



# State of Washington Intrastate Mutual Aid System

## Operations & Deployment Guide

Effective October 2022



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

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

# Contents

<b>PREFACE</b> .....	3
<b>INTRODUCTION</b> .....	5
<b>BASIC PROVISIONS</b> .....	5
APPLIES TO EMERGENCIES AND DRILLS/EXERCISES (Reference RCW 38.56.030) .....	5
LIMITATION ON AID .....	5
REQUEST FOR ASSISTANCE – MEMBER JURISDICTION TO MEMBER JURISDICTION .....	5
NEGOTIATION AND DEPLOYMENT COORDINATION.....	6
MISSION READY PACKAGE .....	6
CONTROL OF RESOURCES (Assistance) .....	6
PROFESSIONAL CREDENTIALS .....	7
DEATH OR INJURY BENEFITS .....	7
LIABILITY .....	7
<b>WAMAS RESPONSE PERSONNEL</b> .....	7
RESPONSE PERSONNEL PURPOSE .....	7
DEPLOYED PERSONNEL QUALIFICATIONS.....	8
<b>NOTIFICATION</b> .....	8
<b>DEPLOYMENT</b> .....	8
TRAVEL ARRANGEMENTS.....	8
DEPLOYMENT BRIEFING .....	9
CONDUCT .....	9
IMMUNIZATIONS.....	9
CONDITIONS WHILE RESPONDING.....	9
STRESS MANAGEMENT .....	9
ACCOUNTABILITY .....	10

<b>MOBILIZATION</b> .....	10
FINANCES.....	10
OVERTIME .....	10
DOCUMENTATION.....	10
<b>DEMOBILIZATION</b> .....	10
<b>REIMBURSEMENT</b> .....	10
OVERVIEW .....	11
PROCESS .....	11
GENERAL ELIGIBLE COSTS .....	11
INELIGIBLE COSTS.....	12
REIMBURSEMENT DOCUMENTATION.....	13
REIMBURSEMENT DISPUTE RESOLUTION .....	13
INJURY CLAIMS.....	13
<b>RECOMMENDED AFTER ACTION REPORT AND IMPROVEMENT PLAN</b> .....	13
AFTER ACTION REPORT.....	13
IMPROVEMENT PLAN .....	14
<b>INTRASTATE MUTUAL AID COMMITTEE</b> .....	15
<b>MAINTENANCE and TRACKING USE of WAMAS</b> .....	15
APPENDIX A – RCW 38.56 and RCW 38.52.040 .....	16
APPENDIX B – WAMAS Request Form .....	20
APPENDIX C – Responding Jurisdiction Reimbursement (RJR) Form .....	25
APPENDIX D – Mobilization Checklist .....	26
APPENDIX E - Demobilization Checklist.....	28

**PREFACE**

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



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Robert Ezelle  
Chair  
Intrastate Mutual Aid Committee

*4/10/23*  
Date



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Chandra Fox  
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Emergency Management Council

*April 10, 2023*  
Date

## INTRODUCTION

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

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

## BASIC PROVISIONS

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

Prior to requesting assistance, a member jurisdiction:

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

### **LIMITATION ON AID**

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

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

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

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

Requests for assistance will be made by:

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

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

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

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

### **NEGOTIATION AND DEPLOYMENT COORDINATION**

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

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

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

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

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

### **MISSION READY PACKAGE**

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

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

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

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

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

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

### **PROFESSIONAL CREDENTIALS**

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

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

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

### **DEATH OR INJURY BENEFITS**

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

### **LIABILITY**

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

## **WAMAS RESPONSE PERSONNEL**

### **RESPONSE PERSONNEL PURPOSE**

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

contribute to successfully fulfilling duties as requested.

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

### **DEPLOYED PERSONNEL QUALIFICATIONS**

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

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

### **NOTIFICATION**

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

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

### **DEPLOYMENT**

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

### **TRAVEL ARRANGEMENTS**

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

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

### **DEPLOYMENT BRIEFING**

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

### **CONDUCT**

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

### **IMMUNIZATIONS**

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

### **CONDITIONS WHILE RESPONDING**

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

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

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

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

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

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

### **STRESS MANAGEMENT**

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

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

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

### **ACCOUNTABILITY**

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

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

### **MOBILIZATION**

#### **FINANCES**

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

#### **OVERTIME**

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

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

#### **DOCUMENTATION**

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

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

### **DEMOBILIZATION**

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

### **REIMBURSEMENT**

## **OVERVIEW**

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

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

## **PROCESS**

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

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

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

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

## **GENERAL ELIGIBLE COSTS**

### **1. Personnel Costs**

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

### **2. Travel Costs**

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

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

#### **INELIGIBLE COSTS**

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

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

### **REIMBURSEMENT DOCUMENTATION**

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

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

### **REIMBURSEMENT DISPUTE RESOLUTION**

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

### **INJURY CLAIMS**

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

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

### **AFTER ACTION REPORT**

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

compile results for the Intrastate Mutual Aid Committee.

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

### **IMPROVEMENT PLAN**

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

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

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

## **INTRASTATE MUTUAL AID COMMITTEE**

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

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

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

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

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

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

#### **38.56.010 - Definitions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**38.56.070 - Reimbursement for assistance provided.**

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

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

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

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

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

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

## APPENDIX B – WAMAS Request Form



# WAMAS Request Form

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

APPENDIX B – WAMAS Request Form  
(Continued)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Other Costs:**

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

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

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

## APPENDIX D – Mobilization Checklist



### MOBILIZATION CHECKLIST

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

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

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

The deployment location address is:

\_\_\_\_\_

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

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

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

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

#### **Before Deployment:**

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

## WAMAS MOBILIZATION CHECKLIST

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## APPENDIX E - Demobilization Checklist



### ***DEMOBILIZATION CHECKLIST***

#### **General Information**

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

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

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

#### **Common Responsibilities**

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

## WAMAS MOBILIZATION CHECKLIST

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

### Upon Arrival at Deployment Station:

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

END OF DOCUMENT