					
Select Exercise or Event:			New or Amended #:		
Requesting State/Prov.:			Requesting Agency:		
Event Name:	0				
Req. StateProv. Mission TN #:	0		Req. State/Prov. EM Software TN #:		0
Assisting State/Prov.:	0		Assisting State/Prov. TN #:		0
Currency values at the time of REQ-A Execution. Cost estimates are based upon current Assisting State values.	United States	$ -	Canada	$ -	This rate will be honored for this REQ-A for the duration of this mission.

The PNEMA Authorized Signature below certifies that they have reviewed Section II submitted by the Assisting State and agree to the estimated mission costs and requirements. The mission is accepted.

Name of PNEMA Authorized Representative:	
Signature of PNEMA Authorized Representative:	
Date:	Time:

Appendix J – Authorization to Proceed

STATE OF WASHINGTON
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION
MS: TA-20 Building 20
Camp Murray, Washington 98430-5122
Phone (253) 512-7000 • FAX (253) 512-7200

AUTHORIZATION TO PROCEED

[Date]

[Jurisdiction]

Subject: [PNEMA] Mission Number [enter state mission number], WMD Contract Number [enter contract number]; ATTACHMENT [enter attachment number]

Dear [Signatory's Title and Name]:

Enclosed you will find a copy of the executed PNEMA Deployment Attachment Number [enter attachment number] to the Military Department Contract Number [enter contract number]. Pursuant to this document, you are authorized to deploy the identified resources for the [PNEMA] mission number identified in the Attachment no earlier than [Date] at [Time].

Your [Task Force, Strike Team or Single Resource] is assigned to [Receiving State] as [Name of Task Force, Strike Team or Single Resource]. Upon arrival to [destination name & address], your [Task Force, Strike Team or Single Resource] must check in with [Name & contact information of receiving state point of contact]. Your [Task Force, Strike Team or Single Resource] must check in with the State Alert and Warning Center at 1-800-258-5990 upon leaving home station, arriving at the deployment site, upon leaving the deployment site at the completion of assignment, and upon arriving back at the home station. Additionally, the [Task Force, Strike Team or Single Resource] must check in with the State Alert and Warning Center every day by 10am PST for accountability.

Please remember to complete all Washington State required documentation in addition to any documentation requested by [Receiving State] including, but not limited to, Crew Time Reports or other authorized timesheet, Equipment Shift Tickets, and maintain all itemized receipts for expenses incurred.

If you have any further questions, please do not hesitate to contact the Washington State EMAC/PNEMA coordinator at 1-800-258-5990.

Sincerely,

[NAME]
State EOC Supervisor

Enclosure

CC: [County/City Emergency Manager]
[Association/Regional Coordinator]
File

1

Appendix K - Reimbursement Form R-1

Pacific Northwest Emergency Management Arrangement (PNEMA)

International Reimbursement Form (R-1) - Assisting State/Province to Requesting State/Province

Please complete all fields in gray. Fields in green are automatically calculated.

Event:

Submitted to the Requesting State of: Date:

By the Assisting State/Province of Form W-9 Enclosed? ☐ Yes ☐ No

Resources Specified in REQ-A under Requesting State/Province Mission#:

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	$0.00	
Travel Costs		
Air Travel		
Auto Rental/Gas/Mileage		
Lodging		
Government Vehicle Costs		
Meals/Tips		
Total Travel Costs	$0.00	
Equipment Costs		
Contractual Costs		
Commodities		
Other Costs (Explain in Remarks Section)		
GRAND TOTAL		$0.00

Remarks:

Certified and Authorized by: **Signature:**

Title: **Date:**

The authorized official of the Assisting State certifies that the totals for each category/claim are exact costs expended by the Assisting State to perform the services requested in the REQ-A. All additional supporting documentation not included with this claim will be maintained by the Assisting State for a period of three (3) years following the above date of submission and may be obtained for audit purposes by notifying the Assisting State authorized official named herein.

Appendix L - Reimbursement Form R-2

Pacific Northwest Emergency Management Arrangement (PNEMA)

International Reimbursement Form (R-2) - Assisting State/Province to Requesting State/Province

Please complete all fields in gray. Fields in green are automatically calculated.

Event:

Submitted to the Assisting State of: | Date:

By the Local/State/Province of: | Form W-9 Enclosed? ☐ Yes ☐ No

For resources specified in REQ-A under Requesting State/Province Mission#:

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		$0.00	
Travel Costs			
Air Travel			
Auto Rental/Gas/Mileage			
Lodging			
Government Vehicle Costs			
Meals/Tips			
Total Travel Costs		$0.00	
Equipment Costs			
Contractual Costs			
Commodities			
Other Costs (Explain in Remarks Section)			
GRAND TOTAL			$0.00

Remarks:

Certified and Authorized by: | **Signature:**

Title: | **Date:**

The authorized official of the Assisting State certifies that the totals for each category/claim are exact costs expended by the Assisting State to perform the services requested in the REQ-A. All additional supporting documentation not included with this claim will be maintained by the Assisting State for a period of three (3) years following the above date of submission and may be obtained for audit purposes by notifying the Assisting State authorized official named herein.

Appendix M - Post Deployment Survey

PNEMA Post Deployment Survey	
Name or State/Province Represented:	
Mission Name/Number:	
Mission Description:	
Resource Type Requested/Provided:	☐ Equipment ☐ Personnel
State/Province Role in Deployment:	☐ Requesting State/Province ☐ Assisting State/Province
Three Successfully Executed Processes:	1. 2. 3.
Three Improvement Opportunities:	1. 2. 3.
Comments:	

Appendix N – PNEMA Authorized Representatives and Designated Contacts

Alaska

Alaska Division of Homeland Security & Emergency Management

Mailing P.O. Box 5750
JBER, AK 99505-5750
Primary SEOC (907) 428-7100
Global star (907) 928-2999

Authorized Representatives

Mike O'Hare, Director
Tel: (907) 428-7066
Mob: (907) 529-2406
Mike.ohare@alaska.gov

Bryan Fisher, Incident Commander/Chief of Operations
Tel: (907) 428-7096
Mob: (907)240-6043
bryan.fisher@alaska.gov

Claude Denver, State Emergency Operations Center Manager
Tel: (907) 428-7090
claude.denver@alaska.gov

Mark Roberts, State Emergency Operations Center Manager
Tel: (907) 428-7046
Mob: (907) 230-6483
mark.roberts@alaska.gov

Designated Contacts

Brent Nichols, Deputy Logistics Section Chief
Tel: (907) 428-7085
Mob: (907) 350-7658
brent.nichols@alaska.gov

Ann Gravier, Logistics Section Chief / EMAC Coordinator
Tel: (907) 428-7045
Mob: (907) 538-7078
ann.gravier@alaska.gov

Ronald "DJ" Desjardin, State Training Officer
Tel: (907) 428-7021
Ronald.desjardin@alaska.gov

Christine Stroda, Logistics Section Chief / Asst. EMAC Coordinator
Tel: (907) 428.7061
Mob: (907) 830-4117
christine.stroda@alaska.gov

Eva Edwards, Logistics Specialist
Tel: (907) 428-7065
Mob: (907) 240-2447
eva.edwards@alaska.gov

Rebecca Lopez, Logistics Specialist
Tel: (907) 428-7052
Mob: (907) 715-7337
rebecca.lopez@alaska.gov

Provincial Government of British Columbia

Premier: Honourable John Horgan
P.O. Box 9041
Provincial Government
Victoria, British Columbia
Canada V8W 9E1
Tel: (250) 387-1715 Fax: (250) 387-0087
Email: premier@gov.bc.ca

Minister of Public Safety and Solicitor General: Honourable Mike Farnworth
P.O. Box 9041
Provincial Government
Victoria, British Columbia
Canada V8W 9E2
Tel: (250) 356-2178 Fax: (250) 356-2178
Email: PSSG.Minister@gov.bc.ca

Deputy Minister: Rebecca Denlinger
PO Box 9850 STN
Provincial Government
Victoria, British Columbia
Canada V8W 9T5
Tel: (250) 250 953-3689 Fax: N/A
Email: Becky.Denlinger@gov.bc.ca

Legal Contact: Katherine Dann, Barrister and Solicitor
Ministry of Justice
4th Floor - 1001 Douglas Street
Victoria, British Columbia
Canada V8W 9J7
Tel: (250) 356-8820 Fax: (250) 356-9264
Email: Katherine.Dann@gov.bc.ca

Emergency Management BC
<u>Authorized Representative(s)</u>
Robert Turner, Assistant Deputy Minister
Emergency Management British Columbia
P.O. Box 9201, Stn Prov Govt
Victoria, British Columbia
Canada V8W 9J1
Tel: (250) 952-5023 Cel: (250) 208-6698 Fax: (250) 952-4871
Email: robert.turner@gov.bc.ca

Chris Duffy, Executive Lead EMBC Programs
Emergency Management British Columbia
P.O. Box 9201, Stn Prov Govt
Victoria, British Columbia
Canada V8W 9J1
Tel: (250) 952-4544 Cel: (250) 361-5234
Fax: (250) 952-4871
Email: chris.duffy@gov.bc.ca

Heather Lyle, Executive Director, Planning, Mitigation and Partnerships
Emergency Management British Columbia
14292 Green Timbers Way
Surrey, British Columbia
Canada V3T 0J4
Tel: (604) 586-4358 Cel: (604) 417-5819
Fax: (604) 586-4334
Email: heather.lyle@gov.bc.ca

Stan Bates, Acting Executive Director, Operations
Emergency Management British Columbia
P.O. Box 9201, Stn Prov Govt
Victoria, British Columbia
Canada V8W 9J1
Tel: (250) 952-4278 Cel: (778) 676-2063
Fax: (250) 952-4872
Email: stan.bates@gov.bc.ca

Designated Emergency Contact
Provincial Duty Manager via
Emergency Coordination Centre (ECC)
Emergency Management British Columbia
P.O. Box 9201
Victoria, British Columbia
Canada V8W 9J1
Tel: **(800) 663-3456** Fax: (250) 952-4888
Email: EMBCPDM@gov.bc.ca

Idaho

Idaho Military Division
Idaho Office of Emergency Management

Mailing	4040 W Guard St. Bldg. 600
	Boise, ID 83705-5004
Main	(208) 422-3040
24 Hour	(208) 846-7610

ioememacteam@imd.idaho.gov

Authorized Representatives
Brad Richy, Director
Tel: 208-422-3001
Mob: 208-841-8974
brichy@imd.idaho.gov

Karen Wallen, Grants Branch Chief
Tel: 208-258-6518
Mob: 208-515-6287
kwallen@imd.idaho.gov

Designated Contacts
Carlo Fenicottero, EMAC Coordinator
Tel: 208-258-6513
Mob: 208-258-1322
cfenicottero@imd.idaho.gov
Jared Dick, Recovery Manager
Tel: (208) 258-6515
jdick@imd.idaho.gov

Oregon

Oregon Military Department
Office of Emergency Management

Mailing:	PO Box 14370 Salem, OR 97309-5062
Physical:	3225 State St., Room 115 Salem, OR 97301
Phone:	503-378-2911
Fax:	503-373-7833
24 hour:	1-800-452-0311 or 503-378-6377, ask for an OEM Duty Officer

Authorized Representatives

Andrew Phelps, Director
Andrew.phelps@state.or.us
503-378-3933

Matt Marheine, Deputy Director
Matt.marhein@state.or.us
503-378-3434

Sonya.andron, Section Manager
Sonya.andron@state.or.us
503-378-4025

Vacant, Section Manager
@state.or.us
503-378-4336

Clint Fella, Section Manager
Clint.fella@state.or.us
503-378-3181

Designated Contacts

Kelly Jo Craigmiles, EMAC / PNEMA Coordinator
kelly.jo.craigmiles@state.or.us
503-378-2865

Erik Rau, Assistant Coordinator
Erik.rau@state.or.us
503-378-3252

Zach Swick, Assistant Coordinator
Zach.swick@state.or.us
503-378-3233

Washington

Washington Military Department
Emergency Management Division

Mailing	Building 20, MS: TA-20 Camp Murray, WA 98430-5122
24 Hour	(800) 258-5990
Email	Dutyofficer@mil.wa.gov

Authorized Representatives

Robert Ezelle, Director
Tel: (253) 512-7001
Mob: (253) 720-8333
robert.ezelle@mil.wa.gov

Alysha Kaplan, Mitigation, Response & Recovery Unit Manager
Tel: (253) 512-7061
Alyysha.kaplan@mil.wa.gov

Regan Hesse, Chief Financial Officer
Tel: (253) 512-8115
Regan.hesse@mil.wa.gov

Rich Shimizu, Budget Manager
Tel: (253) 512-7596
rich.shimizu@mil.wa.gov

William Greenup, Contract Specialist
Tel: 253.512.8229
william.greenup@mil.wa.gov

Rick Woodruff, Contracts and Internal Control Officer
Tel: 253.512.8068
rick.woodruff@mil.wa.gov

Designated Contacts
John Ufford, Preparedness Unit Manager
Tel: (253) 512-7052
Mob: (253) 250-2740
john.ufford@mil.wa.gov

Mark Douglas, Logistics Program Manager
Tel: (253) 512-7097
Mob: (253) 666-2757
mark.douglas@mil.wa.gov

Mark Woodward, Logistics Coordinator
Tel: (253) 512-7058
Mark.woodward@mil.wa.gov

Blake Bowen, Logistics Coordinator
Tel: (253) 512-7055
Blake.bowen@mil.wa.gov

Chris Utzinger, Response Section Manager
Tel: (253) 512-7033
Mob: (253) 255-0051
chris.utzinger@mil.wa.gov

YUKON

Authorized Representative(s)

Paul Moore, Deputy Minister – Community Services
Telephone: (867) 456-6512 Fax: (867) 633-7957
Email: Paul.Moore@gov.yk.ca

Dennis Berry, Assistant Deputy Minister – Protective Services
Telephone: (867) 393-7409 Fax: (867) 456-6567
Email: Dennis.Berry@gov.yk.ca

Diarmuid O'Donovan, Director – Emergency Measures Organization
Telephone: (867) 667-5220 Cell (867)332-1239
Fax: (867) 393-6266
Email: Diarmuid.O'Donovan@gov.yk.ca

Designated Contact

Yukon Emergency Measures Organization
60 Norseman Road
P.O. Box 2703
Whitehorse, Yukon
CANADA Y1A 2C6
Telephone: (867) 667-5220 Fax: (867) 393-6266
Email: emo.yukon@gov.yk.ca

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