



State of Washington Intrastate Mutual Aid System

Operations & Deployment Guide

Effective 5 May 2015



*Cover Photo:
A helicopter carrying President Obama
tours the mudslide destruction in Snohomish County
on Tuesday, April 22nd 2014.
(Carolyn Kaster / Associated Press)*

2015
Intrastate Mutual Aid Committee Emergency
Management Council
C/O Washington Military Department

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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 as such the Intrastate Mutual Aid Committee is directed through legislation to develop and update guidelines and procedures to facilitate the Washington Mutual Aid System. The effective date of this Operations & Deployment Guide is 5 May 2015.

Robert Ezelle
Chair
Intrastate Mutual Aid Committee

Date

Dave DeHaan
Chair
Emergency Management Council

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. Members of WAMAS are not precluded from entering into or participating in other mutual aid agreements that are authorized by law.

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 an emergency.

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 - JURISDICTION TO JURISDICTION

Requests for assistance may be verbal or written. If requests are verbal they must be confirmed in writing within thirty days after the date of the request. The WAMAS Request Form is provided in Appendix B.

Requests for assistance must be made by:

- The chief executive officer of a member jurisdiction, or
- The jurisdiction's 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 desired **capability** should be detailed; 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 tank 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, if needed

- 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

A Just-In-Time (JIT) checklist and an overview of resource request tools are located in Appendix F.

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 a verbal WAMAS request is utilized it must be confirmed in writing within thirty days after the date of the request. If a written request is used it is recommended the responding jurisdiction provides all information requested on the WAMAS Request form.

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.”

If a written request is used the responding jurisdiction will fill out all cost information in Section II, if the agreement is verbal the responding jurisdiction has thirty days to complete Section II for accurate cost forecasting, note that estimates will likely change.. WAMAS Request Form (Appendix B).

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

CONTROL OF RESOURCES (Assistance)

Assistance provided by a responding member jurisdiction can include resources such as “personnel” (emergency responders) or “equipment” (supplies, materials, or other assets, with or without operators), which 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) return to their originating location;
- The requesting member jurisdiction is responsible for providing demobilization instructions to

the responding jurisdiction and responding 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, drills, or exercises;
- However, the person is subject to legal limitations or conditions on the license, certificate, or other permit as prescribed in writing by 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 is to provide assistance to an 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.

It is the jurisdictions responsibility to provide awareness and train employees on the process and procedures used to request and deploy resources under WAMAS. A formal WAMAS training program has not been developed. 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 this Agreement 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 past 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; and
- Has reviewed the WAMAS training and is familiar with this Operations & Deployment Guide.

NOTIFICATION

When a jurisdiction requests WAMAS assistance, the request is broadcasted through local communications by the requesting entity, either verbally or in written form. 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 verbal agreement is reached then it must be confirmed in writing within thirty days after the date of the request. If a written request is used it is recommended the responding jurisdiction provides all information requested on the WAMAS Request form.

During the notification process if the requesting jurisdiction requests state support, the State Emergency Operations Center will assist in transmitting the requested WAMAS resources throughout the 39 counties within the state using the updated TEL 1-A Roster, provided by and maintained by the Washington State Emergency Management Director's office. The State's involvement will be limited to finding resources and connecting the requesting and responding member jurisdictions so an agreement can be reached.

DEPLOYMENT

In the event of a localized incident, exercise, or drill, out-of-jurisdiction (Tribe/County) 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. If this request is verbal, it must be confirmed in writing within thirty days after the date of the request. 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. It is advised the responding jurisdiction 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 emergency rations, such as Shelf Stable Meals (SSM). Access to land line telephone, internet, or cell phone coverage may be limited. Restaurants, hotels, and stores may not be open or available. There may be an increase of insects and/or snakes in the area. 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 tremendous loss of life, serious injuries, missing and separated families, and destruction of whole 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 being returned 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 area personnel must check-in with the Requesting Jurisdiction or Tribe's designated point of contact, which should have been ascertained during the agreement. Responding personnel are assigned to positions within the requesting Jurisdiction or Tribe that aligns with the

description provided in the initial request, whether verbal or written. 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 jurisdiction is contacted by the responding personnel to gain assistance with finances.

OVERTIME

Overtime is dependent on the responding jurisdiction's policies and any pre-existing contractual agreements. In addition, 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, if any for tracking responding personnel during the deployment. It is suggested that responding personnel take a means of documenting hours worked, as the Requesting Jurisdiction or Tribe may not have the same documentation methods as the home agency.

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

While responding personnel may need to complete additional documentation, depending upon the situation, which may provide supplementary justification for the resource and jurisdiction when filing for reimbursement.

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 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 those that would be normally submitted for reimbursement and considered 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 provide assistance.

Section II of 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 or Tribes 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 Jurisdiction or Tribe, and in accordance with contractual obligations and policies of the responding jurisdiction.
- B. Travel time from home of record to place of employment, to include return trip, is not considered eligible for reimbursement.
- C. Backfill must be agreed upon by both parties 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 a per mile mileage rate or the cost of gasoline)
 - vii. Personally-owned vehicle mileage (either a locally approved per mile mileage rate or the cost of gasoline)
 - 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 need to 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 Requesting Jurisdiction or Tribe.
 - D. Reasonable costs for maintenance of equipment to pre-deployment condition.
 - E. 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 Jurisdictions or Tribes 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 jurisdictions and/or tribes will be ineligible.*

REIMBURSEMENT DOCUMENTATION

The actual costs incurred by a Responding Jurisdiction performing the mission will be totaled on Section II of 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' I, II, & III; with section I & III signed.
 - b. Timesheets or other time monitoring records that are signed by an authorized individual from the requesting jurisdiction. Note that 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
 - 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 they should 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 (90) 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 Requesting 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 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, with its assessments and recommendations, 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. A record of recommended corrective actions is shared with the Director of the Emergency Management Division and the President of the Washington State Emergency Management Association (WSEMA).

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 President of the Washington State Emergency Management Association 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 on the use and effectiveness of WAMAS with recommendations for correcting deficiencies. This report will be shared with the President of the Washington State Emergency Management Association. Administrative support is provided to the Intrastate Mutual Aid Committee by the Emergency Management Division of the Washington Military Department at the request of the Intrastate Mutual Aid Committee.

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

(Section I)

		Washington Mutual Aid System (WAMAS)	
		Intrastate Mutual Aid Request	
WAMAS REQUEST			
Type or print all information except signatures			
SECTION I: TO BE COMPLETED BY THE REQUESTING JURISDICTION			
Select Exercise or Event:		New or Amended #:	
Event Name:			
Date:		Time:	
Jurisdiction Mission #:		EM Software TN #:	
Requesting Agency:		Req. Jurisdiction:	
Requesting Jurisdiction Point of Contact:			
Last/First Name:		Fax:	
Phone 1:		Phone 2:	
E-mail 1:		E-mail 2:	
Mission Type:		Discipline:	Select Discipline: <input type="text"/>
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 Jurisdiction Resource Coordination Contact:			
First Name:		Last Name:	
Title:		Agency:	
Phone 1:		Mobile:	
E-mail 1:		E-mail 2:	
Staging Area (SA) and SA Point of Contact:			
POC First Name:		Last Name:	
Phone:		E-mail:	
Location/Facility Name:			
Address:			
City/Province & Postal Code:			
The WAMAS Authorized Signature below certifies that information contained herein accurately represents, to the best of their knowledge, the resource request at the time.			
Signature of chief executive officer or authorized designee:			
Signature of chief executive officer or authorized designee:		Date:	

APPENDIX B – WAMAS Request Form
(Section II)

	Washington Mutual Aid System (WAMAS)				
	Intrastate Mutual Aid Request				
	WAMAS REQUEST				
Type or print all information except signatures					
SECTION II: TO BE COMPLETED BY THE ASSISTING JURISDICTION					
Select Exercise or Event :	0	Requesting Jurisdiction:	0		
Event Name:	0				
Req. Juris. Mission TN #:	0	Req. Juris. EM Software TN #:	0		
Requesting Agency:	0	Date Resources Available:			
The WAMAS Authorized Signature below certifies that information contained herein is a mission estimate to be accepted or declined by the WAMAS Requesting Jurisdiction.					
Name of WAMAS Authorized Representative (AR):					
Signature of WAMAS AR:		Date:			
New or Amended #:		Time Section II Completed:			
Assisting Jurisdiction:		Assisting Jurisdiction TN #:			
Assisting Agency:		Asst. Juris. EM Software TN #:			
Assisting Jurisdiction REQ-A Contact:					
	First Name:		Last Name:		
	Phone 1:		Phone 2:		
	E-mail:		Fax:		
Mission Type:		Discipline:	Select Discipline: If NG: Select Status:		
Mission Assignment:					
Resource Available:					
In-Jurisdiction 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 equipment, commodity, other, and personnel details on tab labeled as such (Travel, Equipment, Commodities, Other, Personnel) on this worksheet. Totals for each category 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)				\$	

APPENDIX B – WAMAS Request Form
(Section II- Travel)

SECTION II: TRAVEL EXPENSE ESTIMATES - ASSISTING JURISDICTION			
Req. Jurisdiction Mission TN #:	0	Asst. Jurisdiction 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.			

APPENDIX B – WAMAS Request Form
(Section II- Equipment)

SECTION II: EQUIPMENT EXPENSE ESTIMATES - ASSISTING JURISDICTION			
Req. Jurisdiction Mission TN #:	0	Asst. Jurisdiction 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			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			


APPENDIX B – WAMAS Request Form
(Section II- Commodities)

SECTION II: COMMODITIES EXPENSE ESTIMATES - ASSISTING JURISDICTION			
Req. Jurisdiction Mission TN #:	0	Asst. Jurisdiction Mission TN #:	0
Commodity Costs:			
Total Commodity Costs:			\$ -
Enter Commodity Cost Details Below:			
	Commodity Descriptions:		Cost:
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

APPENDIX B – WAMAS Request Form
(Section II- Other)

SECTION II: OTHER EXPENSE ESTIMATES - ASSISTING JURISDICTION			
Req. Jurisdiction Mission TN #:	0	Asst. Jurisdiction Mission TN #:	0
Other Estimated Costs:			
Total Other Costs:			\$ -
Enter Other Cost Details Below:			
	Other Descriptions:		Cost:
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

APPENDIX C – Responding Jurisdiction Reimbursement (RJR) Form

	Washington Intrastate Mutual Aid Responding Jurisdiction Reimbursement (RJR)
SUMMARY OF RESPONDING JURISDICTION EXPENSES	
Incident / Event:	
Submitted TO the Requesting Jurisdiction of:	Date:
BY the Responding Jurisdiction of:	Vendor No.:
For services rendered under Requesting Jurisdiction Mission No.:	
Copies of receipts and payment vouchers for each claim are attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Personnel Costs	
Regular Time	<input style="width: 100px;" type="text"/>
Overtime	<input style="width: 100px;" type="text"/>
Employer Share of Fringe Benefits	<input style="width: 100px;" type="text"/>
Total Personnel Costs	<input style="width: 100px;" type="text"/>
Travel Costs	
Air Travel	<input style="width: 100px;" type="text"/>
Auto Rental / Gas Mileage	<input style="width: 100px;" type="text"/>
Lodging	<input style="width: 100px;" type="text"/>
Government Vehicle Costs	<input style="width: 100px;" type="text"/>
Meals / Tips	<input style="width: 100px;" type="text"/>
Total Travel Costs	<input style="width: 100px;" type="text"/>
Equipment Costs	<input style="width: 100px;" type="text"/>
Contractual Costs	<input style="width: 100px;" type="text"/>
Commodities	<input style="width: 100px;" type="text"/>
Other Costs (explain in Remarks)	<input style="width: 100px;" type="text"/>
Grand Total	<input style="width: 100px;" 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

Page 1 of 2

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

APPENDIX F - Just in Time (JIT) Process Checklist

Check When Complete	Task	Comments
<input type="checkbox"/>	Local incident occurs and is assigned an incident number	
<input type="checkbox"/>	Local jurisdiction cannot fulfill requirement internally	
<input type="checkbox"/>	A WAMAS request is generated and sent to neighboring jurisdictions by the local jurisdiction to gain resources	
<input type="checkbox"/>	<i>Resources acquired / Mission Executed</i>	NA
<input type="checkbox"/>	Neighboring jurisdictions cannot support the WAMAS request	
<input type="checkbox"/>	Local jurisdiction contacts county for assistance	
<input type="checkbox"/>	<i>Resources acquired / Mission Executed</i>	NA
<input type="checkbox"/>	County cannot fulfill requirement internally	
<input type="checkbox"/>	The county generates a WAMAS request and send to neighboring counties to gain resources	
<input type="checkbox"/>	<i>Resources acquired / Mission Executed</i>	NA
<input type="checkbox"/>	Neighboring counties cannot support the request	
<input type="checkbox"/>	SEOC notified by the county WAMAS resources not available	
NO LONGER WAMAS AT THIS STEP		
	Local jurisdiction resource request (RFA) submitted to state by county	