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# **MISSOURI SYSTEMS CONCEPT OF OPERATIONAL PLANNING FOR EMERGENCIES**

(MoSCOPE)

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MO-IMAS

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## **Preface**

### **MOSCOPE**

While this revised state mutual aid plan is to be utilized by Missouri's emergency services for the response of its personnel and equipment during a disaster, major emergency, or a significant event, other organizations and agencies are encouraged to use it as a template for their response. This template can be used to create a multidiscipline, multi-jurisdictional State-Wide plan. This plan would provide one "playbook" on how first responders in Missouri work together in order to prepare for, respond to and recover from major and complex incidents.

The systematic plan can be utilized from the smallest incident, through regional incidents, up to and including catastrophic incidents following the six principles of the National Incident Management System (NIMS). This multi-discipline, multi-jurisdictional plan would be the **"Missouri Systems Concept of Operational Planning for Emergencies "(MoSCOPE).**

MoSCOPE would be the tool for a coordinated system that could be utilized to mitigate the effects of the complete spectrum of emergencies and events that will affect Missouri and its citizens, specifically by providing a platform for sharing and receiving resources, locally, regionally, and nationally.

MoSCOPE will produce a template for all disciplines and jurisdictions to customize and utilize to produce a single All Hazards plan for response throughout Missouri and, if needed, the nation. MoSCOPE would provide a basis for Command and Management for any type of response by utilizing the Incident Management System (IMS).

Furthermore, MoSCOPE could provide a common operation picture utilized by Multi-agency Coordination Systems (MACS) and Joint Public Information Systems (JIS). The Command and Management function of MoSCOPE will provide for common preparedness principals that would be a reasonable expectation by local responders of the system; whether requesting or lending assistance. MoSCOPE would also be a tool to manage and account for resources.

**AUTHORITY  
CURRENT MUTUAL AID LAWS  
COVERING STATEWIDE MUTUAL AID**

The Authority for Missouri Mutual Aid System for Resources is in the statutes of the State of Missouri. The Statutes are enabling, so that a governmental entity is part of the system unless by resolution the entity opts out. The statutes also have provisions that private providers have the ability to be in the system i.e. ambulance companies, hospitals, contractors etc.

The statutes leave the final decision as far as deployment with the local entity, if for some reason the local entity is unable to provide assistance that decision lies solely with that local government. The statutes also are enabling thus allowing for a free flow of resources in and out of the State even on a daily basis.

The following is the current law as it exists in Missouri as it pertains to Mutual Aid:

***Missouri Revised Statutes Chapter 44 - Civil Defense Section 44.090*** August 28, 2009

**Mutual-aid agreements--participation in statewide mutual aid system--reimbursement for services provided, benefits.**

44.090. 1. The executive officer of any political subdivision or public safety agency may enter into mutual aid arrangements or agreements with other public and private agencies within and without the state for reciprocal emergency aid. Such arrangements or agreements shall be consistent with the state disaster plan and program and the provisions of section 70.837, RSMo, and section 320.090, RSMo. In time of emergency it shall be the duty of each local organization for emergency management to render assistance in accordance with the provisions of such mutual-aid arrangements or agreements.

2. Any contracts that are agreed upon may provide for compensation from the parties and other terms that are agreeable to the parties and may be for an indefinite period as long as they include a sixty-day cancellation notice provision by either party. The contracts agreed upon may not be entered into for the purpose of reduction of staffing by either party.

3. At the time of significant emergency such as fire, earthquake, flood, tornado, hazardous material incident, terrorist incident, or other such man-made or natural emergency disaster or public safety need anywhere within the state or bordering states, the highest ranking official of any political subdivision or public safety agency or their designee may render aid to or request aid from any jurisdiction, agency, or organization even without written agreement, as long as he or she is in accordance with the policies and procedures set forth by the governing boards of those jurisdictions, agencies, or organizations. A public safety need, as used in this section, shall include any event or incident necessitating mutual-aid assistance from another public safety agency.

4. When responding to mutual aid or emergency aid requests, political subdivisions or public safety agencies shall be subject to all provisions of law as if it were providing service within its own jurisdiction.

5. All political subdivisions and public safety agencies within the state are, upon enactment of this legislation or execution of an agreement, automatically a part of the Missouri statewide mutual aid system. A political subdivision within the state may elect not to participate in the statewide mutual aid system upon enacting an appropriate resolution by its governing body declaring that it elects not to participate in the statewide mutual aid system and by providing a copy of the resolution to the director of the department of public safety or his or her designee.

6. The Missouri mutual aid system shall be administered by the department of public safety, which may

authorize any organization to assist in the administration of the mutual aid system. The department of public safety may promulgate rules for this section. Any rule or portion of a rule, as that term is defined in section 536.010, RSMo, that is created under the authority delegated in this section shall become effective only if it complies with and is subject to all of the provisions of chapter 536, RSMo, and, if applicable, section 536.028, RSMo. This section and chapter 536, RSMo, are nonseverable and if any of the powers vested with the general assembly under chapter 536, RSMo, to review, to delay the effective date, or to disapprove and annul a rule are subsequently held unconstitutional, then the grant of rulemaking authority and any rule proposed or adopted after August 28, 2009, shall be invalid and void.

7. For the purpose of this section, public safety agencies shall include, but shall not be limited to, fire service organizations, law enforcement agencies, emergency medical service organizations, public health and medical personnel, emergency management officials, infrastructure departments, public works agencies, and those other agencies, organizations, departments, and specialized emergency response teams that have personnel with special skills or training that are needed to provide services during an emergency, public safety need, or disaster, declared or undeclared.

8. It shall be the responsibility of each political subdivision and public safety agency to adopt and put into practice the National Incident Management System promulgated by the United States Department of Homeland Security.

9. In the event of a disaster or other public safety need that is beyond the capability of local political subdivisions, the local governing authority or public safety agency having jurisdiction may request assistance under this section.

10. Any entity or individual that holds a license, certificate, or other permit issued by a participating political subdivision, public safety agency, or state shall be deemed licensed, certified, or permitted in the requesting political subdivision or public safety agency's jurisdiction for the duration of the emergency or authorized drill.

11. Reimbursement for services rendered under this section shall be in accordance with any local, state and federal guidelines. Any political subdivision or public safety agency providing assistance shall receive appropriate reimbursement according to those guidelines.

12. Applicable benefits normally available to personnel while performing duties for their jurisdiction are also available to such persons when an injury or death occurs when rendering assistance to another political subdivision or public safety agency under this section. Responders shall be eligible for the same state and federal benefits that may be available to them for line-of-duty deaths or injuries, if such services are otherwise provided for within their jurisdiction.

13. For the purposes of liability, all members of any political subdivision or public safety agency responding under operational control of the requesting political subdivision or a public safety agency are deemed employees of such responding political subdivision or public safety agency and are subject to the liability and workers' compensation provisions provided to them as employees of their respective political subdivision or public safety agency.

(L. 1951 p. 536 § 26.220, Reenacted L. 1953 p. 553, Reenacted L. 1955 p. 607, A.L. 1967 p. 122, A.L. 1998 S.B. 743, A.L. 2003 H.B. 307, A.L. 2005 H.B. 58 merged with S.B. 210, A.L. 2009 H.B. 103)

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**Emergencies--public safety agencies may provide aid to other public safety agencies in state and bordering states.**

70.837. 1. In addition to the emergency aid powers prescribed for municipal fire departments, fire protection associations and volunteer fire protection associations under section 320.090, RSMo, any public safety agency, including, but not limited to, any emergency medical service, political subdivision police department, county sheriff's department, political subdivision emergency management unit or department formed pursuant to chapter 44, RSMo, political subdivision public works department, or public or private contractors of any of such public safety agency may provide assistance to any other public safety agency in the state or in a bordering state at the time of a significant emergency such as a fire, earthquake, flood, tornado, hazardous material incident or other such disaster. The chief or highest ranking officer of the public safety agency may render aid to any requesting agency as long as he is acting in accordance with the policies and procedures set forth by the governing body of that public safety agency.

2. When responding on emergency aid requests, a public safety agency and any public or private contractors of any such public safety agency shall be subject to all provisions of law as if it were providing service within its own jurisdiction.

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**MISSOURI SYSTEMS CONCEPT OF OPERATIONAL PLANNING FOR  
EMERGENCIES**

(MoSCOPE)

**MISSOURI MUTUAL AID SYSTEM FOR FIRE RESOURCES**

Prepared by:

Missouri Association of Fire Chiefs  
Work Group for  
Intrastate Mutual Aid System-  
State of Missouri

## **INTRODUCTION**

Missouri communities have historically relied upon mutual aid resources in combating fire and other emergency situations exceeding the capability of a single jurisdiction. In 1990 the Missouri General Assembly enacted House Bill 1395-1448 which provided the support for establishing a statewide mutual aid system for major emergencies or disasters.

Further, in 2005 additional legislation was passed to enhance the existing Mutual Aid System and provide a foundation for a multidiscipline, multi jurisdictional system that will also provide for crossing State boundaries when needed. This legislation was key to the subsequent mutual aid system as it exists today.

Initially, a representative cross-section of the fire service contributed to the organization of the system based on fire service experience. This process continues today. In 2007, with the encouragement and assistance of the International Association of Fire Chiefs and representatives of major agencies and organizations that would be called upon to assist the State Emergency Management Agency in combating the problems of a major disaster has this revision been successful.

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## **AUTHORITY**

### **CURRENT MUTUAL AID LAWS AFFECTING MISSOURI'S FIRE SERVICE**

The following is the current law as it exists in Missouri as it pertains to Mutual Aid for Fire Resources.

**320.090. Emergency services, contracts for mutual aid operative in disasters - requirements.**

1. Any municipal fire department, fire protection district or volunteer fire protection association, as defined by section 320.300, may enter into contracts providing for mutual aid regarding emergency services provided by such fire department, fire protection district or volunteer fire protection association. The contracts that are agreed upon may provide for compensation from the parties and other terms that are agreeable to the parties and may be for an indefinite period as long as they include a sixty-day cancellation notice by either party. The contracts agreed upon may not be entered into for the purpose of reduction of manpower by either party.
2. Any municipal fire department, fire protection association or volunteer fire protection association may provide assistance to any other municipal fire department, fire protection district or volunteer fire protection association in the state at the time of a significant emergency such as a fire, earthquake, flood, tornado, hazardous material incident or other such disaster. The chief or highest ranking fire officer may render aid to any requesting fire department, fire protection district or volunteer fire protection association as long as he is acting in accordance with the policies and procedures set forth by the governing board of that governmental entity or association.
3. When responding on mutual aid or emergency aid requests, the fire department, fire protection district, or volunteer fire association shall be subject to all provisions of law as if it were providing service within its own jurisdiction.

## PURPOSE

The purpose of the Missouri Mutual Aid System for Fire Resources, hereinafter known as The Plan, is to provide local fire chiefs with access to large quantities of fire service resources that may be needed in a major fire, disaster or other major emergency or event. It is an evolution of past experiences in dealing with the day-to-day incidents that continually challenge our resources and competencies. Most importantly, it is a practical approach to provide fire service resources in quantities beyond the means of any single fire department.

The resources needed may be personnel, apparatus, equipment, information or technology; by operating in a unified environment the obstacles that often block success now should be greatly reduced. Through an ongoing management and maintenance doctrine there would be a system in place to rectify issues and enhance the program.

Missouri is susceptible to natural and man-made disasters, as well as other significant events therefore accentuating the need for this level of coordination and preparation. The effective management of emergency response personnel during the incipient stage of any major or complex incident and throughout its extended operations will, by far, have the most significant impact to lessen life loss and the severity of injuries to the affected population.

The Plan provides for the rapid activation and response of aid to a community in the event of a localized disaster. These incidents could include a major fire, train derailments, hazardous materials incidents, wildland fires, domestic terrorism and other events that may overwhelm the local fire department serving the community and its normal mutual aid resources.

By building upon the successes and lessons learned in this **Fire Service plan**; there is an opportunity to build the template for a unified response system that can deliver the needed resources to Missourians when they need it the most. This system could and should provide for the daily assistance needs of all responders, but be modular enough to expand when resources are overwhelmed to the regional level. If needed the system would then expand to bring in additional resources from other regions throughout the State.

Further, if the resources from Missouri are overwhelmed or resources from states are closer, the system provides bringing those resources to bear on the situation. The systematic response would also provide a mechanism to bring and coordinate with federal resources.

It is important to add that the control of the incident will still be in the hands of those that are answerable to their citizens, that of the local jurisdiction. Any and all assistance that will be requested and that respond and assist will be there to assist the local jurisdiction and its leaders.

## **PLAN ORGANIZATION**

The fire service includes all public entities furnishing fire protection within the state and all agencies and departments of the state which provide fire protection services. In the event of a major emergency or a state-wide disaster, all fire protection agencies become an organizational part of the system.

### **A. State Fire Marshal**

The State Fire Marshal shall act as the liaison between the State Fire Mutual Aid Plan and state government. The State Fire Marshal is also responsible for taking appropriate action on request for mutual aid received through the plan's Regional Coordinators. The State Fire Marshal serves on the State Unified Command when activated.

In addition, the Division of Fire Safety serves as the coordinator of both ESF 4 (Fire) and ESF 9 (Search and Rescue) in the State Emergency Operations Center.

When the plan is activated the State Fire Marshal provides duties as outlined on page 24 of this plan.

### **B. State Plan Coordinator**

The State Plan Coordinator shall be an employee of the MO Department of Public Safety under the direct supervision of the State Fire Marshal. The State Plan Coordinator shall have knowledge of, and experience in, any or all of the following: volunteer and/or career fire service search and rescue, hazardous materials response, coordination of multi-agency responses to emergencies, emergency medical service, and law enforcement

The State Plan Coordinator is responsible for:

- Chairing and directing this plan
- Training and exercising this plan
- Ensuring the plan is functioning appropriately at all times
- Maintaining current records of fire organizations, their equipment and personnel that can be called upon during plan activation
- Activating and coordinating the use of the plan during emergencies.
- Serving as a liaison and interacting with other agencies and disciplines for planning, training, exercise and response purposes

When the plan is activated the State Plan Coordinator provides duties as outlined on page 25 of this plan.

### **C. Regional Plan Coordinators**

The Regional Plan Coordinators are selected by the Missouri Association of Fire Chiefs to serve for three years, or at the pleasure of the MAFC Board of Directors. The duties of the regional coordinators are:

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- providing a record of current fire organizations in the region, including their equipment and personnel that could be used by this plan during an activation
- ensure this record is current
- provide this record to the State Plan Coordinator
- appoint area plan coordinators in the region as needed
- appoint one or more deputy plan coordinators as needed

When the plan is activated the Regional Plan Coordinators provide duties as outlined on page 24 of this plan.

#### **D. Area Plan Coordinator**

Area Plan Coordinators are selected by the regional coordinator. Their duties are:

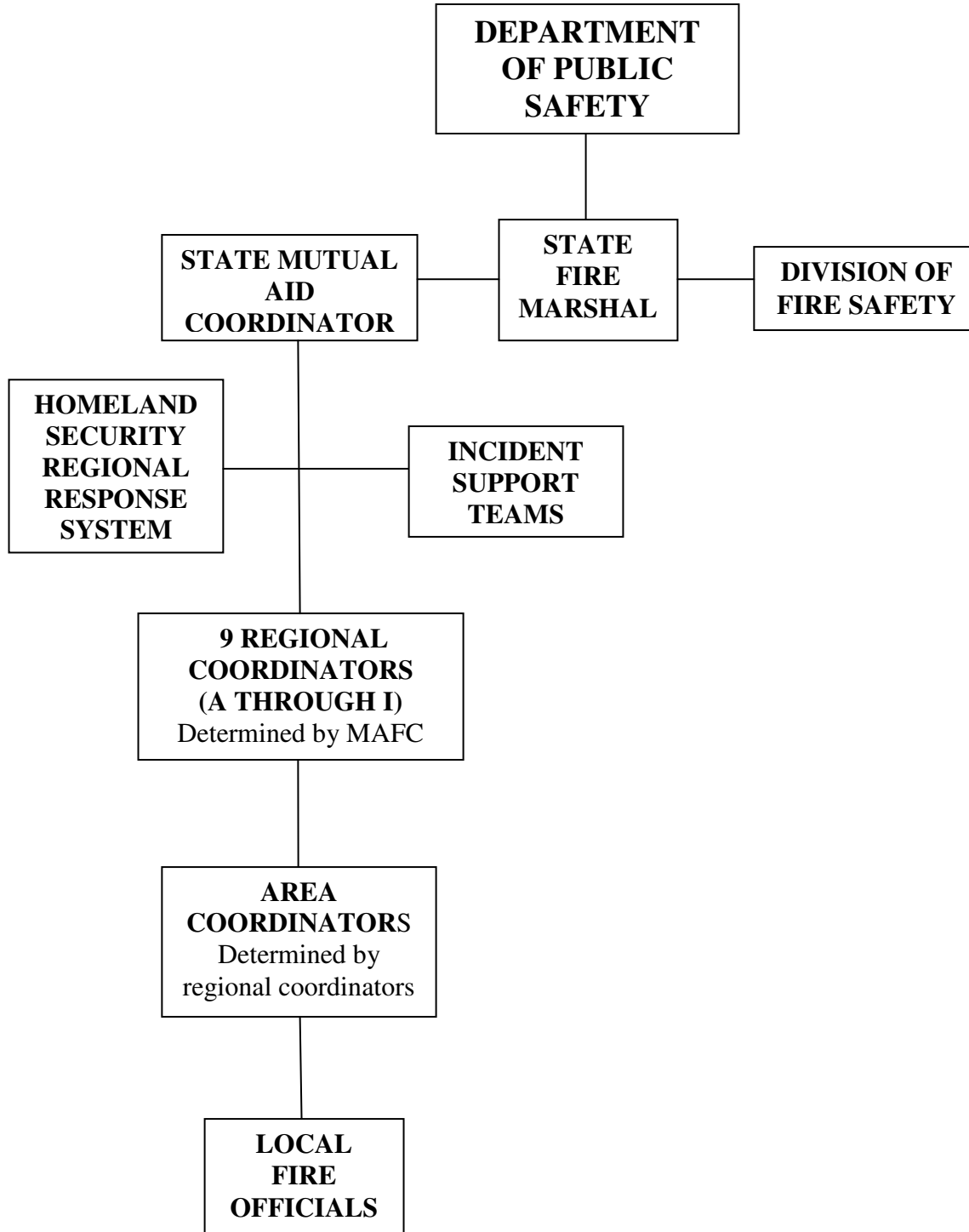
- providing a record of current fire organizations in their area, including their equipment and personnel that could be used by this plan during an activation
- ensuring this record is current
- providing this record to their Regional Plan Coordinator

When the plan is activated the Area Plan Coordinators provide duties as outlined on page 24 of this plan.

#### **E. Local Representation**

The fire chief or senior fire service official of each local entity providing fire protection will serve as fire service representative to their respective Area Coordinator.

## PLAN ORGANIZATIONAL CHART DURING ACTIVATION FOR PURPOSES OF REQUESTING ASSISTANCE



## MISSOURI EMERGENCY RESPONSE PLAN REGION IDENTIFICATION

The Statewide Mutual Aid fire resource program is divided into nine (9) regions). Each region is headed by a regional coordinator with area coordinators also assigned as needed. The following counties make up each region. The various coordinators are found in the appendices.

### REGION A

Bates  
Benton  
Carroll  
Cass  
Clay  
Henry  
Jackson  
Johnson  
Lafayette  
Pettis  
Platte  
Ray  
Saline

### REGION B

Adair  
Chariton  
Clark  
Knox  
Lewis  
Linn  
Macon  
Marion  
Monroe  
Putnam  
Ralls  
Randolph  
Schuyler  
Scotland  
Shelby  
Sullivan

### REGION C

Franklin  
Jefferson  
Lincoln  
Perry  
Pike

St. Charles  
St. Francois  
St. Louis  
Ste. Genevieve  
Warren  
Washington

### REGION D

Barry  
Barton  
Cedar  
Christian  
Dade  
Dallas  
Greene  
Hickory  
Jasper  
Lawrence  
McDonald  
Newton  
Polk  
St. Clair  
Stone  
Taney  
Vernon  
Webster

### REGION E

Bollinger  
Butler  
Cape Girardeau  
Dunklin  
Iron  
Madison  
Mississippi  
New Madrid  
Pemiscot  
Ripley  
Scott  
Stoddard  
Wayne

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**REGION F**

Audrain  
Boone  
Callaway  
Camden  
Cole  
Cooper  
Gasconade  
Howard  
Miller  
Moniteau  
Montgomery  
Morgan  
Osage

**REGION G**

Carter  
Douglas  
Howell  
Oregon  
Ozark  
Reynolds  
Shannon  
Texas  
Wright

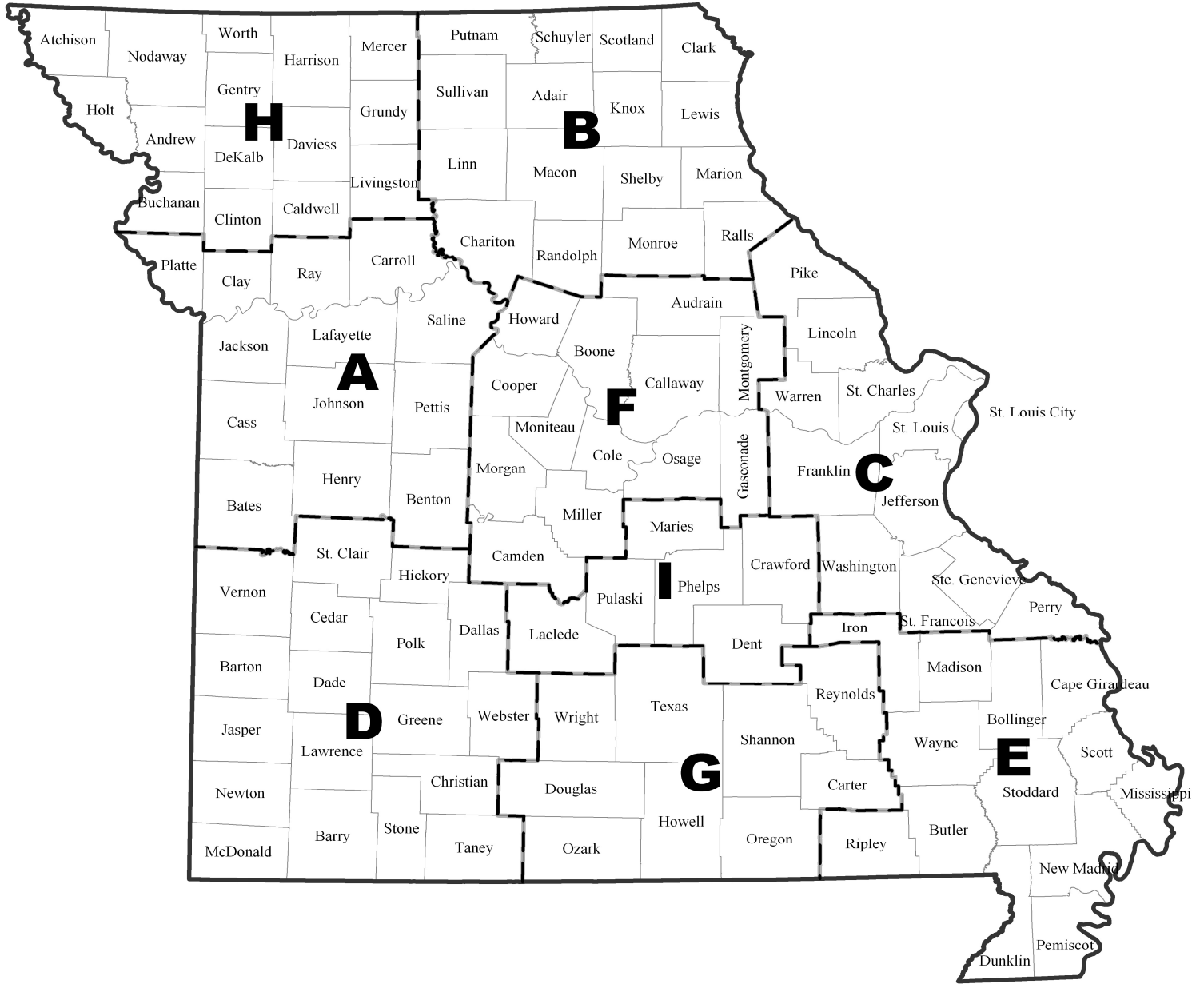
**REGION H**

Atchison  
Andrew  
Buchanan  
Caldwell  
Clinton  
Davies  
DeKalb  
Gentry  
Grundy  
Harrison  
Holt  
Livingston  
Mercer  
Nodaway  
Worth

**REGION I**

Crawford  
Dent  
Laclede  
Maries  
Phelps  
Pulaski

# MAP OF REGIONS



## **SCOPE OF PLAN**

The Missouri Mutual Aid System for Fire Resources is an all hazard system that was developed to assist with the allocation, mobilization, and deployment of resources in the event of a local incident that requires more resources than those available under any existing inter-jurisdictional or mutual aid agreement, especially in response to a major disaster where assistance needs to be provided from one area or region of the state to another.

This plan is designed as a supplement to augment the available resources during time of emergency or significant event. Nothing in the plan prevents the use of agreements by local jurisdictions to further define roles, responsibilities or other considerations that may be desired.

## **PLAN CONCEPTS**

The Plan is directed towards enhancing disaster management at the local, county, and state level of government by:

1. Providing a method to immediately activate large quantities of fire department personnel and resources.
2. Encompassing all jurisdictions and providers unless they opt out by resolution.
3. Providing available and typed resources to on-scene Commanders or points of coordination.
4. Providing for a systematic approach to response that will give all first responders a common operating picture.
5. Being built to take advantage of available resources but must take into consideration the idea of maintaining a base level of coverage to the sending agencies.
6. Realizing that all emergencies start at the local level and will end at the local level. Resources will be brought to bear at the direction of the local jurisdiction.
7. Facilitating the movement of resources within Missouri and also provide for Interstate Mutual Aid.
8. Being designed to provide appropriate resources at the most basic tier of response i.e. locally, within a defined area, regionally, inter-regionally, Statewide, inter-state and federally.
9. Having a systematic approach for review and improvement at the discipline level and at the coordinating group level.
10. Establishing the positions, roles, and responsibilities necessary to activate and maintain this plan.
11. Ensuring assistance provided can be utilized by providing Incident Support Teams (IST) when needed.
12. Complimenting other disaster plans at the local and state level.
13. Being consistent with the National Incident Management System (NIMS) and the Incident Management System (IMS), thereby allowing direct interface with existing and future local and national mutual aid initiatives and resource ordering systems.

## **TRAINING COMPETENCIES**

The sending agency has the responsibility to ensure that the equipment and personnel are trained to a basic level of proficiency based upon the mission outlined in the request for assistance. In addition, all responding personnel must be NIMS compliant. All responding personnel should meet the minimum level of certification as provided by the appropriate State agency, and/or meet the appropriate nationally recognized standards (i.e. NFPA) for their specialty. These assurances must come from the authority having jurisdiction sending the assistance, and be capable of being proven by audits.

Where applicable the federal typing system shall be referenced as a standard unit of capability.

## **RELATIONSHIP WITH THE STATE EMERGENCY OPERATIONS CENTER (EOC)**

This plan has a State Agency with which it coordinates. The Mutual Aid Coordinator, or other Division of Fire Safety designee as assigned by the State Fire Marshal, serves on the State Unified Command when activated. In addition, the Division of Fire Safety serves as the coordinator of both ESF 4 (Fire) and ESF 9 (Search and Rescue) in the State Emergency Operations Center.

When a Region to Region deployment is requested, the appropriate coordinators should report to and utilize the assets of the State EOC through the State Fire Marshal. This will provide for a seamless transition if the event becomes multi-discipline in nature.

In addition it will provide for unified coordination of resources, thereby allocating the appropriate and requested resources in an economically responsible fashion. Due to the fact that most fire service organizations statewide also provide resources in other disciplines, it is imperative that close coordination among the following disciplines occur:

- ESF #4-FIRE
- ESF #8-EMS (Public Health and Medical Services)
- ESF #9-SEARCH & RESCUE
- ESF #10-HAZ MAT (Oil and Hazardous Material Response)

It is incumbent during statewide responses that close coordination occur in these areas and functions.

## **LIABILITY**

Due to the nature of statewide mutual aid, that of allowing local jurisdictions to opt out, liability of all types remains the responsibility of each participating organization. Involvement in the statewide plan is a choice made by each jurisdiction. If a jurisdiction chooses to participate in giving and receiving mutual aid, the organization agrees they will maintain liability over their people and equipment.

### **WORKERS COMPENSATION**

Each participating organization will be responsible for its own actions and those of its employees and volunteers and is responsible for complying with the Missouri workers' compensation laws.

### **AUTOMOBILE/VEHICLE LIABILITY COVERAGE**

Each participating organization will be responsible for its own actions and those of its employees and volunteers and is responsible for complying with the Missouri vehicle financial responsibility laws.

### **GENERAL LIABILITY AND PUBLIC OFFICIALS LIABILITY**

To the extent permitted by law and without waiving sovereign immunity, each participating organization will be responsible for any and all claims, demands, suits, actions, damages, and causes for action related to or arising out of or in any way connected with its own actions, and the actions of its personnel in providing mutual aid assistance rendered or performed pursuant to the terms and conditions of the Plan.

### **FAILURE TO RESPOND**

Due to the need for local jurisdictions ensuring that they are able to provide service to their citizens, there shall be no liability imposed against any jurisdiction or its personnel for failure to respond when called upon for assistance.

## PLAN ACTIVATION

When determined by the local Incident Commander that local mutual aid resources are inadequate to cope with the emergency at hand, required resources shall be requested according to the state mutual aid plan by notification of the local area coordinator and/or regional coordinator or coordination center.

Area Plan Coordinator(s) will upon notification:

- Evaluate and establish resource availability within their area.
- Coordinate the dispatch of requested resources from those available within the Area.
- Notify the Regional Coordinator and report current situation and status of resources in the area.
- Request mutual aid resources to back-fill request initiated by local jurisdiction or to reinforce seriously depleted resources within their Area.
- Provide a response by an appropriate agency representative to report to the Local IC and report back to the area-regional-and/or state coordinator of conditions, needs, etc., as requested by the local IC.
- As needed assist Regional Plan Coordinator in identifying requested resources within Area.

Regional Plan Coordinator will upon notification:

- Coordinate the dispatch of requested resources from within the region through the Area Coordinators.
- If within the respective region, the coordinator shall ensure a representative of the system has responded to the incident location to support additional requests.
  - Notify the State Plan Coordinator of activation within the region
- If the response is from region to region:
  - Request dispatch of an Incident Support Team (IST) through the State Plan Coordinator to assist the IC as needed.
  - Identify Staging Areas as required by incident and requests.
  - Communicate to the State Plan Coordinator:
    - The resource status of their respective region
    - Deployment elements and time-lines
    - Need for additional resources from outside region
    - That activation has occurred.

State Plan Coordinator will upon notification:

- Evaluate conditions and resource availability throughout the state.
- Alert all other regional coordinators of anticipated inter-regional dispatch of fire service resources
- Activate appropriate Incident Support Team members.
- Select regions from which additional resources are to be mobilized to fill requests.
- Coordinate the response of inter-regional mutual aid resources.
- If State EOC activation occurs, be the fire service representative during activation
- Process messages and requests for fire resources received from the State EOC.
- Begin gathering information to be utilized in an after action plan evaluation process

## **REQUEST FOR ASSISTANCE**

1. Contact your local area coordinator or regional coordination center.
2. Identify yourself and the agency making the request:
  - If the local Incident Commander is unavailable, state “this request is being made for Incident Commander.....”
  - Provide two callback numbers for re-contact purposes.
3. State the reason for your request.
4. State the type(s) and quantity of resources needed, the mission for which they are needed, and resources already utilized through local mutual aid system.
5. State “when” you need the resources, immediately or a later anticipated time-period.
6. State “where” resources are to report
7. State other needed information ( i.e. There is no water system)
8. Identify Radio Communications Frequency to be utilized for contact by incoming resources

***The Mutual Aid Resource Request Form is located in the forms section and may be utilized to collect information that will be required by the State Plan Coordinator.***

This information is not intended to modify or change any existing local agreements or operational plans between agencies and other parties

## **THE DISASTER DECLARATION PROCESS**

- Local Government responds to the emergency or disaster supplemented by neighboring communities and volunteer agencies. If the local government is overwhelmed, the city or county Emergency Management Agency requests an Emergency Declaration from the appropriate elected official requesting state assistance;
- The State Responds with state resources, such as the National Guard and other state agencies. If these resources are overwhelmed, then the state requests assistance from the Federal Emergency Management Agency (FEMA);
- Damage Assessment by local, state, federal and volunteer organization teams determines losses and recovery needs;
- A Major Disaster Declaration is requested by the governor, based on the damage assessment, and an agreement to commit state funds and resources to long-term recovery;
- FEMA evaluates the request and recommends action to the White House based on the disaster, the local community and the state's ability to recover;
- The President considers the request and FEMA informs the governor whether it has been approved or denied. This decision process could take a few hours to several weeks depending on the nature of the disaster.

## **RESOURCE INVENTORY**

Each Regional and Area Coordinator will maintain an updated inventory of the equipment, vehicles and personnel which are available for response within the scope of the Plan. The participating agencies will provide the required inventory listing as outlined in the resource typing to the Area Coordinator who will then submit the listing to the Regional Coordinator. The Fire Department Registration form can be found in the Forms section.

### **DIRECTIONS FOR COMPLETING RESOURCE INVENTORY**

1. Please fill out the registration form as completely as possible. This forms the basis for Area & Regional Coordinators to fulfill the requests during Activation of the Plan.
2. Use “Special Information/Use” area of resource form to identify special equipment or resources available. (Example: personnel that are bi-lingual or sign for the deaf)

## DEPLOYMENT OF RESOURCES

### CRITICAL CONCEPTS

Critical to the success of this deployment plan is the concept of efficient timeframe for deployment of organized resources through the Plan. In concert with this concept, it is critical that all resources deployed are adequately documented and tracked utilizing the standard forms developed as part of the Plan.

### TIME FRAME

Initial Requests must signify a SCRAMBLE RESPONSE or a STANDARD RESPONSE.

**SCRAMBLE RESPONSE-** This deployment of resources shall be within one (1) hour of notice from the Regional/Area Coordinator. Anticipated deployment duration will range from 24 hours to a maximum of 48 hours. Deployed resources shall respond to the designated Staging Area(s) and the first arriving resource shall be designated as the Staging Area Manager.

**STANDARD RESPONSE-** This deployment of resources shall be within three (3) hours of notice from the Regional/Area Coordinator. Anticipated deployment duration will range from 48 hours to a maximum of 96 hours. Deployed resources shall respond to the designated Staging Area(s) and the first arriving resource shall be designated as the Staging Area Manager.

**MAXIMUM RESPONSE-**The maximum time for deployment shall be for 16 days. This includes one travel day in each direction. This would be typically for an Interstate and/or EMAC deployment.

The Regional Coordinator shall make the decision as to the location and use of Staging Areas and/or the use of convoy deployment to facilitate the more rapid movement of resources. These may be by tasks force or strike team assignments.

**Self Dispatch: Under the activation of the State Mutual Aid Plan – Self Dispatch will not be allowed and the local Incident Commander will be discouraged from utilizing the self-dispatched resources over the resources deployed through the Plan.**

**Those resources deployed through self-dispatch will be communicated to the State Plan Coordinator and will be subject to removal as part of the State Mutual Aid Plan up-to a period of one (1) year. In addition, self dispatched units will not be eligible for any logistical support (including but not limited to food, shelter, fuel) or reimbursement.**

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## **RESOURCE TRACKING AND DOCUMENTATION**

As a critical part of the Plan all resource deployments must utilize the State established response forms associated with the Plan.

Each company/unit officer is responsible for the proper documentation and the documentation forms shall be submitted to the Regional Coordinator and then forwarded to the State Coordinator. (See Appendix for Tracking/Documentation Forms)

The forms can also be found on the Division of Fire Safety website and the MO Association of Fire Chiefs website.

## **LOGISTICAL SUPPORT**

### **SELF CONTAINED**

The logistical support of mutual aid resources is critical in the management of a disaster effort. It is believed a tiered resource response will be necessary. Logistical support will be established as soon as possible and will be maintained by the agency requesting the resources.

During a standard response, responding personnel shall be prepared to be self supporting for up to a 96 hour mission. (See appendix)

The size of the response sent to the area, the severity of the disaster, the extent of the area involved, and the infrastructure that is still functional within the affected area, will ultimately determine the extent to which logistical support is required. Items to consider may include:

1. Transportation to and from the area:
  - Staging areas, within and outside, the disaster area
  - Overnight storage for vehicles
  - Maps and directions for responding personnel
  - Emergency towing and repairs
  - Designating fuel, oil, and water depots
2. Food supplies and preparation:
  - Self contained mobile food preparation units
  - Personnel to prepare/distribute meals
  - Sanitation and clean up
  - Food supplies/utensils
3. Overnight shelter and rehabilitation areas:
  - Provide suitable (secure) overnight shelter
  - Environmental considerations (rain, sun/heat, insects)
  - Bedding
  - Transportation to and from shelter
  - Parking and security of apparatus
  - Electricity/generator power
  - Water and sanitary facilities
  - Communications links (in and out of the disaster area)
4. Critical Incident Stress Debriefing considerations
5. Affected worker support/assistance

## **COMMUNICATIONS**

The key to the successful operation of the various resources into a region will depend heavily upon the ability of these agencies to communicate effectively among them. It is realistic to assume that in the wake of a major disaster, the existing communication system in the affected area will be inoperable or severely compromised. Future considerations may include disaster network communications; however at this time, it remains the responsibility of the requesting jurisdiction to make arrangements for effective communications. Common terminology for all voice transmissions must be utilized.

## **DEMOBILIZATION**

Demobilization of the resources shall be conducted as part of the deactivation of requested resources by the Incident Commander. Each company/unit officer is responsible to insure that all personnel, equipment and apparatus are accounted for prior to leaving the incident location. (See Appendix for Demobilization Form)

Prior to leaving the incident each company/unit officer shall check-out with the Incident Commander and the Regional Coordinator (or representative). The Regional Coordinator shall verify that the associated documents are completed.

The Regional Coordinator (or representative) shall conduct a Post Incident debriefing with assigned units when possible. Two levels of issues should be addressed; Operational – On Scene, and State Mutual Aid Plan. The operational issues should be presented to the local Incident Commander in a timely manner and the Plan issues should be forwarded to the State Plan Coordinator.

## REIMBURSEMENT

### PROCEDURES

Upon the activation of this plan, this Reimbursement Procedure *may* be applicable to all on-scene and responding agencies.

The requesting organization *may* reimburse the responding organization for deployment and operational costs to include those related to personnel, use of equipment, and travel. In order to be reimbursed, costs must be negotiated at the time of the request for assistance; only those costs that are reasonable, documented, and within the approved scope of the mutual aid agreement will be considered.

A responding organization may choose to assume or donate, in whole or in part, the costs associated with any loss, damage, expense or use of personnel, equipment and resources provided to the requesting organization.

### FINANCIAL ASSISTANCE AVAILABILITY

The impact of major or catastrophic emergencies can exceed local financial resources and area fire departments' ability to fulfill the needs of the citizens

When damages are so extensive that the combined local and state resources are not sufficient, the governor submits a request for an emergency or major disaster declaration to the President through FEMA. A joint FEMA, state and local team will conduct a Preliminary Damage Assessment to determine if there is a need for federal assistance. If federal assistance is justified, the President issues an emergency or major disaster declaration and various emergency or disaster programs are made available. Federal assistance is on a shared cost basis with 75% federal funds and 25% non-federal funds.

### DOCUMENTATION

Any reimbursement, local, state, or federal, is based on the supporting documentation. The documentation must be able to stand the test of audit. The attached "Documenting Disaster Costs" will provide the guidelines and tools needed to set up files and document costs. Failure to properly document costs may result in part of or the entire claim being ineligible for reimbursement. It is **critical** to document the request for mutual aid in addition to documenting costs.

### ELIGIBILITY

To meet eligibility requirements for reimbursement, an item of work must:

- Be required as the result of the emergency or disaster event.
- Have been requested by the impacted jurisdiction.
- Be located within a designated emergency or disaster area.
- Be included in the scope of work delineated in the declaration
- Be the legal responsibility of the eligible applicant.

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Fire service resources activated by this plan must submit reimbursement claims to the impacted jurisdiction(s).

## CATEGORIES OF WORK

**EMERGENCY**-The work most often performed under this plan is Emergency Work. This work is performed immediately to save lives, to protect property, for public health and safety, and/or to avert or lessen the threat of a major disaster. Emergency Work contains two categories: Debris Clearance (Category A) and Protective Measures (Category B).

**PERMANENT**-It is possible that certain types of claims may be made under Permanent Work categories. For example, certain damages or losses of facilities and equipment may fall into the permanent Work categories.

## EXPENSES FOR PERSONNEL

Only the actual hours worked beyond the regular duty time, either overtime or regular time hours, can be claimed for FEMA category A and B (Emergency Work). Standby time is not eligible for reimbursement. If time and one-half or double time is paid to regular hourly employees for overtime or holiday work, these payments must be in accordance with rates established prior to the disaster (i.e. Collective Bargaining Agreement). All personnel costs will be for hours actually worked.

In some cases, FEMA may approve reimbursement for overtime costs associated with "backfilling". If approved, this option would allow the department to be reimbursed when personnel are called back to work on an overtime basis to replace existing employees already approved to perform disaster related activities elsewhere. To facilitate this reimbursement, the responding department must have a written policy concerning "backfilling" in existence prior to the disaster.

The information included in "Documenting Disaster Costs" details the required information and instructions for documenting the department's personnel costs (Force Account Labor). It also provides guidance for claiming Fringe Benefit costs and includes a sample rate schedule. Include the Incident # as issued by the local jurisdiction.

## EXPENSES FOR EQUIPMENT

Each department may be eligible for reimbursement for the use of equipment owned (Force Account Equipment) by the department when it is used in disaster work. To assist in the reimbursement process, FEMA has developed a "Schedule of Equipment Rates". The impacted jurisdiction should obtain the most recent version of the schedule available at ([http://www.fema.gov/r-n-r/fin\\_eq\\_rates.htm](http://www.fema.gov/r-n-r/fin_eq_rates.htm)) prior to submitting for reimbursement. A suggested form for recording the needed information and instructions can be found in "Documenting Disaster Costs". The Incident Number as issued by the local jurisdiction should also be included.

Equipment that is damaged and/or lost during disaster incidents may be eligible for reimbursement. The damage and/or loss must be documented along with sufficient supportive documentation such as video and/or photographs. Factors such as insurance, salvage, and age of the equipment (a Blue Book type of figure) will also be considered as a part of the review of the claim. If the documentation is not

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comprehensive, detailed and accurate, portions of the claim and possibly the entire claim may be disallowed.

## RENTED EQUIPMENT

It is possible that a department may use some rented equipment. These costs may also qualify for reimbursement. Refer the “Documenting Disaster Costs” for the proper documenting of these expenses.

## PROCESSING CLAIMS

Each department is responsible for preparing the necessary documentation and submitting a claim for resources deployed under this Plan. Where and how to file a claim is dependent on several factors because of the variety of possible reimbursement sources. The size of the event, the type of event and the type of emergency or disaster declaration can affect which funding sources are available. Some general guidelines are:

- Time is of the essence. Coordinate reimbursement claims with the fire department and Emergency Management Agency of the impacted county. That agency may contact the State Fire Marshal’s Office and/or the State Emergency Management Agency for information associated with potential reimbursement

## REIMBURSEMENT PROCEDURE NOTES

The following notes are offered to assist the fire service regarding reimbursement procedures:

- Because of the availability of a number of different possible funding programs at the local, state, and federal level, no one procedure for filing reimbursement claims can be prescribed.
- The one procedure that can be consistent for preparing for of all claims is the documenting procedure. The attached “Documenting Disaster Costs” will provide the appropriate documentation for all potential funding sources.
- It is very important that written local mutual aid agreements be executed prior to a disaster. Local jurisdiction must not have opted out of the Missouri Plan prior to the incident. The crucial points that the agreement must contain are: 1) the terms for charges for mutual aid; and 2) there is no contingency clause, i.e. “Payment will be provided only upon receipt of funding from FEMA.”
- The language of the “Reimbursement Procedure” and the “Documenting Disaster Costs” has been researched with the Missouri State Emergency Management Agency Planning and Disaster Recovery Branch to insure compatibility and accuracy.
- The Planning and Disaster Recovery Branch of the Missouri State Emergency Management Agency can be an important resource to help match reimbursement claims with the best available funding source.
- Additional information is available from FEMA’s “Public Assistance Guide” (FEMA 322) and FEMA’s “Public Assistance Policy Digest (FEMA 321).

## **PLAN MAINTENANCE**

### Emergency Response Plan Committee

The coordination of the Missouri Mutual Aid System for Fire Resources including its development, revision, distribution, training and exercising is the responsibility of the Missouri Association of Fire Chiefs. The Emergency Response Plan Committee will oversee this process. The committee will be composed of the following:

State Plan Coordinator (Chairperson)

Regional Mutual Aid Fire and Rescue Coordinator-one representative from each of the nine regions

Missouri State Emergency Management Agency, one representative

Missouri Division of Fire Safety, one representative

University of Missouri, Fire and Rescue Training Institute, one representative

Executive Director of MAFC

### **Key Positions in the Maintenance of the Plan**

#### **State Plan Coordinator:**

The State Plan Coordinator shall be an employee of the MO Division of Fire Safety under the direct supervision of the State Fire Marshal. The State Plan Coordinator shall have knowledge of, and experience in, any or all of the following: volunteer and/or career fire service search and rescue, hazardous materials response, coordination of multi-agency responses to emergencies, emergency medical service, and law enforcement

The State Plan Coordinator is responsible for:

- Chairing and directing this plan
- Training and exercising this plan
- Ensuring the plan is functioning appropriately at all times
- Coordinating all grants and training programs in support of the plan.
- Disseminating changes to the plan to the participants of the system.

#### **Regional Plan Coordinators**

These are detailed on page 48 and are instrumental in ensuring fire departments and personnel receive information concerning changes in this plan, training in the utilization of the plan, and updating equipment and personnel for the plan.

A checklist for each key position with their roles and responsibilities are identified in Appendix A.

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## **APPENDICES**

## **PLAN ACTIVATION CHECKLIST**

The following will assist in insuring the proper information gets to the proper location.

- \_\_\_ Contacted local area coordinator or regional coordination center (See next page for telephone numbers)
- \_\_\_ Identified myself and the agency making the request
- \_\_\_ Provided two callback numbers for contact purposes
- \_\_\_ Stated the reason for the request
- \_\_\_ Stated the type(s) and quantity of resources needed and resources already utilized
- \_\_\_ Stated when we need the resources
- \_\_\_ Stated where resources are to report
- \_\_\_ Stated other needed information for responders
- \_\_\_ Identified Radio Communications Frequency to be utilized for contact by incoming resources

## KEY POSITION CHECKLISTS

### Area Plan Coordinator

**Position Responsibility** – Maintenance and coordination of the plan at a local level.

Identify contacts for each fire agency in the area represented

Resource list obtained from each fire agency in the area represented

Ensure each fire agency within the area represented has registered with the Division of Fire Safety

Ensure each fire agency within the area represented has the capabilities to communicate utilizing the identified mutual aid frequencies for disasters.

Establishes relationship with local EOC's within represented area

Assists and/or develops a local mutual aid plan for area represented

Understands and is able to assist local jurisdictions with incident documentation and the processing of reimbursement documents

Upon local activation of plan:

- Coordinate resources activated within assigned area
- Provide situational awareness of activation with regional coordinator

**Regional Plan Coordinator**

**Position Responsibility** – Maintenance and coordination of the plan at the regional level.

Selects an alternate regional coordinator

Collects resource data from area coordinators

During activation serves as coordinator of the plan in the assigned region

Conducts annual meetings with area coordinators to collect resource data, resolve issues, and fill vacancies.

Assists and/or develops a regional mutual aid plan specific to the region represented.

Once activation of the statewide plan occurs will assign or act as a liaison to the affected area.

During a statewide activation will communicate status reports and updates to the State EOC or other designated location

Provide a report of each regional activation to the State Plan Coordinator documenting problems, recommendations, and participants

During region to region activation will coordinate an Incident Support Team response to the incident

Identify area plan coordinators within their region

**State Plan Coordinator**

**Position Responsibility** – Overall coordination, management, maintenance of the Missouri Fire Service Statewide Mutual Aid plan.

Ensure that regional coordinator positions are filled and operating effectively.

Appoint two (2) alternate coordinators in case of absence.

Conduct semi-annual meetings with regional coordinators gathering resource data, update plans, and any other administrative functions needed.

Monitor plan for any changes needed in terms of legislation, activation, and implementation.

Directs the coordination of the reimbursement process.

Critiques plan activations with regional coordinators and makes appropriate recommendations for changes in the plan.

Maintains situational awareness statewide and disseminates situational information to plan participants

Acts as fire service liaison to other agencies and disciplines during planning, training, exercises and activations.

Activates plan when region to region response is requested.

Coordinates requests and response between regions.

Notifies state agencies and resources when appropriate.

Is fire service liaison to state government.

Provides fire resource coordination during State EOC activation.

Involved in exercises, after action and plan critiques when conducted.

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**State Fire Marshal**

**Position Responsibility-** Overall responsibility for plan activation

- Oversees State Mutual Aid Coordinator

## STATE FIRE RESPONSE RESOURCE DEFINITIONS

When a request is made for statewide mutual aid activation, all requests should be made using the standard FEMA typing when it is available. The following resource terms include the most common resources requested. It is expected that any agency responding in an assistance role will abide by the recommended resource definitions. It is also understood that any agency that responds and does not meet the resource definition will be sent home and deemed ineligible for reimbursement.

**Brush Truck** – 4wd vehicle that carries its own water and the ability to pump either in a high pressure or low pressure capacity. Equipment included should include leaf blowers, chainsaw, and rakes. Minimum staffing is two (2) personnel.

**Engine (Eng.) Type I** – A combination vehicle having a pumping capacity of 1000 gpm or greater, a water tank of at least 400 gallons, hose and equipment similar to NFPA 1901. Minimum staffing 4.

**Engine (Eng.) Type II** – A combination vehicle having a pumping capacity of 500 gpm, a water tank of at least 400 gallons, hose and equipment similar to NFPA 1901. Minimum staffing 3.

**Ladder (Lad.) Type I**– A vehicle with a powered aerial ladder capable of reaching a minimum height of 75 feet. This unit shall have hose and equipment similar to that recommended by NFPA 1901 minimum of 115 ft of ground ladders and 500 GPM elevated master stream. May or may not include a pump and booster tank. Note: this classification includes aerial ladders, snorkels, elevated and articulated platforms, and telesquirts). Minimum staff 4 personnel.

**Water Tender Type I** – A water transporting vehicle having a minimum capacity of 2000 gallons. The unit shall have hose and equipment similar to that recommended by NFPA 1901. Note: This unit shall have a quick dump capacity (minimum of 300 GPM). Minimum staffing of one (1) person.

**Water Tender Type II** – A water transporting vehicle having a minimum capacity of 1000 gallons. The unit shall have hose and equipment similar to that recommended by NFPA 1901. Note: This unit shall have a dump capacity (minimum of 120 GPM). Minimum staffing of one (1) person.

**Foam Tender Type I**-A foam carrying transport vehicle capable of providing a minimum of 500 gallons of foam concentrate and capable of off loading foam through hose lines. Minimum staffing of one (1) person.

**Foam tender Type II** - A foam carrying transport vehicle capable of providing a minimum of 250 gallons of foam concentrate and capable of off loading foam through hose lines. Minimum staffing of one (1) person.

**ALS Ambulance (ALS) Type I** – An ambulance (transporting vehicle) equipped and staffed to provide paramedic advanced life support (ALS) services and transporting at least 2 litter patients. Minimum staffing of two (2) personnel (1 paramedic, 1 EMT). Capable of and trained to function in a Hazardous Material Environment, at least Level B.

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**ALS Ambulance (ALS) Type II** – An ambulance (transporting vehicle) equipped and staffed to provide paramedic advanced life support (ALS) services and transporting at least 2 litter patients. Minimum staffing of two (2) personnel (1 paramedic, 1 EMT).

**BLS Ambulance (BLS) Type III** – An ambulance (transporting vehicle) equipped and staffed to provide basic life support (BLS) services and transport 2 litter patients. Minimum staffing of two (2) personnel (2 EMTs). Capable of and trained to function in a Hazardous Material Environment, at least Level B.

**BLS Ambulance (BLS) Type IV** – An ambulance (transporting vehicle) equipped and staffed to provide basic life support (BLS) services and transport 2 litter patients. Minimum staffing of two (2) personnel (2 EMTs).

**Homeland Security Regional Response System Assets (HSRRS)** – Resources throughout the state specifically equipped to provide various specialized services. Staffing will be based on each team's protocols:

- WMD enhanced hazardous material response
- WMD enhanced tactical law enforcement
- WMD enhanced EMS
- Bomb capabilities

**Incident Support Teams (IST)** – Established teams throughout the state specifically equipped to provide command support during large incidents. Staffing will be based on each team's protocols.

## COMMUNICATION PLAN

Agencies participating in the statewide mutual aid plan will be required to have the following frequencies available when they respond.

For fire service activations within the statewide plan units will utilize the state mutual aid assigned frequencies and will refer to the frequencies with the appropriate designations:

<b>Name</b>	<b>TX</b>	<b>RX</b>	<b>PL Decode</b>	<b>PL Encode</b>	<b>Use</b>
<b>FMA Call</b>	<b>154.280</b>	<b>154.280</b>	<b>N/A</b>	<b>N/A</b>	<b>Incident Command</b>
<b>COM1</b>	<b>154.265</b>	<b>154.265</b>	<b>N/A</b>	<b>N/A</b>	<b>Division/Group</b>
<b>COM2</b>	<b>154.295</b>	<b>154.295</b>	<b>N/A</b>	<b>N/A</b>	<b>Division/Group</b>
<b>COM3</b>	<b>154.27250</b>	<b>154.27250</b>	<b>156.7</b>	<b>156.7</b>	<b>Division/Group</b>
<b>COM4</b>	<b>154.28750</b>	<b>154.28750</b>	<b>156.7</b>	<b>156.7</b>	<b>Division/Group</b>
<b>STAGING</b>	<b>154.30250</b>	<b>154.30250</b>	<b>156.7</b>	<b>156.7</b>	<b>Staging</b>

For statewide activations requiring a multi-discipline response the frequencies listed below will be utilized and referred to with the appropriate designations:

<b>Name</b>	<b>TX</b>	<b>RX</b>	<b>PL Decode</b>	<b>PL Encode</b>	<b>Use</b>
<b>MTAC</b>	<b>154.680</b>	<b>154.680</b>	<b>156.7</b>	<b>156.7</b>	<b>Hailing Frequency</b>
<b>VTAC1</b>	<b>151.13750</b>	<b>151.13750</b>	<b>156.7</b>	<b>156.7</b>	<b>Division/Group</b>
<b>VTAC2</b>	<b>154.45250</b>	<b>154.45250</b>	<b>156.7</b>	<b>156.7</b>	<b>Division/Group</b>
<b>VTAC3</b>	<b>158.73750</b>	<b>158.73750</b>	<b>156.7</b>	<b>156.7</b>	<b>Division/Group</b>
<b>VTAC4</b>	<b>159.47250</b>	<b>159.47250</b>	<b>156.7</b>	<b>156.7</b>	<b>Division/Group</b>

## SUPPLY CHECKLIST

Depending upon type of Response, the amount/number of supplies would need to change. Scramble response-two (2) days/Standard Response- four (4) days. The type would remain the same.

- Food/Water
- Full set of NFPA Compliant protective structural and/or wildland firefighting gear
- Infectious Disease Control Kit (gloves, goggles, pocket mask etc.)
- Shirts
- Sweatshirts (if in season)
- Pants
- Socks
- Boots
- Jackets (type of season)
- Underclothing
- Personal toiletry (soap, shampoo, deodorant, toilet paper, shaving kit, towels)
- Medicines
- Bed roll, pillow
- Eye glasses/contacts
- Money
- Identification
- Sunscreen

In addition, each organization sending equipment must provide means for paying for fuel.

## MUTUAL AID COORDINATORS

### Region A

**John Spencer**

Lee's Summit Fire Department  
207 SE Douglas  
Lee's Summit, MO 64063  
(816) 969-7407  
(816) 969-1313 (FAX)

### Region B

**Randy Behrens**

Kirkville Fire Department  
401 North Franklin  
Kirkville, MO 63501  
(660) 665-3734/3735  
(660) 627-7011 (FAX)

### Region C

**Greg Brown**

Eureka Fire Protection District  
PO Box 97  
Eureka, MO 63025  
(636) 938-5505  
(636) 938-6970 (FAX)

### Region D

**Rich Stirts**

Logan-Rogersville FPD  
3427 S. State Hwy 125  
Rogersville, MO 65742  
(417) 753-4265  
(417) 753-4340 (FAX)

### Region E

**John Mallott**

Kennett Fire Department  
200 Cedar Street  
Kennett, MO 63857  
(573) 888-5337  
(573) 888-4555 (FAX)

### Region F

**Charles Witt**

Columbia Fire Department  
201 Orr Street  
Columbia, MO 65201  
(573) 874-7391  
(573) 874-7446 (FAX)

### Region G

**Tim Bean**

West Plains Fire Department  
302 W. Broadway  
West Plains, MO 65775  
(417) 256-2424  
(417) 257-2194 (FAX)

### Region H

**George Albert**

St. Joseph Fire Department  
401 S. 7<sup>th</sup>  
St. Joseph, MO 64501  
(816) 271-4808/4603  
(816) 271-4612 (FAX)

### Region I

**Ronald Smith**

City of Rolla Fire Department  
1409 E. 10<sup>th</sup> Street  
Rolla, MO 65401  
(573) 364-3989  
(573) 364-1224 (FAX)

**State of Missouri**  
**Missouri Division of Fire Safety**  
**2401 E McCarty**  
**Jefferson City, MO. 65102**

**Randy Cole**  
State Fire Marshal

573-690-3782 (cell)  
573-751-1742 (work)  
[randy.cole@dfs.dps.mo.gov](mailto:randy.cole@dfs.dps.mo.gov)

**Greg Carrell**  
Assistant State  
Fire Marshal

573-301-5315 (cell)  
573-751-2930 (office)  
[greg.carrell@dfs.dps.mo.gov](mailto:greg.carrell@dfs.dps.mo.gov)

**Sherril Gladney**  
State Mutual Aid  
Coordinator

573-821-0937 (cell)  
573-751-1601 (work)  
[sherril.gladney@dfs.dps.mo.gov](mailto:sherril.gladney@dfs.dps.mo.gov)

# MISSOURI MUTUAL AID HAZARDOUS MATERIALS TEAMS

(Can be requested through the regional mutual aid coordinators)

## **Region A – All Type II with most capabilities of Type I**

Kansas City Fire Department HazMat

KC Metropolitan Medical Response System

Whiteman AFB FD HazMat

Clay Co./Northland Fire Chiefs Assoc. (NFCA) HazMat- **Type II**

Lee's Summit Fire Department HazMat – **Type II**

Sedalia/Pettis County HazMat – **Type II**

Tri-District - Central Jackson, Ft. Osage, Sni Valley HazMat- **Type II**

Independence Fire Department- **Type II**

## **Region B**

Kirksville/Adair County HazMat- **Type III**

Hannibal Fire HazMat Team- **Type II**

## **Region C – all teams Type II**

St. Charles-Warren-Lincoln County Hazardous Materials Response Team – **Type II**

St. Louis County HazMat- **Type II**

St. Louis City Fire Department HazMat- **Type II**

Jefferson County HazMat – **Type II**

Franklin County HazMat – **Type II**

## **Region D**

Springfield Fire Department HazMat-**Type I**

Logan-Rogersville FPD HazMat- **Type II**

Joplin Fire Department HazMat – **Type II**

Western Taney County HazMat-**Type II**

## **Region E**

Southeast Missouri HazMat – Jackson, Sikeston and Cape Girardeau- **Type II**

Kennett Fire Department HazMat – **Type II**

Ozark Regional Homeland Security Team

## **Region F**

Boone County FPD HazMat-**Type II**

Columbia Fire Department HazMat – **Type II**

Cole County Emergency Response Team – **Type II**

Camden County Hazmat – **Type II**

## **Region G**

West Plains Fire Department – **Type II**

## **Region H**

Region H Haz-Mat Response Team - **Type I**

## **Region I**

Rolla Fire & Rescue Regional HazMat – **Type II**

MO National Guard, 7th CST – Type I technician capabilities – **Type III equipment**

Pulaski County LEPC / St. Robert Fire Department HazMat – **Type I**

Lebanon Fire Dept / Laclede County Hazardous Response Team – **Type III**

# **FORMS AND INSTRUCTIONS**



## MUTUAL AID RESOURCE REQUEST CHECKLIST

Event Tracking # \_\_\_\_\_ EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PRIORITY:  FLASH  HIGH  MEDIUM  LOW

REQUESTING PARTY: \_\_\_\_\_ PHONE/CONTACT INFO: \_\_\_\_\_

REQ. RECVD BY: \_\_\_\_\_ REQ. FORWARDED TO: \_\_\_\_\_

RESOURCE REQUESTED: \_\_\_\_\_

MISSION: \_\_\_\_\_

### LOGISTICAL NEEDS:

GAS \_\_\_\_\_

WATER \_\_\_\_\_

FOOD \_\_\_\_\_

LODGING \_\_\_\_\_

OTHER \_\_\_\_\_

APPARATUS SIZE/WEIGHT RESTRICTIONS \_\_\_\_\_

### AIR RESOURCE INFO:

#### LANDING ZONE DETAILS:

LOCATION \_\_\_\_\_

SIZE \_\_\_\_\_

OBSTRUCTIONS/HAZARDS \_\_\_\_\_

OXYGEN RESUPPLY \_\_\_\_\_

FUELING \_\_\_\_\_

HANGER SPECIFICATIONS \_\_\_\_\_



ESTIMATED DURATION OF DEPLOYMENT: \_\_\_\_\_

STAGING LOCATION: \_\_\_\_\_

REPORTING TO: \_\_\_\_\_

ON SCENE DATE/TIME REQUESTED: \_\_\_\_\_

COMMUNICATIONS (RADIO FREQ/PHONE, ETC.): \_\_\_\_\_

RESOURCE COMING FROM (DEPARTMENTS AND APPARATUS ID):

NAME/NUMBER FOR RESOURCE CONTACT: \_\_\_\_\_

TIME ENRT \_\_\_\_\_ ETA \_\_\_\_\_ ARRIVAL \_\_\_\_\_

DEMOB /DEPARTURE DATE & TIME \_\_\_\_\_

REASSIGNED TO \_\_\_\_\_

NEW MISSION \_\_\_\_\_

TIME ENRT \_\_\_\_\_ ETA \_\_\_\_\_ ARRIVAL \_\_\_\_\_

DEMOB /DEPARTURE DATE & TIME \_\_\_\_\_

NOTES: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

FAX TO:

REQUESTING DEPARTMENT NAME: \_\_\_\_\_

ATTN: \_\_\_\_\_ FAX #: \_\_\_\_\_

RESPONDING DEPARTMENT NAME: \_\_\_\_\_

ATTN: \_\_\_\_\_ FAX #: \_\_\_\_\_

**MISSION VERIFIED BY:**

**MUTUAL AID COORDINATOR:** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_ **TIME** \_\_\_\_\_

**ASSIGNED MISSION NUMBER** \_\_\_\_\_



## FIRE DEPARTMENT REGISTRATION AND EQUIPMENT INFORMATION WORKSHEET

PLEASE TYPE OR PRINT

*Mail, Fax or Email completed form to:*

**MISSOURI DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF FIRE SAFETY  
P.O. Box 844  
JEFFERSON CITY, MO 65102  
FAX: 573-751-5710  
Email: firesafe@dfs.dps.mo.gov**

1) FDID:	2) FIRE DEPARTMENT NAME:	3) 24 HR CONTACT NUMBER: (Other than 911)		
4a) FIRE DEPARTMENT MAILING ADDRESS:		5a) NON-EMERGENCY BUSINESS PHONE NUMBER:		
4b) FIRE DEPARTMENT WEBSITE ADDRESS (if applicable):		5b) BUSINESS FAX NUMBER:		
6) FIRE DEPARTMENT PHYSICAL ADDRESS - Main Station (Additional Stations should be included on the supplemental form)		7) GIS LOCATION OF MAIN STATION (Long/Lat) If known:		
8) CITY:		9) ZIP CODE:	10) COUNTY:	
11) CHIEF'S NAME:		12) E-MAIL ADDRESS:		13) PHONE:
14) CONTACT PERSON (if other than chief):		15) E-MAIL ADDRESS:		16) PHONE:
17) DEPARTMENT TYPE: (check one box) <input type="checkbox"/> ALL VOLUNTEER <input type="checkbox"/> ALL PAID <input type="checkbox"/> PART PAID / PART VOLUNTEER <input type="checkbox"/> PART PAID / PART PAID PER CALL <input type="checkbox"/> ALL MEMBERS PAID PER CALL		18) DEPARTMENT TYPE: (check one box) <input type="checkbox"/> DISTRICT <input type="checkbox"/> MUNICIPALITY <input type="checkbox"/> ASSOCIATION		
		19) FIRE DEPT FUNDING <input type="checkbox"/> TAX SUPPORTED <input type="checkbox"/> SUBSCRIPTION / TAG		
		20) PERSONNEL (complete each applicable field): # PAID                      # VOLUNTEER                      # PAID PER CALL		
21) DATE ASSOCIATION BOUNDRIES FILED:	22) NUMBER OF FIRE STATIONS:	23) ACTIVELY NFIRS REPORTING: <input type="checkbox"/> Yes <input type="checkbox"/> No	24) CODE ENFORCEMENT (circle or fill in blank): <input type="checkbox"/> BOCA <input type="checkbox"/> UFC <input type="checkbox"/> NFPA <input type="checkbox"/> ICC Code Edition (Year)	25) ISO RATING: (lowest rating for your department)
<b><i>FIRE DEPARTMENT EQUIPMENT INFORMATION</i></b>				
26) MUTUAL AID REGION (same as Hwy. Patrol Troop):	27) REGIONAL MUTUAL AID AREA COORDINATOR:			

28) Please inventory and report below **ALL** fire or related resources operated by your department. Refer to the Resource Typing description lists to provide the most accurate representation of available equipment/resources. *Note: Inclusion of resources does not indicate all resources are available for Mutual Aid responses.*

**Mail, Fax or Email the completed first 2 pages and any additional station info to:**

**MISSOURI DEPARTMENT OF PUBLIC SAFETY  
 DIVISION OF FIRE SAFETY  
 P.O. BOX 844  
 JEFFERSON CITY, MO 65102  
 FAX: 573-751-1744  
 Email: [firesafe@dfs.dps.mo.gov](mailto:firesafe@dfs.dps.mo.gov)**


Equipment	Type and #	Equipment	Type and #
Engines (Pumpers)	I V II VI III VIII IV	Water Tenders (Tankers)	I II III
Aerial	I IIP IP III II III P	Rescue Squad	
Brush Truck	Other	Foam Tender (include percent concentrate)	I % II %
Portable Pump	I w/trailer II w/trailer III w/trailer	Fuel Tender	I Fuel type II Fuel type
Ambulances (Fire service based)	I III II	Mobile Communications Unit	Trailer Based Vehicle Based
Bomb Squad/Explosives Team	I II III	Swiftwater/Flood Rescue Dive Team	I II III
Collapse Search & Rescue Team	I III II IV	Wilderness Search & Rescue Team	I II
Cave Rescue Team	I III II IV	HazMat Entry Team	I III II
Canine Teams (Explosives, Cadaver, Search, Tracking, Disaster, Accelerant, Wilderness)	Type: # of Teams:	HazMat Technicians (Trained at Tech Level)	
Command Vehicles	Vehicle based Trailer based	Fire Boats	

Division of Fire Safety Use Only		7) GIS LOCATION OF STATION (Long/Lat) If known:
ADDITIONAL STATION NUMBER		PHONE NUMBER:
CITY:	ZIP CODE:	10) COUNTY:
ADDITIONAL STATION NUMBER		PHONE NUMBER:
STATION PHYSICAL ADDRESS:		7) GIS LOCATION OF STATION (Long/Lat) If known:
CITY:	ZIP CODE:	10) COUNTY:
ADDITIONAL STATION NUMBER		PHONE NUMBER:
STATION PHYSICAL ADDRESS:		7) GIS LOCATION OF STATION (Long/Lat) If known:
CITY:	ZIP CODE:	10) COUNTY:
ADDITIONAL STATION NUMBER		PHONE NUMBER:
STATION PHYSICAL ADDRESS:		7) GIS LOCATION OF STATION (Long/Lat) If known:
CITY:	ZIP CODE:	10) COUNTY:
ADDITIONAL STATION NUMBER		PHONE NUMBER:
STATION PHYSICAL ADDRESS:		7) GIS LOCATION OF STATION (Long/Lat) If known:
CITY:	ZIP CODE:	10) COUNTY:
ADDITIONAL STATION NUMBER		PHONE NUMBER:

Date received:	Date entered:	Entered by:
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## Applicant Record-Keeping Forms and Instructions

### General Instructions

It is essential that you accurately document the expenses incurred in disaster response and recovery. Accurate documentation will help you to:

- Recover all of your eligible costs.
- Have the information necessary to develop your disaster projects.
- Have the information available, which the local, state, and/or federal entity will need to see, to validate the accuracy of your claim.
- Be ready for any state or federal audits or other program or financial reviews.

There are many ways to maintain documentation of your records. What's important is that you have the necessary information, readily available, and that all this information is in a usable format. Maintain a separate set of cost documents for each responding mutual aid organization or each separate project, as applicable. In the event of a federal disaster declaration, the FEMA project officer will provide you with a project number to aid in organizing costs.

A set of five summary records has been developed to assist you to organize your project documentation. If you already have a system you want to use, you may do so, if it shows the information outlined above.

The summary records are:

1. Force Account Labor Summary Record—used to record your personnel costs.
2. Force Account Equipment Summary Record—used to record your equipment use costs.
3. Material Summary Record—used to record the supplies and materials that you take out of stock or purchase.
4. Rented Equipment Summary Record—used to record the costs of rented or leased equipment.
5. Contract Work Summary Record—used to record the costs or work that you have done by contract

“NOTE: FEMA disaster numbers, project numbers, etc. will only be given in the event of a federal disaster declaration.”

**Contract Work Summary Record**

Applicant Name:	Applicant's Project No.:
FIPS #:	
Disaster Number: FEMA-        -DR-	

Invoice Number	Date	Contractor	Description of Work	Invoice Cost
<b>Total Cost for Contract Service (includes Contract Labor)</b>				

## Contract Work Summary Record Instructions

This form is used to record the costs of contracts that you awarded to respond to the disaster or to make repairs to damages caused by the disaster.

### Complete the record as follows:

- **Applicant Name:** Enter your organization's name.
- **Applicant's Project Number:** Enter the number your project number.
- **FIPS #:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.
- **Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.
- **Invoice Number:** Enter the invoice number.
- **Date:** Enter the date on the invoice.
- **Contractor:** Enter the name of the contractor receiving the contract.
- **Description of Work:** Enter a brief description of the work being performed.
- **Invoice Cost:** Enter the total dollar figure listed on the invoice for that site.
- **Total Cost for Contract Service (includes contract labor):** Add the numbers in the Invoice Cost column and enter the result here.

### Fringe Benefit Rate Sheet

Applicant:			FIPS #:	
FEMA-        -DR-	Date:	Project #:	Sheet	of
	Regular Employees		Part-Time Employees	
	Regular Time	Overtime	Regular Time	Overtime
Vacation				
Holiday Pay				
Insurance				
Retirement				
Unemployment				
Social Security				
Workman's Comp.				
Other				
Other				
Other				
Other				
<b>Total</b>				

\* Normally paid on regular time only, not overtime.

\*\* If retirement is based solely on regular salary, then it should not be included in overtime.

## **Fringe Benefit Rate Sheet Instructions**

### Fringe Benefit Calculations

Fringe benefits for force account labor are eligible. Except in extremely unusual cases, fringe benefits for overtime will be significantly less than regular time.

The following steps will assist in calculating the percentage of fringe benefits paid on an employee's salary. Note that items and percentages will vary from one entity to another.

1. The normal year consists of 2080 hours (52 weeks x 5 workdays/week x 8 hours/day). This does not include holidays and vacations.
2. Determine the employee's basic hourly pay rate (annual salary/2080 hours).
3. Fringe benefit percentage for vacation time: Divide the number of hours of annual vacation time provided to the employee by 2080 (80 hours (2 weeks)/2080 = 3.85%).
4. Fringe benefit percentage for paid holidays: Divide the number of paid holiday hours by 2080 (64 hours (8 holidays)/2080 = 3.07%).
5. Retirement pay: Because this measure varies widely, use only the percentage of salary matched by the employer.
6. Social Security and Unemployment Insurance: Both are standard percentages of salary.
7. Insurance: this benefit varies by employee. Divide the amount paid by the city or county by the basic pay rate determined in Step 2.
8. Workman's Compensation: this benefit also varies by employee. Divide the amount paid by the city or county by the basic pay rate determined in Step 2. Use the rate per \$100 to determine the correct percentage.

Note: Typically, you should not be charging the same rate for regular time and overtime. Generally, only FICA (Social Security) is eligible for overtime; however, some entities may charge retirement tax on all income.

### Sample Rates

Although some rates may differ greatly between organizations due to their particular experiences, the table below provides some general guidelines that can be used as a reasonableness test to review submitted claims. These rates are based on experience in developing fringe rates for several state departments, the default rate is that used for the state of Florida, following Hurricane Andrew (August 1992), and the review of several FEMA claims. The rates presented are determined using the gross wage method applicable to the personnel hourly rate (PHR) method. The net available hour's method would result in higher rates.

#### ***Paid Fringe Benefits***

HCA Matching	7.65%	(or slightly less)
Retirement – Regular	17.00%	(or less)
Retirement – Special Risk	25.00%	(or slightly more)
Health Insurance	12.00%	(or less)
Life & Disability Insurance	1.00%	(or less)
Worker's Compensation	3.00%	(or less)
Unemployment Insurance	0.25%	(or less)

***Leave Fringe Benefits***

Accrued Annual Leave	7.00%	(or less)
Sick Leave	4.00%	(or less)
Administrative Leave	0.50%	(or less)
Holiday Leave	4.00%	(or less)
Compensatory Leave	2.00%	(or less)

Rates outside of these ranges are possible, but should be justified during the validation process.

### Force Account Labor Summary Record

Applicant Name:
FIPS #:
Disaster Number: FEMA-        -DR-

Project Number	Date	Date	Date	Date	Date	Date	Date	Date	Total Hr	Rate/ Hr	Benefits / Hr	Total Rate/Hr	Total Cost \$
Employee Name	REG												
Title/Occupation	OT												
Employee Name	REG												
Title/Occupation	OT												
Employee Name	REG												
Title/Occupation	OT												
Employee Name	REG												
Title/Occupation	OT												
Employee Name	REG												
Title/Occupation	OT												
Employee Name	REG												
Title/Occupation	OT												
<b>Total Cost for Force Account Labor Regular Time</b>												<b>\$</b>	
<b>Total Cost for Force Account Labor Overtime</b>												<b>\$</b>	

## Force Account Labor Summary Record Instructions

Force account is the term to refer to your own personnel and equipment. Keep the following points in mind when compiling force account labor information:

- Record regular and overtime hours separately.
- Record the benefits separately for regular and overtime hours. Most overtime hours include fewer benefits than regular hours.
- Attach a Fringe Benefit Rate Sheet giving a breakdown of what is included in your benefits, by percentages, e.g., social security—15.2%, worker's compensation—4.3%, insurance—18.5%, etc. You can use an average rate if you have different benefit rates for different employees.

### Complete the Record as Follows

- **Applicant Name:** Enter your organization's name.
- **\*FIPS #:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.
- **\*Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.
- **\*Project Number:** Enter your project number.
- **Employee Name:** Enter the names of each employee who worked on the project.
- **Title/Occupation:** Enter the title or occupation of each employee who worked on the project.
- **REG:** Enter the regular hours that each employee worked on the project.
- **OT:** Enter overtime hours that each employee worked on the project. **REMINDER: Only overtime is eligible for reimbursement for emergency work. Record both regular and overtime hours, so that personnel hours can be compared with equipment use hours, if necessary.**
- **Total HR:** Total the hours for each employee and enter the result in this block.
- **Rate/Hr:** Enter each employee's hourly rate.
- **Benefits/Hr:** Enter each employees hourly benefit rate. There should be different percentages for benefits pertaining to regular and overtime wages.
- **Total Rate/Hr:** Add the employee's hourly rate in the Rate/Hr block and the hourly benefits rate in the Benefits/Hr block and enter the result here.
- **Total Cost:** Multiply the entries in the Total Hr and Total Rate/Hr blocks and enter the result here.

**Total Cost for Force Account Labor Regular Time:** Add the entries in the Total Cost, REG block for each employee and enter

\*NOTE: Only needed/available during federal disaster declarations.

### Force Account Equipment Summary Record

Applicant Name:
FIPS #:
Disaster Number: FEMA-        -DR-

Project Number	Date	FEMA Code	Equipment Description	Operator	Hours Used	Cost/ Hour	Total Cost \$
<b>Total Cost for Force Account Equipment</b>							

## Force Account Equipment Summary Record Instructions

Force account is the term to refer to your own personnel and equipment. Keep the following points in mind when compiling force account labor information:

### Complete the record as follows:

- **Applicant Name:** Enter your organization's name.
- **\*FIPS #:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.
- **\*Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.
- **\*Project Number:** Enter your project number.
- **Date:** Enter the dates for each day the project was worked on.
- **FEMA Code:** Enter the FEMA cost code for the equipment.
- **Equipment Description:** Enter a brief description of the equipment, including the rated horsepower or capacity of the equipment. Be sure to include this information if you also use a trade name or common name to describe the equipment, e.g., Ditch Witch.
- **Operator:** Enter the equipment operator's name.
- **Hours Used:** Enter the hours the equipment was used on the project.
- **Cost/Hour:** Enter the hourly cost to use the equipment.
- **Total Cost:** Multiply the number in the Hours Used block by the number in the Cost/Hour block and enter the result here.

**Total Cost for Force Account Equipment:** Add the numbers in the Total Cost blocks and enter the result here.

\*NOTE: Only needed/available during federal disaster declarations.

### Material Summary Record

Applicant Name:	Applicant's Project No.:
FIPS #:	
Disaster Number: FEMA-        -DR-	

Invoice Number	Date	Vendor	Description	Total Cost \$
<b>Total Cost for Material</b>				

## The Material Record Summary Instructions

This form is used to record the costs of supplies and materials purchased in response to the disaster or used to repair damages caused by the disaster.

### Complete the record as follows:

- **Applicant Name:** Enter your organization's name.
- **\*Applicant's Project Number:** Enter the number you have assigned to this project.
- **\*FIPS #:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.
- **\*Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.
- **Invoice Number:** Enter the invoice number.
- **Date:** Enter the date on the invoice.
- **Vendor:** Enter the name of the supplier if the material was bought specifically as a result of the disaster.
- **Description:** Enter a brief description of the supplies or materials used or purchased.
- **Invoice Total:** Enter the total cost listed on the invoice.
- **Total Cost for Material:** Add the numbers in the Invoice Total block and enter the result here.

\*NOTE: Only needed/available during federal disaster declarations.

## Rented Equipment Summary Record

Applicant Name:
FIPS #:
Disaster Number: FEMA-        -DR-

Project Number	Date	Company	Equipment Description	Hours Used	Cost/ Hour	Total Cost \$
<b>Total Cost for Rented Equipment</b>						

## The Rented Equipment Summary Record Instructions

This form is used to record the costs of equipment that you had to rent or lease to respond to the disaster or to be used in making repairs to damages caused by the disaster.

### Complete the record as follows:

- **Applicant Name:** Enter your organization's name.
- **\*FIPS #:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.
- **\*Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.
- **\*Project Number:** Enter your project number.
- **Date:** Enter the dates for each day the project was worked on.
- **Company:** Enter the name of the company that rented or leased the equipment to you.
- **Equipment Description:** Enter a brief description of the equipment that you leased or rented.
- **Hours Used:** Enter the number of hours that the equipment was used on the project.
- **Cost/Hour:** Enter the hourly rental or lease cost of the equipment. Indicate if the equipment was rented on a daily, weekly, or monthly rate, instead of an hourly rate. **NOTE: Determine that the rental rate is fair and reasonable and has not been raised to an unacceptable rate because of the disaster.**
- **Total Cost:** Enter the usage cost based on the renter's agreement.
- **Total Cost for Rented Equipment:** Add the numbers in the Total Cost blocks and enter the result here

\*NOTE: Only needed/available during federal disaster declarations.

## **Addendum to Missouri Fire Mutual Aid**

WHEREAS, the jurisdictions/departments of \_\_\_\_\_ and \_\_\_\_\_ have deemed it to be critical to the safe, efficient, and expeditious recovery of their community from the affects of the disaster occurring on \_\_\_\_\_, and as a result of the implementation of the State Fire Mutual Aid System, enter into this supplemental mutual aid agreement to provide the personnel, equipment, and materials necessary to conduct required life safety response actions; and,

WHEREAS, each party entering into this compact recognizes that this disaster event transcends political jurisdictional boundaries and that intergovernmental coordination is essential in managing this emergency; and,

WHEREAS, each jurisdiction is responsible for responding to an emergency situation and using all available resources to protect the health, safety, and property of the citizens of the affected jurisdiction(s).

WHEREAS, it is desirable and necessary that all available resources of those jurisdictions and their various departments and agencies be made available to respond to this emergency; and,

WHEREAS, Missouri law provides for the execution of such mutual aid agreements among political subdivisions of the State, public safety agencies, fire departments, fire protection districts, and/or volunteer fire protection associations, as authorized by the respective jurisdiction's elected body.

NOW, THEREFORE, THE MENTIONED JURISDICTIONS DO OFFICIALLY AGREE AS FOLLOWS:

1. \_\_\_\_\_ (Responding Agency) agrees to assist \_\_\_\_\_ (Requesting Agency) by furnishing the necessary equipment, personnel, and/or materials to supplement the requesting agencies resources in conducting disaster related emergency protective actions. It is understood that no party shall be required to unduly deplete its resources in furnishing such assistance. If the Responder is unable to meet the Requestor's need for resources, the Requestor will be advised immediately.
2. This agreement supplements the existing State Fire Mutual System and that all such relevant processes and procedures identified in that system will be used by all parties to this agreement.
3. It shall be the responsibility of each participating jurisdiction to formulate procedural plans and programs for inter-jurisdiction cooperation and for the effective mobilization and de-mobilization of its resources in the performance of these emergency protective measures.
4. In formulating such plans, and in carrying them out, the party jurisdictions, insofar as practical, shall:
  - a. Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and/or critical lifeline equipment, services, and resources, both human and material.
  - b. Provide, to the extent authorized by law, for temporary suspension of any local statutes so that the jurisdiction requested to render mutual aid can take action necessary to provide/make available the resources covered by this agreement in accordance with the terms hereof and the

State Fire Mutual Aid System; provided that it is understood that the jurisdiction rendering aid may withhold resources to the extent necessary to provide reasonable protection for themselves.

5. Documentation of hours worked, equipment used, and materials expended will be maintained by the Responder and provided to the Requestor as required for documentation of eligible expenses and reimbursement. Reimbursement rates will be as identified in Attachment A to this supplemental agreement.
6. It is expressly understood that any mutual aid extended under this agreement is furnished in accordance with RSMo Chapter 44 Section 44.090, Chapter 70 Section 70.837, Chapter 320 Section 320.090, and other applicable provisions of law. Management of an incident shall remain with the jurisdiction in which the incident occurred. Agencies providing assistance shall assign an agency representative to report to the official in charge/incident commander. The official in charge/incident commander may mission assign responding mutual assistance agencies, but each agency's representative retains supervision of their personnel and resources and may withdraw their resources at any time.
7. The provisions of this agreement shall not limit or restrict the duties and obligations of the State of Missouri to respond to emergencies within the jurisdictional confines of parties to this agreement or for any other jurisdiction that may be impacted by a disaster.
8. The Responder may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the Requestor without charge or cost. Any two or more party jurisdictions may enter into supplementary agreements establishing a different allocation of costs among those jurisdictions.
9. Each party jurisdiction shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that jurisdiction and representatives of deceased members of such forces in case such members sustain injuries or die as a result of rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own jurisdiction.
10. Parties to this agreement will request that personnel and equipment not under their direct authority honor the conditions of this agreement and support calls for assistance in response to a disaster.
11. The Requestor shall indemnify, defend, and hold blameless the Responder arising from the performance of duties in response to an emergency incident pursuant to this agreement. Officers or employees of a party jurisdiction rendering aid in another jurisdiction pursuant to this agreement shall be considered agents of the Requestor for tort liability and immunity purposes; and no party jurisdiction or its officers or employees rendering aid in another jurisdiction pursuant to this agreement shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article shall not include willful misconduct, gross negligence, or recklessness.
12. This agreement shall become effective as to each party when executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter executed this agreement, until the party terminates participation in this agreement. Execution of this agreement shall be as follows:

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Jurisdiction/Department

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Jurisdiction/Department

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Name (Print)

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Name (Print)

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Position/Title

---

Position/Title

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Signature

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Signature

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Date

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Date

**ATTACHMENT A  
SCHEDULE OF REIMBURSEMENT RATES**

**LABOR:**

Classification

Rate

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**EQUIPMENT:**

Item

Rate

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**MATERIALS:**

Item	Rate
_____	_____
_____	_____
_____	_____

(NOTE: Additional pages may be used as necessary. Labor rates should include any applicable fringe benefits. If standard FEMA rates are to be used indicate "FEMA Rates" in the applicable line.)

**Missouri Mutual Aid DEMOBILIZATION CHECK-OUT**

<b>Incident Name</b>	Incident Name	<b>Incident Number</b>	Incident Number	<b>ICS 221</b>
<b>Release Date / Time</b>		<b>Release Number</b>		
<b>Resource or Personnel Released</b>				

**Supervisor Responsible For Collecting Performance Review:**

**Resources or Personnel:** You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative.)

**Logistics Section**

	<b>Unit</b>	<b>Remarks</b>	<b>Name</b>	<b>Signature</b>
<input type="checkbox"/>	Supply Unit			
<input type="checkbox"/>	Communications Unit			
<input type="checkbox"/>	Facilities Unit			
<input type="checkbox"/>	Ground Support Unit			
<input type="checkbox"/>	Security			
<input type="checkbox"/>	Other			

**Admin/Finance Section**

	<b>Unit</b>	<b>Remarks</b>	<b>Name</b>	<b>Signature</b>
<input type="checkbox"/>	Time Unit			
<input type="checkbox"/>				
<input type="checkbox"/>				

**Other Section**

	<b>Unit</b>	<b>Remarks</b>	<b>Name</b>	<b>Signature</b>
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

**Planning Section**

	<b>Unit</b>	<b>Remarks</b>	<b>Name</b>	<b>Signature</b>
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>	Documentation Unit			
<input type="checkbox"/>	Demobilization Unit			

<input type="checkbox"/>	Security			
<b>Remarks</b>				
Ensure After-Action Inputs are completed.				
<b>Travel Information</b>				
Estimated Time of Departure		Manifest ?	[Yes] [No]	Manifest No.:
Destination:				
Travel Method:		Room Overnight?	[Yes]	[No]
Contact Info While Travelling:				
Agency Notified: Name		Date:		Time:
Actual Release Date/Time		Date:		Time:
Estimated Arrival Date/Time		Date:		Time:
<b>Reassignment Information</b>				
Unit/Resource Reassigned ?	[Yes]	[No]		
Incident Name:		Incident Number		
Incident Location:		Resource Request Number		
<b>Prepared By</b>		<b>Signature</b> :	<b>Date</b>	<b>Time</b>

State of Missouri ICS Form Set

Revised 02/03/201  
: 0

## **After-Action Review Report Outline**

Questions to Address in the AAR:

- 1) What did we intend (or plan) to do?
- 2) What actually happened?
- 3) What went well, and why?
- 4) What can be improved, and why/what would we change? (repeated for each finding, as needed)

Issue

Discussion

Recommendation