

State of Nevada

**Intrastate Mutual Aid System Policy  
and  
Operating Procedures**



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## INTRODUCTION

Mutual aid agreements are strongly encouraged by the federal government under the National Incident Management System (NIMS). The National Mutual Aid and Resource Management Initiative established under NIMS provides a comprehensive, integrated national mutual aid and resource management system. All mutual aid agreements must incorporate NIMS and the Incident Management System (ICS). The responsibility of preparedness is tasked to the federal, state, local, and tribal agencies, also to include private, nongovernmental organizations and citizens. The Nevada Intrastate Mutual Aid System (IMAS) is in accordance with the Presidential Policy Directive 8 to achieve all-hazards national preparedness.

Chapter 414 of the Nevada Revised Statutes (NRS) authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of an emergency or disaster. Chapter 414 authorizes the Nevada Department of Public Safety, Division of Emergency Management (DEM) to coordinate the provision of equipment, services or facilities owned or organized by the State or its political subdivisions for use in the affected areas upon request of the duly constituted authority of the areas.

The IMAS was established by the 78<sup>th</sup> Session of the Nevada Legislature. Chapter 414A became effective July 1, 2015 and authorizes the Nevada Department of Public Safety, Division of Emergency Management to administer the System pursuant to the provisions of the chapter and shall coordinate the provision of mutual aid during the response to and recovery from an emergency or disaster (NRS 414A.100(2) (a)).

Initial response to emergencies is the responsibility of the appropriate local jurisdiction. The expectation is that the jurisdiction has exhausted their ability to respond to the incident before requesting aid from the next higher level of government. When the size or complexity of an emergency threatens to overwhelm local capabilities, mutual aid may be utilized to request assistance from other political subdivisions, special districts, state agencies, and tribal nations within the State of Nevada. The assistance provided may be through local mutual aid agreements or through the IMAS.

The IMAS is implemented through the Nevada Intrastate Mutual Aid System Policy and Operating Procedures (OP).

## PURPOSE

1. Purpose of the Policy:
  - a. To provide for systematic mobilization, organization, and operation of all resources available for mutual aid of the state and its political subdivisions and tribal nations in mitigating the effects of emergencies or disasters.
  - b. To provide comprehensive and compatible policy and procedures for the expedient mobilization, response and recovery of all available resources on a

local, county, regional, and statewide basis (NRS414.040(5)(b)).

- c. To provide an annually updated inventory of all personnel, apparatus, and equipment in Nevada available for mutual aid (NRS 414.040(5)(a), NRS 414A.100(2) (c), and NRS 414A.120(4)(d)) .
- d. To provide for the development and implementation of a reimbursement process and procedures related to mutual aid.

## 2. Planning Basis:

- a. No community has resources sufficient to cope with any and all emergencies for which potential exists.
- b. Basic to Nevada's emergency planning is a statewide system of mutual aid in which each local jurisdiction and tribal nation relies first upon its own resources. The expectation is that the local jurisdiction or tribe has exhausted their ability to respond to the incident before requesting aid from the next higher level of government.
- c. Emergency officials must preplan emergency operations to ensure efficient utilization of available resources.
- d. The NRS 414A.120 requires political subdivisions, public agencies and special districts of the state to participate the System. It also provides a mechanism by which federally recognized tribal nations in Nevada may opt-in to the System (NRS 414A.120(3)).
  - i. A Participant may choose to withdraw from the System by procedures outlined in NRS 414A.120(2);
- e. Provide that no party shall be required to unreasonably deplete its own resources in furnishing mutual aid (NRS 414A.140(4));
- f. Provide that the responsible local official in whose jurisdiction an incident has occurred that requires mutual aid shall remain in charge and can delegate command at such incident, including the direction of such incident, and the direction of such personnel and equipment provided;
- g. Provide for jurisdiction-wide and local mutual aid operational agreements, plans and procedures which shall be developed by, and are operative between, the Participants;
- h. Provide that the mutual aid extended under this agreement, and the operational plans adopted pursuant thereto, may be without reimbursement unless otherwise expressly provided for by the Participants.

- i. Emergency operations plans and procedures should be distributed to, and discussed with, emergency management, command, operational, and support level personnel within each jurisdiction.
- j. Emergency operations plans and procedures must be continuously reviewed and revised to encompass changes and refinement consistent with experience gained through disaster operations and training, and changes in resource availability.

## **AUTHORITIES and REFERENCES**

NRS 414 – Emergency Management

NRS 414A – Intrastate Mutual Aid System

NRS 415 – Emergency Management Assistance Compact

NRS 415A – Emergency Volunteer Health Practitioners (Uniform Act)

NRS 416 – Emergencies Concerning Water or Energy

NRS 450B – Emergency Medical Services

NRS 277.035 – Implied Agreements related to Law Enforcement

NRS 239C – Homeland Security

NRS 353.2705 – Disaster Relief Account

NAC 414A – Intrastate Mutual Aid System

Nevada State Comprehensive Emergency Management Plan

State of Nevada Response and Recovery Guide for State, Local  
Governments and Tribal Nations

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121 et seq.

## **DEFINITIONS/ACRONYMS**

**Assisting Participant** – a Participant that has responded to a Requesting Participant by providing resources. (NRS 414A.140)

**AOP** – Annual Operating Plan

**Disaster** – an occurrence or threatened occurrence for which, in the determination of the Governor, the assistance of the Federal Government is needed to supplement the efforts and capabilities of state agencies to save lives, protect property and protect the health and safety of persons in this state, or to avert the threat of damage to property or injury to or the death of persons in this state. (NRS 414.0335)

**Division** – Division of Emergency Management of the Department of Public Safety (NRS 414)

**EMAC** – Emergency Management Assistance Compact (NRS 415)

**Emergency** – an occurrence or threatened occurrence for which, in the determination of the Governor, the assistance of state agencies is needed to supplement the efforts and capabilities of political subdivisions to save lives, protect property and protect the health and safety of persons in this state, or to avert the threat of damage to property or injury to or the death of persons in this state. (NRS 414.0345)

**Emergency (Federal)** – any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency responder** – an employee or volunteer of a Participant who has received such public safety training and licensing or certification as deemed appropriate by the Participant for which he or she is employed or volunteers. (NRS 414A.035)

**ECC** – Emergency Coordination Center

**EOC** – Emergency Operation Center

**IMAC** – Intrastate Mutual Aid Committee (NRS 414A.110)

**IMAS** – Intrastate Mutual Aid System (NRS 414A.100)

**MACC** – Multi-Agency Coordination Center

**Major Disaster (Federal)** – any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.



**Mutual Aid** – includes any equipment, vehicle or other support or service provided by a Participant in response to a request made pursuant to NRS 414A.130. (NRS 414A.040)

**NAC** – Nevada Administrative Code

**NRS** – Nevada Revised Statutes

**OP** – Operating Procedure

**Participant** – a public agency that has not withdrawn from participation in, or a federally recognized Indian tribe or nation that has elected to join, the System pursuant to NRS 414A.120. (NRS 414A.045)

**Public Agency** – any political subdivision of this State, including, without limitation, counties, incorporated cities and towns, including Carson City, unincorporated towns, school districts, special districts and other districts. (NRS 414A.050)

**Requesting Participant** – a Participant that requests mutual aid from another Participant pursuant to NRS 414A.130. (NRS 414A.055)

**Resource** – any equipment, vehicle, personnel or other support or service owned by a Participant which may be available to respond to a request for mutual aid.

**Response** – the response to an emergency or disaster involves actions taken to save lives and to protect property.

**SEOC** – State Emergency Operation Center

**SOP** – Standard Operating Procedure

**Special District** a governmental entity that receives any portion of the proceeds of a tax which is included in the Account and which is not:

1. A county;
2. A city;
3. A town; or
4. An enterprise district. (NRS 360.650 and NRS 414A.060)

**System** – means the Nevada Intrastate Mutual Aid System established by NRS 414A.100. (NRS 414A.065)

**Volunteer** – means an unpaid emergency responder who provides services on behalf of a Participant. (NRS 414A.070)

## POLICIES

The following policies form the basis of the Nevada Intrastate Mutual Aid System Plan:

1. The basic principles of emergency planning, response, and recovery are self-help and mutual aid.
2. Emergency planning, response, and recovery are tasks that must be shared by all political subdivisions and tribal nations.
3. Provides a practical and flexible pattern for the orderly development and operation of day-to-day mutual aid on a voluntary basis between Participants. Normal jurisdictional operating procedures are utilized, including day-to-day mutual aid agreements, plans, and procedures that have been developed by local emergency officials. (NRS 414.100 and NRS 414A.080)
4. In developing emergency plans and procedures, provisions should be made integrating all resources (traditional resources, i.e.: police, fire, and non-traditional resources, i.e.: school buses, backhoe) into mutual aid organizations for all emergencies and disasters; i.e., earthquake, flood, and hazardous materials incidents. (NRS 414A.040)
5. An emergency responder remains under the command and control of their jurisdiction but is under operational control of the Requesting Participant. (NRS 414A.140(2))
6. The assets and equipment of an Assisting Participant remain under the command and control of their jurisdiction but is under the operational control of the Requesting Participant. (NRS 414A.140(3))
7. Provisions are made in statute for:
  - a. All licenses, certifications, and other permits evidencing qualification or authorization to provide a professional, mechanical, or other skill as an emergency responder shall be deemed licensed by the Requesting Participant for the duration of the emergency or disaster (NRS 414A.160);
  - b. An emergency responder of an Assisting Participant is not an employee of the Requesting Participant and is not entitled to any benefits from the Requesting Participant including wages, leave, pensions, health care, or other advantages (NRS 414A.170);
  - c. All activities performed pursuant to this chapter are deemed governmental functions, with immunity is provided in NRS 414.110; and,
  - d. An emergency responder is an agent of the requesting jurisdiction for purpose

of tort liability and immunity, and an emergency responder remains an agent of the assisting jurisdiction for the purpose of workers compensation. (NRS 414A.180)

8. Local, county, and state mutual aid and emergency preparedness plans and procedures should be updated to make reference to the Nevada Intrastate Mutual Aid System. Those plans of operation should be reviewed and updated periodically to include the methods by which any resources, facilities, and services of the Participant must be available and furnished to other Participants. (NRS 239C.250 and NRS 414A.120(4)(f))
9. Participant will:
  - a. reasonably exhaust local resources before calling for outside assistance;
  - b. render the maximum practicable assistance to all emergency stricken communities under provisions of the System providing that no Participant shall be required to unreasonably deplete its own resources in providing mutual aid (NRS 414A.140(1)(a) and NRS 414A(4));
  - c. ensure their emergency responders have workers compensation coverage in accordance with NRS Chapters 616A to 617 (NRS 414A.140(1)(b));
  - d. maintain a policy of liability and property insurance or a program of self-insurance on all vehicles and equipment used in response to a mutual aid request in accordance with NRS 414A.140(1)(c);
  - e. provide a current annual inventory of all personnel, apparatus and equipment, including associated estimated costs, available for mutual aid to the Division (NRS 414A.120(4) (d));
  - f. provide for the receiving of and dissemination of information, data, and directives;
  - g. provide training to each emergency responder on procedures related to their role within the System (NRS 414A.120(4)(b));
  - h. maintain awareness of events within the State which may result in the potential need to request, or provide, mutual aid (NRS 414A.120(4)(c); and,
  - i. conduct joint planning, information sharing, and capability and vulnerability analyses with other Participants and conduct joint training exercises when practicable (NRS 414A.120(4)(e)).

## ORGANIZATION

The Nevada Intrastate Mutual Aid System includes all political subdivisions, public agencies, and special districts within the state. The System will also include federally recognized Indian tribes or nations who have chosen to participate as outlined in NRS414A.120. The System is organized as follows:

1. Local Official (City/Special District): The city official or senior official, by other designated title that is responsible for resources available for mutual aid.
2. Emergency Manager (County/Tribe): The county/tribal emergency manager or senior official, by other designated title that is responsible for resources available for mutual aid.
3. State Mutual Aid Coordinator: The State Mutual Aid Coordinator is an employee of the Nevada Division of Emergency Management who is responsible for the day to day administration and coordination of the System.
4. State Duty Officer: The State Duty Officer is an employee of the Nevada Division of Emergency Management who is responsible for taking appropriate action on requests for mutual aid received through the appropriate channels.
5. Intrastate Mutual Aid Committee (IMAC): The IMAC is a statutorily created advisory body made up of 19 members selected by the Chief of the Division of Emergency Management. The members must represent participating public agencies or tribal governments and have responsibility for public safety programs or activities within his/her public agency or tribe (NRS 414A.110).

## RESPONSIBILITIES

1. Local (City/Special District):
  - a. The local official:
    - i. Prepares personnel, vehicle and equipment inventories and forwards copies to the County Emergency Manager.
    - ii. Establishes emergency communications capabilities with the County Emergency Manager.
    - iii. During an emergency or disaster or as may be necessary, shall be in communication with the County Emergency Manager. If necessary, a designated authorized representative may assume this duty.
    - iv. Will be responsible for coordinating mutual aid resource requests within their jurisdiction.

- v. Shall keep the County Emergency Manager informed of status of operations in their jurisdiction.
- vi. Evaluates requests for assistance, determines the local sources for such assistance, and initiates appropriate response. If the need is beyond the City or Special District's capability, he/she will request assistance from the County Emergency Manager.

2. County/Tribe:

a. The County Emergency Manager/Tribal Emergency Manager:

- i. Aids and encourages the development of emergency operational plans within his/her area.
- ii. Maintains awareness of local automatic and mutual aid agreements in use within the County or tribal nation.
- iii. Encourages use of Interagency Emergency Communications (IEC) and State Communications Plan.
- iv. Maintains an up-to-date inventory of resources available for mutual aid within the area for use in dispatching. Compiles and forwards this information to the State Mutual Aid Coordinator annually.
- v. During an emergency or disaster or as may be necessary, shall be in communication with the State Duty Officer or the State Emergency Operation Center (SEOC) Manager when the SEOC has been activated. If necessary, a designated authorized representative may assume this duty.
- vi. Will be responsible for coordinating mutual aid resource requests within the County.
- vii. Shall keep the State Duty Officer or SEOC Manager informed of status of operations within their area of responsibility.
- viii. Evaluates requests for assistance, determines the local sources for such assistance, and initiates appropriate response. If the need is beyond the County or tribes capability, he/she will request assistance from the State Duty Officer or SEOC Ordering Manager and advise the requesting jurisdiction of his/her action.

The County/Tribal Emergency Manager is not responsible for any direct emergency response operations. The local official in whose jurisdiction the emergency exists shall remain in full charge of all emergency response resources, manpower, and equipment furnished for mutual aid operations.

3. State:

a. The State Mutual Aid Coordinator:

- i. Is responsible for the day to day administration of the IMAS to include;
  1. Not later than January 1 of each year conduct outreach to Participants regarding updates to policies and procedures as outlined in NAC 414A(6)(1)(b);
  2. Prepare the IMAS Plan and OPs for review by the IMAC annually;
  3. Not later than June 30 of each year provide a report to the IMAC on the activities of the IMAS as outlined in NAC 414A(6)(2)(a), including:
    - i. Information relating to declared and undeclared emergencies and disasters in Nevada during that fiscal year;
    - ii. Information relating to coordination of intra and interstate emergency response resources provided by Participants in the IMAS;
    - iii. A financial report on the status of any reimbursements of the costs of requests described in paragraph (c);
- ii. The development and update to the IMAS inventory as outlined in NRS 414A.
- iii. Will provide the approved IMAS Plan and OPs to Participants.
- iv. Remains well-informed of, and engaged, in the local, regional, statewide and national issues regarding all matters of the intra and interstate coordination of resources and other topics related to mutual aid.
- v. Facilitates the development and delivery of training programs and materials for effective application and utilization of the IMAS.

b. The State Duty Officer:

- i. Monitors ongoing emergency situations, anticipates needs, and prepares for use of inter-regional mutual aid resources, establishing

priorities and authorizing dispatch.

- ii. In accordance with the State Duty Officer Procedures and the SEOC Standard Operating Guidelines, organizes, staffs, and equips the SEOC and alternate facilities necessary to ensure effective statewide coordination of mutual aid resources, response and recovery operations.
- iii. In accordance with the State Duty Officer Procedures and the SEOC Standard Operating Guidelines, coordinates the application and use of other Participant resources during an emergency or disaster.

4. Intrastate Mutual Aid Committee:

- a. The committee shall advise the Chief of DEM on issues related to emergency management and intrastate mutual aid. The IMAC is tasked with the development of comprehensive guidelines and procedures regarding (NRS 414A.110(4):
  - i. Requesting intrastate mutual aid;
  - ii. Responding to a request for intrastate mutual aid;
  - iii. Recordkeeping during an emergency or disaster for which intrastate mutual aid has been requested; and
  - iv. Reimbursement of costs to Assisting Participants.
- b. The IMAC will meet prior to September 30 of each year as to review the policies and procedures for the administration of the System and provide recommendations to the Chief of DEM. (NAC 414A(7)).

## **IMAS Policy Maintenance**

The Intrastate Mutual Aid Policy and Operating Procedures (OPs) maintenance is the responsibility of Intrastate Mutual Aid Committee and the Division of Emergency Management. The process for maintaining the IMAS Plan and OPs ensures that all users and stakeholders are given the opportunity to participate in program activities. The maintenance process relies on lessons learned from actual incidents and incident management training and exercises, as well as recognized best practices across jurisdictions and functional disciplines.

The IMAS Policy and OPs are reviewed at least annually and revised to incorporate updates based on lessons learned from exercises, actual incidents, and planned events. Proposed changes will be submitted to the IMAC and the Chief of DEM for

consideration, revision, and publication. DEM is responsible for publishing IMAS Policy and OPs revisions through coordination with IMAS Participants.



## PROCEDURES

### Overview

This Operating Procedure (OP) implements NRS 414A and the Nevada Intrastate Mutual Aid System Policy. The purpose of this procedure is to outline the process for activating the IMAS resulting in the coordination and ordering of resources to support a planned event or an unplanned incident. The timely provision of resources in support of an effected jurisdiction is a critical function IMAS at all levels of participation. Having a common, centralized procedure in place will ensure effective resource delivery, without unnecessary delays or duplication of effort and costs.

### Participation in the Intrastate Mutual Aid System

Participation in the IMAS is mandatory for public agencies, political subdivisions, and special districts of the State. Federally recognized Indian tribes and nations now have the opportunity to participate by resolution of their governing bodies and notice to the Division of Emergency Management and the Governor of their desire to participate (NRS 414A.120). Also within the statute is the provision for public agencies, political subdivisions, and special districts to withdraw from the IMAS by resolution and providing notice of withdrawal to the DEM and the Governor (NRS 414A.120(2)).

Each year this OP will be updated with Participants who have chosen to opt-out from the System. It will also be updated to reflect tribal nations who have chosen to opt-in to the System. (NAC 414A(6)(1)(a))

#### Agencies or Jurisdictions who have Opted Out – 2016

None

#### Indian Tribe or Nation who have Opted In – 2016

Reno Sparks Indian Colony  
Yerington Paiute Tribe

## RESPONSIBILITIES BY STATUTE

### Requesting Participants

1. A Participant may request aid before, during or after a declared or undeclared incident (NRS 414A.130(1)(a)&(b)).

- a. Request may be made through DEM or direct to other Participants when an urgent response is needed. (NRS 414A.130(2)(a)&(b))
  - b. All requests must be documented within 24 hours of the request. (NRS 414A.130(3))
2. A Requesting Participant shall adequately:
- a. Describe the resources needed;
  - b. Provide logistical and technical support to any emergency responders provided; and
  - c. Reimburse the Assisting Participant for costs incurred. (NRS 414A.130(4))

#### Assisting Participant

1. Promptly respond to a request for assistance; however a Participant may deny a request for assistance if it would prevent that jurisdiction from carrying out its duties. (NRS 414A.140(1)(a) and NRS 414A.140(4))
2. Ensure that all emergency responders have workers compensation insurance in accordance with NRS 616A to NRS 617. (NRS 414A.140(1)(b))
3. Maintain a policy of liability and property insurance or self-insurance on all vehicles and equipment used in response to a request. (NRS 414A.140(1)(c))
4. Provide an informational brief to emergency responders. (NRS 414A.140(1)(d))
5. Submit timely, accurate and complete records and requests for reimbursement to the Requesting Participant, if applicable. (NRS 414A.140(1)(e))
6. An emergency responder remains under the command and control of their jurisdiction, but is under operational control of the Requesting Participant. (NRS 414A.140(2)).
7. The assets and equipment remain under the command and control of their jurisdiction, but is under operational control of the Requesting Participant. (NRS 414A.140(3))

## PROCEDURES TO RECEIVE MUTUAL AID

When utilized in the event of emergency or disaster at all levels of government, the IMAS is designed to be utilized after a Participant has exhausted ALL of their respective local automatic aid and mutual aid agreements, also known as “Friends and Neighbors.”

Friends and Neighbors are local agencies or jurisdictions with whom a jurisdiction either shares a border or has a local agreement. However, there may be situations where no other automatic or mutual aid agreement exists and the IMAC may be used for those incidents. (NRS 414A.130)

### Local

Local government responds with all available resources to save lives, preserve health, protect public infrastructure and prevent damage to property. This includes any resources available through local automatic or mutual aid agreements. Resources are identified as equipment, personnel, and funding necessary to respond. When determined by the local public safety or emergency official that jurisdictional resources are inadequate to cope with the emergency at hand, the following steps should be taken:

1. Activate the jurisdiction's emergency operation plan. This plan is often activated in anticipation of, or at the onset, of an incident.
  - a. Utilize the plans resource request and coordination procedures.
2. Activate any local mutual aid agreement.
  - a. These local mutual aid agreements may have a period of time that is without expectation of reimbursement unless expressly provided for.
3. Notify the County/Tribal Emergency Manager.
  - a. The local jurisdiction and/or the County/Tribal Emergency Manager may want to consider notifying the State Division of Emergency Management (DEM) Duty Officer for situational awareness and potential for escalation of the incident.
4. When local mutual aid has been exhausted or is anticipated to be exhausted, request capability needed to respond to the emergency from the County/Tribal Emergency Manager.
  - a. County/Tribal coordinated mutual aid may have a period of time that is without expectation of reimbursement unless expressly provided for.
5. Prepare to receive and utilize the responding mutual aid resources.
6. Evaluate conditions and resource availability and utilization to determine length of time the mutual aid resources will be needed.
7. Communicate with County/Tribal Emergency Manager each operational period as to demobilization schedule of mutual aid resources.

8. Provide situation report to County/Tribal Emergency Manager each operational period.
9. Demobilize mutual aid resources before local resources are released.

### County/Tribal

When determined by the County/Tribal Emergency Manager that jurisdictional resources are inadequate to cope with the emergency at hand, the following steps should be taken:

1. Activate any County/Tribal mutual aid agreement.
  - a. These County/Tribal mutual aid agreements may have a period of time that is without expectation of reimbursement unless expressly provided for.
2. Notify the Division of Emergency Management (DEM) State Duty Officer
3. When County/Tribal mutual aid has been exhausted or is anticipated to be exhausted, request capability needed to respond to the emergency from neighboring counties/tribes or the DEM State Duty Officer.
  - a. County/Tribal coordinated mutual aid may have a period of time that is without expectation of reimbursement unless expressly provided for.
4. Prepare to receive and utilize the responding mutual aid resources.
5. Evaluate conditions and resource availability and utilization to determine length of time the mutual aid resources will be needed.
6. Communicate with the DEM State Duty Officer each operational period as to demobilization schedule of mutual aid resources.
7. Provide situation report to DEM State Duty Officer each operational period.
8. Demobilize mutual aid resources before local resources are released.

### Regional

When an emergency or disaster involves a significant area within a region and multiple local jurisdictions, counties, and tribal nations are impacted, coordination of regional and statewide mutual aid resources shifts to the DEM State Duty Officer or SEOC.

1. Local and County/Tribal mutual aid may have been exhausted at this point.

2. Utilizing Local, County/Tribal Emergency Operation Plans, coordination of responding resources will be conducted through County/Tribal Emergency Operation Centers.
3. The DEM State Duty Officer utilizing the State Duty Officer Procedures and the SEOC Standard Operating Guidelines will activate the SEOC to the appropriate level to support the incident(s).
4. When County/Tribal mutual aid has been exhausted or is anticipated to be exhausted, request capability needed to respond to the emergency from the State Duty Officer.
  - a. County/Tribal coordinated mutual aid may have a period of time that is without expectation of reimbursement unless expressly provided for.
5. Provide situation report to SEOC each operational period.
  - a. The situation report may be in the form of a conference call, written situation report or Incident Action Plan (IAP)
  - b. The report should include the current conditions, situation, and resource status.
6. Prepare to receive and utilize the responding mutual aid resources.
7. Evaluate conditions and resource availability and utilization to determine length of time the mutual aid resources will be needed.
8. Communicate with the SEOC each operational period as to demobilization schedule of mutual aid resources.
9. Demobilize mutual aid resources before local resources are released.

### Statewide

When an emergency or disaster involves multiple regions of the state and many local jurisdictions, counties, and tribal nations are impacted, coordination of regional, statewide, and federal mutual aid resources will be through the SEOC.

1. Local, County/Tribal and some Regional mutual aid may have been exhausted at this point.
2. Utilizing Local, County/Tribal Emergency Operation Plans, coordination of responding resources will be conducted through County/Tribal Emergency Operation Centers.

3. The SEOC will be activated to the appropriate level to support emergency or disaster.
4. When Regional mutual aid has been exhausted or is anticipated to be exhausted, the SEOC may request capability needed to respond to the emergency from:
  - a. The unaffected Regions of the state;
  - b. State to state mutual aid;
  - c. The Emergency Management Assistance Compact (EMAC);
  - d. Federal Agencies;
  - e. These resources will require reimbursement.
5. Provide situation report to SEOC at a minimum each operational period.
  - a. The situation report may be in the form of a conference call, written situation report or IAP.
  - b. The report should include the current conditions, situation and resource status.
6. Prepare to receive and utilize the responding mutual aid resources.
7. Evaluate conditions and resource availability and utilization to determine length of time the mutual aid resources will be needed.
8. Communicate with the SEOC each operational period as to demobilization schedule of mutual aid resources.
9. Demobilize mutual aid resources before local resources are released.

### Resource Request Form - DEM

1. Upon receiving a request for IMAS resources, the DEM Duty Officer will gather the following information from the requesting agency (see Resource Request Form).
  - **NOTE:** *The Requesting Participant shall identify if the request is for Initial Response, Immediate Need, or Planned Need.*
  - a. Requesting agency and authorized local official contact (Name, phone # and email)

- b. Agency having jurisdiction
  - c. Local agency incident number
  - d. Description of capability needed
  - e. Size, amount, and type
  - f. Incident location
  - g. When they are needed (date and time)
  - h. Where they are needed
  - i. Incident point of contact, 24 hour phone and radio frequencies
  - j. Priority – life saving, life sustaining, high, normal
2. Nevada SEOC is the designated coordination center for the mobilization of, generating resource orders for, and the tracking of mutual aid resources statewide.
  3. In accordance with the SEOC SOG, the DEM will contact the appropriate Participants for resources requested, utilizing the “closest most appropriate resource” concept, and provide the necessary information for mobilization.
  4. Once the assisting resources have been identified and confirmed, DEM will contact the Requesting Participant to relay the assisting resource information and provide a copy of the completed Resource Request Form and Resource Order.

## Pre-Defined Resources

The State of Nevada has adopted and continues to implement the National Incident Management System (NIMS). A component of NIMS is the identification and typing of resources available for response to emergencies and disasters. The IMAS includes an inventory of resources available for mutual aid which will be listed in compliance with NIMS. Acceptable resource types include, but are not limited to: personnel, crews, specialized teams, equipment, apparatus, commodities, and facilities. We also recognize that there are many valuable resources available to Participants that may not fit in one of these recognized areas. It is very important that these resources are also captured in our inventory.

As identified in NRS 414A, Participants are required to provide an annual inventory of resources available for mutual aid to DEM. The State Mutual Aid Coordinator is available to assist any Participant with questions regarding the defining of resources.

To assist Participants in typing their resources, FEMA provides an online resource for the typing of resources:

*The **Resource Typing Library Tool (RTL)** is an online catalogue of national NIMS resource typing definitions and job titles/position qualifications. National NIMS resource types support a common language for the mobilization of resources (equipment, teams, units, and personnel) prior to, during, and after major incidents. Resource users at all levels use these definitions as a consistent*

*basis when identifying and inventorying their resources for capability estimation, planning, and for mobilization during mutual aid efforts. National NIMS resource types represent the minimum criteria for the associated component and capability.*

**Resource Typing Definitions** are provided for equipment, teams, and units. They are used to categorize, by capability, the resources requested, deployed, and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for this categorization.

**Job Titles and Position Qualifications** are used in the inventorying, credentialing, and qualifying of personnel. Credentialing is essential in validating the identity and attributes (e.g., affiliations, skills, or privileges) of emergency personnel.

<https://rtlt.preptoolkit.org/Public>

## Establishment of Standardized Rates

In addition to the identification and typing of resources, it is important to determine the costs associated with those resources and the rate that will be charged in the event those resources are utilized in a mutual aid response.

As identified in NRS 414A, Participants are required to provide an annual inventory of resources available for mutual aid to DEM, included in this inventory will be the rates associated with each resource identified. The State Mutual Aid Coordinator is available to assist any Participant with questions regarding the defining of resources or determining the costs associated.

To assist Participants in determining an initial baseline cost for their resources, FEMA provides guidance online and in their Public Assistance Program and Policy Guide. <https://www.fema.gov/media-library/assets/documents/111781>

## FEMA Rates

FEMA publishes equipment rates applicable on a national basis. FEMA's rate schedule includes any item powered by fuel or attached to any item powered by fuel. FEMA develops equipment rates based on all costs associated with ownership and operation of equipment, with the exception of operator labor. FEMA equipment rate components include depreciation, overhead, equipment overhaul (labor, parts, and supplies), maintenance (labor, parts, and supplies), lubrication, tires, ground engaging component (if applicable), and fuel. Because the rates include maintenance costs, a mechanic's labor costs to maintain Applicant-owned equipment are not eligible.



### State and Territorial Rates

State and Territorial rates are those established under State or Territorial guidelines for use in normal day-to-day operations. FEMA provides Public Assistance (PA) funding based on State or Territorial rates up to \$75 per hour. FEMA only provides PA funding for a rate above \$75 per hour if the Applicant demonstrates that each of the components of the rate is comparable to current market prices.

### Tribal Rates

Tribal rates are those developed under Tribal Government guidelines for use in normal day-to-day operations. FEMA generally provides PA funding for equipment usage based on the lower of either the Tribal rate or the FEMA rate. However, if the Tribal rate is lower, but it does not reflect all of the costs associated with operating the equipment, FEMA may provide PA funding based on the higher FEMA rate. Additionally, if the Tribal rate is higher, the Applicant must document the basis for that rate and obtain approval from FEMA for the higher rate. If determining the lowest rate for each piece of equipment is overly burdensome because of the number of different types of equipment used, or if the Applicant prefers, FEMA will reimburse all equipment use based on the lower of the two rate schedules, rather than based on a comparison of each individual rate. In these cases, the PA Division at FEMA Headquarters will determine which schedule of rates is lower.

### Local Rates

Local rates are those developed under local government guidelines for use in normal day-to-day operations. FEMA generally provides PA funding for equipment usage based on the lower of either the local rate or the FEMA rate. However, if the local rate is lower, but it does not reflect all of the costs associated with operating the equipment, FEMA may provide PA funding based on the higher FEMA rate. Additionally, if the local rate is higher, the Applicant must document the basis for that rate and obtain approval from FEMA for the higher rate. If determining the lowest rate for each piece of equipment is overly burdensome because of the number of different types of equipment used, or if the Applicant prefers, FEMA will reimburse all equipment use based on the lower of the two rate schedules, rather than based on a comparison of each individual rate. In these cases, the PA Division at FEMA Headquarters will determine which schedule of rates is lower.

### Equipment with No Established Rate

If the Applicant uses equipment that has no established State, Territorial, Tribal, or local rate, FEMA reimburses that equipment based on the FEMA rate. If FEMA does not have a rate established for the equipment, the Applicant may either submit a rate for approval or request that FEMA provide a rate. If the Applicant submits a rate, it must include documentation demonstrating that each component of the rate is comparable to current market prices. The rate cannot be based on rental rates as such rates include cost components, such as profit, that are above and beyond what is necessary to operate and maintain force account equipment.

Unless jurisdictions already have established rates, then the FEMA rates may be utilized as the base rate. In the development of the inventory to be used for mutual aid these rates must be included. (Reference: Public Assistance Program and Policy Guide FP 104-009-2) <https://www.fema.gov/schedule-equipment-rates>

## Resources availability

Mutual aid resources for deployment are generally broken down into two basic types:

- Those resources that are available within your region.
- Those resources that are available state-wide or interstate.

As the resource owner, it is important to keep in mind your “global” listing of resources available for mutual aid.

*For example: If you have automatic and mutual aid local agreements, are a member of a regional agreement (outside IMAS), and IMAS; you may be asked to fill three separate resource requests.*

It is understood by Participants that there may be times you have to refuse requests, but this should play an important part of your decision making when identifying the number of resources in which you can share.

## Resource Request and Deployment Module

The Resource Request and Deployment Module (RRDM) is the tool DEM uses to maintain the inventory of resources available from Participants for intra and interstate mutual aid. As a Participant, you may identify those resources that are available to commit within your region, statewide or available interstate.

This inventory system is only as good as we make it. Therefore, it is each Participant’s responsibility to ensure that they maintain their inventory available for mutual aid with their respective County/Tribal Emergency Manager:

- a. Their available resources;
- b. Committed resources;
- c. Resources that may be out of service and no longer available; and
- d. Updated agency contact list.

It is each Participant’s responsibility to update who their authorizing official is with the County/Tribal Emergency Manager. This can be done under agency contact information.

## Personnel Rotation

Each individual agency will be responsible for any rotation of their respective personnel including travel and per diem costs. When rotating personnel it is **mandatory** that the

mutual aid resource notify the Requesting Participant, as well as the emergency manager or emergency operation center responsible for the coordination of the resource response. It is important to note that when rotating personnel the incident **must** be aware of these changes. All crew changes will be coordinated and documented by the official responsible for the mutual aid resource, i.e. a supervisor, a captain of a fire engine, a strike team leader, a heavy equipment boss, etc.

## Commitment

If reassignment of the mutual aid resource is requested by the Requesting Participant, the Assisting Participant must be notified as well as the emergency manager or emergency operation center responsible for the coordination of the resource response.

The Assisting Participant will be contacted regarding extensions of assignments and may or may not authorize the reassignment request in writing. This process must adhere to the procedures identified in the IMAS Business Practices.

In the event that authorization is **not** granted, the resource must be demobilized in accordance with the original resource request.

## BUSINESS PRACTICES

### Agreement Types outside of IMAS

#### **Local Government-to-Local Government (Local to Local Agreement & AOP):**

*Example:* A local government agency may have a specific mutual aid or automatic aid agreement with those agencies that have borders that touch each other, i.e. Clark County & Mt. Charleston Fire Protection District. Details of resources available under what time constraints would be outlined in an AOP, Interlocal Agreement or Mutual Aid Agreement. This is commonly known as the “friends and neighbors” agreement which is voluntary and typically at no charge to the requesting agency (absent expectation of reimbursement).

#### **Local Government-to-Regional Mutual Aid Agreement:**

*Example:* A local government may be signatory to a Regional Mutual Aid Agreement in situations where agencies boundaries are separated but each agency is willing to respond resources within the region under a Regional Mutual Aid Plan, i.e. the Lake Tahoe Regional Fire Chiefs Agreement.

Costs incurred in a regional response are the responsibility of the requesting agency to pay for the responding agencies resource expenses, unless costs are pre-negotiated under the agreement. The Regional AOP outlines each agency’s commitment and cost recovery expectations in which the first 24-hours may be without expectation of reimbursement before costs are to be assigned to the

resources. When appropriate, the responding agency costs are invoiced and submitted to the responsible agency for payment.

**Local Government- to-Federal/State Agency Agreement:**

*Example:* A local government may be signatory to a Federal/State Agreement (BLM/USFS/NDF) with an AOP outlining uses of resources such as crews, aircraft, dozers and engines. These agreements are agency specific and consider tradeoffs and boundary issues. Cost sharing may be determined by using one of the cost sharing models and negotiation.

- *NOTE: It is critical that the local agency be aware of what agreements you have in place for your department including costs before you commit resources. This will greatly impact your ability for cost recovery.*

**REIMBURSEMENT**

**NRS 414A.150** provides an outline for reimbursement of an Assisting Participant:

- a. Initial notice;
  - b. Final request;
  - c. Extension of deadlines;
  - d. Duty to pay certain costs;
  - e. Facilitation by DEM upon request;
  - f. Disputes; and
  - g. DEM not liable for claims.
1. Except as otherwise provided in subsection 3, within 10 business days after the completion of all activities taken in response to a request for intrastate mutual aid, each Assisting Participant shall provide a written notice to the Requesting Participant if the Assisting Participant intends to seek reimbursement from the Requesting Participant.
  2. Except as otherwise provided in subsection 3, within 60 calendar days after the completion of the activities specified in subsection 1, the Assisting Participant shall provide to the Requesting Participant a final request for reimbursement which must include:
    - a. A summary of the services provided;
    - b. An invoice setting forth all services provided and the total amount of the reimbursement requested;
    - c. Any supporting documentation;
    - d. Any additional forms required by the System; and

- e. The name and contact information of a person to contact if more information is needed.
3. If an Assisting Participant requires additional time to comply with the provisions of subsection 1 or 2, the Assisting Participant must request an extension in writing from the Requesting Participant. A Requesting Participant may, for good cause shown, grant an extension for an additional reasonable period.
4. A Requesting Participant shall reimburse an Assisting Participant for all reasonable costs incurred by the Assisting Participant in responding to the request for intrastate mutual aid, including, without limitation, any costs related to the use of personnel, equipment and travel. All costs must be documented in order to be eligible for reimbursement pursuant to this section, unless otherwise agreed upon by the Requesting Participant and Assisting Participant. Any costs associated with resources which were used without request are not eligible for reimbursement.
5. Reimbursement may be facilitated through the DEM, upon written request.
6. If a dispute between Participants occurs regarding reimbursement, the Participant disputing the reimbursement shall provide a written notice to the other Participant setting forth the issues in dispute. If the dispute is not resolved within 90 days after the notice is provided, either Participant may submit the matter to binding arbitration, which must be conducted pursuant to the rules for commercial arbitration established by the American Arbitration Association.
7. DEM is not liable for any claim relating to the reimbursement of costs for providing intrastate mutual aid.

## Emergency Management Assistance Compact (EMAC)

In 2005 the Nevada Legislature ratified the Emergency Management Assistance Compact, Public Law 104-321 Articles 1 through 13. This legislation resides as NRS 415.

The purpose of this Compact is to provide for mutual assistance between the states entering into this Compact in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

This Compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party States or subdivisions of party States during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this Compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between States.

NAC 414A(5) requires DEM, with input from the IMAC, to adopt policies and procedures regarding the coordination of responses to requests from other states for mutual aid in accordance with the EMAC. The policies and procedures must include without limitation;

1. Receipt of requests for mutual aid;
2. Requirements for training and exercises for Participants;
3. Deployment of resources in support of a request for mutual aid; and
4. Redeployment of resources to this State following support of a request for mutual aid.

### Authority

#### Federal/Guidelines

Public Law 104-321  
EMAC Operations Manual, includes EMAC Compact of Articles  
EMAC Executive Chair memo dated 2/24/2006

#### State

NRS 415 - Emergency Management Assistance Compact

NRS 414.075 - Provides the Governor the authority to request mutual aid from Participant in Nevada Intrastate Mutual Aid System to assist in provision of aid pursuant to Emergency Management Assistance Compact.

1. If interstate mutual aid is provided to a party state pursuant to the Compact ratified by the Legislature pursuant to NRS 415.010, the Governor may, pursuant to Chapter 414A of NRS, request mutual aid from a Participant for use in providing aid in that state. If a Participant provides emergency responders pursuant to a request made by the Governor, those emergency responders shall be deemed agents of this State.

2. As used in this section, "Participant" has the meaning ascribed to it in NRS 414A.045.

## Roles and Responsibilities

The Division of Emergency Management, with input from the Intrastate Mutual Aid Committee, and in accordance with the most recent version of the EMAC Operations Manual, will adopt policies and procedures regarding the coordination of responses to requests from other states for mutual aid.

### EMAC Coordinator

DEM has been designated as the primary EMAC Coordinator on behalf of the state. Consistent with mutual aid procedures described in the intrastate mutual aid section of these procedures, all EMAC activities will be conducted in accordance with the State section of the procedures.

### EMAC Designated Contact

EMAC requires each member state to provide a Designated Contact (DC) who is familiar with the EMAC process and serves as the primary point of contact. DEM's Operations Section Chief is the DC for Nevada. The DEM Duty Officer cadre serves as backup contacts.

### Authorized Representatives

In addition to the Chief of DEM, the Chief has designated signatory authorities for EMAC to the following DEM staff:

- Administrative Services Officer III
- Emergency Management Program Manager – Preparedness
- Emergency Management Program Manager – Grants and Recovery

### Advance Team (A-Team)

Each state is encouraged to appoint at least two emergency management personnel to be prepared to set up an A-Team cell within its own state's Emergency Operation Center (EOC) or to deploy to another state's EOC on 24-hours' notice for a minimum deployment of two weeks. A-Team members may be deployed to assist requesting states or to the State Emergency Operation Center.

## EMAC Coordination

The EMAC Coordination is established within the Operations Section of DEM on a daily basis. Upon activation of the SEOC it becomes part of the Operations Section in order to support EMAC requests, regardless of whether Nevada is the requesting or responding state. If the SEOC is not activated, but the magnitude of EMAC requests is anticipated to be sizeable, an A-Team will be activated who will report to and coordinate resources with the State EMAC Coordinator.

## Procedures

### Summary of the EMAC process:

1. Incident occurs or is anticipated to be sizeable.
2. Governor proclaims State of Emergency.
3. A-Team within impacted state is activated and determines need(s) for resources.
4. A-Team completes EMAC Requisition-A (REQ-A) form and sends to National Coordination Group (NCG).
5. NCG sends broadcast to all member states.
6. Responding state completes REQ-A committing resources and returns to requesting state.
7. Requesting state reviews all submitted REQ-As, completes the REQ-A with best available option, signs and returns to the providing state (this completed document acts as a contract).
8. All REQ-As must be signed by both states' Authorized Representatives (AR), twice by requesting state, Part I and III, once by responding state, Part II.
9. Resources mobilize and are deployed to staging area.
10. Demobilize resources once agreement/contract has been fulfilled.
11. If a mission changes, a new REQ-A must be generated and signed by the AR of both states within 30 days of the change to the original mission.
12. Assisting state sends requesting state Reimbursement Package.
13. Requesting state reimburses assisting state.



## Nevada as Responding State

### *Resource Request Received*

The Governor of the requesting state must declare a state of emergency in order to request assistance through EMAC.

- a. The DEM Operations Section Chief and/or DEM Duty Officer receive the EMAC broadcast.
- b. When the SEOC is activated, the SEOC Manager, Operations and Logistics Chiefs will take over the responsibility for forwarding the broadcasts to the Chief of DEM. The DEM Operations Section Chief/DEM Duty Officer will no longer be responsible for handling the EMAC broadcasts. If the SEOC is not activated but the magnitude of EMAC requests is anticipated to be sizeable, the DEM Operation Section Chief/DEM Duty Officer is responsible for recommending activation of the SEOC at a minimum level to support EMAC requests.

### *Determining Level of Support*

Providing agencies should maintain adequate resources in Nevada as to not impact operations should a significant event occur in our state (backfill costs are not reimbursable through EMAC). However, EMAC has a contingency that allows responding states to recall their own assets if they are needed to respond to their own disaster.

### *Determining Resources Available to Support Requesting State*

If Nevada determines that there are resources available to support the request:

- a. EMAC Coordinator contacts requesting state to commit resources. This can be verbal or in writing.
  - i. Verbal commitments should be confirmed in writing as soon as possible.
  - ii. Written requests require the completion of the EMAC REQ-A form. See REQ-A section below to view a REQ-A form.
- b. In both cases, the REQ-A form is the official document used when requesting or providing resources among other member states.
- c. EMAC Coordinator or designee ensures a mission is created within WebEOC, including the REQ-A mission number.

- d. Requesting state faxes REQ-A form to DEM.
- e. Authorized Representatives (ARs) are authorized to approve REQ-As on behalf of DEM. See page 31 for list of AR position names.
- f. EMAC Coordinator fills out Part II of the REQ-A form and should include the cost estimates provided by the responding entity. In the case where DEM is providing the resource, the EMAC Coordinator will contact Finance/Administration to prepare the DEM cost estimate. NOTE: Careful consideration should be given in filling out the REQ-A as it is an official document and is used for reimbursement purposes.
- g. Once proper signatures are obtained the EMAC Coordinator will fax the completed REQ-A form to the requesting state.
- h. Requesting state returns signed form to DEM.
- i. The EMAC Coordinator or DEM Duty Officer (if not activated) or SEOC Manager, and the Operations, Finance/Administration, Planning/Intelligence, and Logistics Chiefs (if activated) a copy of signed REQ-A.
- j. EMAC Coordinator shall maintain hard copies of the signed REQ-A forms with all supporting documentation, including a list of resources provided by each responding entity (for multi-agency deployments on a single mission).
- k. SEOC Logistics Section obtains out of state trip approval from Finance/Administration for state resources.
- l. EMAC Coordinator or designee will create and maintain a mission tracking spreadsheet. Upon deactivation of the SEOC, responsibility for maintaining the spreadsheet will transfer to PA. Spreadsheet needs to contain the following information:
  - i. EMAC mission number (including OES fire & law missions)
  - ii. State mission number
  - iii. Resource requested
  - iv. Point of Contact (POC) from requesting state (name, phone numbers, e-mail address)

- v. Providing agency (include all providing agencies if multiple entities are combine to meet the resource need)
  - vi. Contact name & phone number of each providing agency
  - vii. Resource(s) committed by providing entity
  - viii. Destination
  - ix. Deployment date (actual date if different from REQ-A)
  - x. Return date
  - xi. Estimated costs
  - xii. Cross reference related mission numbers (time extensions, additional personnel or resources, etc.)
  - xiii. Comments (if necessary)
- m. EMAC Coordinator or designee will also scan completed REQ-A(s) and save in WebEOC as an attachment to the EMAC mission(s).

### Deactivation/Recovery

Upon return of EMAC deployed resources to Nevada:

1. The EMAC Coordinator or designee will be responsible for mission follow-up (i.e. resources on-scene, resources returned home, closing out mission etc.) and transition of EMAC function to the Public Assistance Officer. The SEOC Manager may maintain activation of the EMAC Coordination function within the Operations Section as necessary based on the level of activity and status of SEOC activation. Transition to the Public Assistance Program is due to disaster funding tracking and payments.
2. In the event conditions change and resources are needed longer than the original estimated time, the REQ-A must be amended and accepted by the AR's of both states as quickly as possible (never longer than 30 days). The Resource Unit Leader will insure the mission tracking spreadsheet is updated with this information, supporting documentation is attached to the original REQ-A in the REQ-A binder housed in Logistics, and notify the EMAC Coordinator of any documentation

concerns/issues.

3. SEOC Director will request an After Action Report in coordination with the Exercise Officer, if a large event.

### Deployment of Nevada Resources

Prior to DEM deployment of EMAC resources, the EMAC Coordination Branch in conjunction with the Safety Officer and the Logistics Chief, will provide the following (if applicable):

- a. Duties and responsibilities, scheduled work hours, length of deployment, etc.
- b. List of requirements (i.e. required immunizations and/or immunization record, safety concerns, hazardous conditions, etc.) Coordinate with medical/health for technical expertise on health issues.
- c. List of required equipment (i.e. lap-top computer, air card, pager, cell phone, DEM badge, etc.)
- d. Travel arrangements (i.e. rental car, airfare, hotel, etc.)
- e. Point of contact information at assignment destination.
- f. After Action Report form
- g. Notify employee's supervisor and Finance/Administration in order to track employee costs.
- h. Provide list of deployed staff and their departments to the Operations & Logistics Section Chiefs for post-deployment debriefing.

NOTE: Other state agencies/local governments deployed on EMAC missions are responsible for their own travel arrangements. However, DEM's Logistics Section/EMAC Coordination Branch shall provide support as needed.

### Reimbursement Request Process

Will be done pursuant to the EMAC Operations Manual as well as the deploying jurisdiction/agency fiscal processes.

## Payment Process

Will be done pursuant to the EMAC Operations Manual as well as the deploying jurisdiction/agency fiscal processes.

## Nevada as Requesting State

### Initiating Request

If incident occurs in Nevada, or the state anticipates a major disaster situation and needs assistance from other states, the Governor must proclaim a state of emergency in order to request assistance via EMAC.

1. In accordance with the DEM SEOC SOG, the SEOC will activate.
2. The SEOC Manager will discuss with the Chief of DEM the type of out of state resources Nevada may need in conjunction with the Operations Section Chief and the appropriate Emergency Support Function (ESF) representative(s). The recommendation to the Chief should be based on resource requests from the local effected jurisdiction or an ESF in support of the incident.
3. The EMAC Coordinator will ensure that WebEOC and/or the Planning Section are updated to reflect the potential for EMAC requests to be made.

The EMAC Coordinator, in conjunction with the Planning Section, will create a situation report via the EMAC website ([www.emacweb.org](http://www.emacweb.org)).

4. An EMAC A-Team is established and is housed within the SEOC Logistics Section. If Nevada is unable to field an A-Team of its own, the first request to EMAC will be for an A-Team from another state to assist Nevada in the SEOC.
5. The SEOC Manager alerts the EMAC National Coordinating Group (NCG). NCG will work with the Authorized Representative for Nevada to determine the type of assistance requested by completing Part I of the REQ-A form. The SEOC Logistics Section will document the resource request following SEOC SOG procedures. The REQ-A form should include Nevada's incident number, point of contact, address, phone number, equipment needs, etc.
6. The NCG will send an EMAC broadcast to the appropriate states and alerts all other member states by email or internet ([www.emacweb.org](http://www.emacweb.org)) of the situation in Nevada.

### *Utilizing Support from Other States*

1. Responding states should respond no later than eight hours following receipt of the request for assistance. The responding state(s) committing resources fill out Part II of the REQ-A form and forwards to NCG. NCG then submits to the Nevada EMAC Coordinator or designee.

2. The EMAC Coordinator will forward REQ-A to the Chief of DEM, SEOC Manager, and the SEOC Section Chiefs, for review and approval.
3. An AR must sign the REQ-A and the SOC Director then provides copies to the following:
  - a. SEOC Finance/Administration Chief to compile estimate(s) from responding state(s) in addition to Nevada resources. All of the items included in the step should be included in overall cost estimates and any other costs associated with the disaster.
  - b. SEOC Logistics Chief for possible coordination of travel arrangements, SEOC staffing pattern and official record keeping.
  - c. Operations Chief/EMAC Coordinator/ESF for mission coordinating/monitoring.
4. All EMAC requests should originate from a local mission request. DEM should handle EMAC missions as if we were tasking a state agency. EMAC requests will be approved by SEOC Manager and DEM Chief.
5. The SEOC Finance/Administration Chief will provide the SEOC Manager an accounting summary of estimated costs related to the disaster. This information will be used to determine Nevada's reimbursement request.
6. EMAC Coordinator should maintain hard copies of the signed REQ-A forms with all supporting documentation, including a listing of resources provided by each responding state. The Finance Section will need these hard copies when processing the mission reimbursement requests. Upon deactivation of the SEOC, the Documentation Unit will provide all EMAC documentation to Finance Section to maintain.
7. EMAC Coordination Branch will need to create and maintain a mission tracking spreadsheet specific to the event. Upon deactivation of the SEOC, responsibility for maintaining the spreadsheet will transfer to the EMAC Coordinator. Spreadsheet needs to contain the following information:
  - a. EMAC mission number.
  - b. State (WebEOC) mission number.

- c. Resource requested.
- d. Providing state.
- e. Contact name, title, & phone number (of each providing state).
- f. Resource(s) committed by providing state.
- g. Destination, Nevada POC name and phone number.
- h. Deployment date.
- i. Return date.
- j. Estimated costs.
- k. Cross reference related mission numbers (time extensions, additional personnel or resources, etc.)

#### *Amending EMAC Missions*

Any time extension or change in scope of the original EMAC mission must be communicated to DEM immediately. An amended or new REQ-A must be completed and signed by an AR of both states as soon as possible, but no later than 30 days after the change. Not completing the amended or new REQ-A can put the reimbursement of funds expended on the mission in jeopardy.

#### *Receiving and Releasing Resources from Responding States*

1. The DEM incident tasking system shall be used to track arrivals, releases, and status of out of state resources.
2. The entity receiving EMAC resources will be required to provide DEM with the required information to update the system.

#### *Deactivation/Recovery*

Once the SEOC de-activates, all SEOC functions cease and are given back to the DEM Duty Officer.

*Reimbursement Request Process*

The Public Assistance Program is responsible for the reimbursement process in conjunction with the Finance Section. The following steps describe this process:

1. A Public Assistance Officer will review completed REQ-A's and create a Reimbursement Request Tracking Spreadsheet, which will include:
  - a. Disaster number.
  - b. EMAC mission number.
  - c. State (WebEOC) incident number.
  - d. DEM EMAC ID number (providing state).
  - e. Providing/Requesting state(s) EMAC ID number.
  - f. Date reimbursement package sent.
  - g. Date reimbursement request received.
  - h. Support documentation complete? (If not, need to explain in comments column, include date request was made, what the request was for, and who the point of contact was for the mission).
  - i. Review completion date.
  - j. Date to Fiscal (for payment).
  - k. Date providing state payment notification sent.
  - l. Date Project Worksheet written and sent to FEMA.
1. Based on information included in the mission tracking spreadsheet and REQ-A, Fiscal/Admin will send an "EMAC Reimbursement Request Package" to all states that responded to Nevada's EMAC request(s). This package will include:
  - a. Cover letter, including information and instructions for processing the reimbursement request (including request for one original and two copies of complete reimbursement request, Certification and DEM Fiscal/Admin contact information, etc.)



b. EMAC Reimbursement Guidelines for Nevada

NOTE: The date the reimbursement packages were mailed to the providing entities needs to be entered in a Reimbursement Request Tracking spreadsheet.

2. Public Assistance personnel, upon receipt of completed reimbursement package(s), will process using the following steps:
  - a. Date stamp and distribute.
  - b. Verify claimed costs for eligibility and accuracy, insure supporting documentation is included and complete, and R-1 and R-2 forms are signed by AR of responding state(s).
  - c. Verify AR information is on file with DEM or included in the reimbursement request.
  - d. Verify copy of Copy of Advantage Payment Voucher and REQ-A is included.
  - e. Notification of payment letter is written and mailed to the providing state (this package will include a "Thank you" letter).
  - f. Forward Fiscal/Admin the original reimbursement request package and one copy for each EMAC mission for payment. Accounting's packages include:
    - i. Copy of Notification of Payment letter
    - ii. Copy of providing state's cover letter
    - iii. R-1
    - iv. R-2(s)
    - v. Copy of the REQ-A
    - vi. Copy of Advantage Payment Voucher
    - vii. Supporting documentation for each providing state involved in the EMAC mission
  - g. The Fiscal/Admin copy of the reimbursement package maintained with the official documentation records from the event. This EMAC file copy contains:
    - i. Copy of Notification of Payment letter
    - ii. Copy of providing state's cover letter
    - iii. Copy of R-1
    - iv. Copy of R-2

- v. Copy of the notification of payment letter
  - vi. Copy of the REQ-A
  - vii. Copy of Advantage Payment Voucher
  - viii. Original Resource Request Form and supporting documentation for the mission
- h. Update Reimbursement Request Tracking spreadsheet as each function is completed.

#### Requisition-A (REQ-A)

This form has been designated by EMAC as the formal reimbursement document and must be complete in order to receive reimbursement from the requesting state. This form is also used to provide reimbursement to the responding agency(s).

After a broadcast is sent and resources have been committed, the REQ-A form must be completed and forwarded to the requesting state. The Requesting State completes Part I and III; the Responding State completes Part II (including cost estimates). By officially executing Parts II and III of the form, the Authorized Representatives from both the assisting and requesting state have constituted a legal contract to provide and reimburse for services to be rendered under the EMAC Articles of Agreement, Article IV.

#### *Interstate Reimbursement (R-1 Form)*

The requesting state will reimburse a responding state for all reasonable expenses using the R-1 form, typically within 30 days following the receipt of the assisting state's reimbursement request.

#### *Interstate Reimbursement (R-2 Form)*

Providing entities (i.e. individual, state agency, local government or organization) will submit their costs to the responding state (Nevada) using the R-2 form. DEM Fiscal issues the R-2 based on the information submitted by the providing entities. This document is included in the EMAC Reimbursement Request package sent to providing entities on completion of their mission. An R-2 form is issued for each providing entity included in the mission.