

MISSOURI SYSTEMS CONCEPT OF OPERATIONAL PLANNING FOR EMERGENCIES

(MoSCOPE)

(PLAN ONLY NO APPENDICES)

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MO-IMAS
Task Force
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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.

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

44.090. 1. The executive officer of any political subdivision 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 is 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 manmade or natural emergency disaster anywhere within the state or bordering states, the highest ranking official of a political subdivision available may render aid to any requesting political jurisdiction, even without written agreement, as long as he or she is in accordance with the policies and procedures set forth by the governing board of that jurisdiction.

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

5. All political subdivisions 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 state fire marshal and state emergency management agency.

6. Emergency response agencies shall include 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, and departments that have personnel with special skills or training that are needed to provide services during an emergency or disaster.

7. It shall be the responsibility of each political subdivision to adopt and put into practice the National Incident Management System promulgated by the United States Department of Homeland Security.
8. In the event of a disaster that is beyond the capability of local political subdivisions, the local governing authority may request assistance under this section.
9. Any entity or individual that holds a license, certificate, or other permit issued by a participating political subdivision or state shall be deemed licensed, certified, or permitted in the requesting political subdivision for the duration of the declared emergency or authorized drill.
10. Reimbursement for services rendered under this section shall be in accordance with state and federal guidelines. Any political subdivision providing assistance shall receive appropriate reimbursement according to those guidelines.
11. 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 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 if such services are otherwise provided for within their jurisdiction.
12. All activities performed under this section are deemed to be governmental functions. For the purposes of liability, all participating political subdivisions responding under operational control of the requesting political subdivision are deemed employees of such participating political subdivision.
(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)

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.

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 is appointed by the Missouri Association of Fire Chiefs. The State Plan Coordinator shall either be an active or retired fire service official with experience in the state mutual aid system. 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
- ensuring the State Fire Marshal has a current record of fire organizations, their equipment and personnel that can be called upon during plan activation
- working closely with the State Fire Marshal to ensure plan is available for immediate use during emergencies

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 for three years. The duties of the regional coordinators are:

- 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:

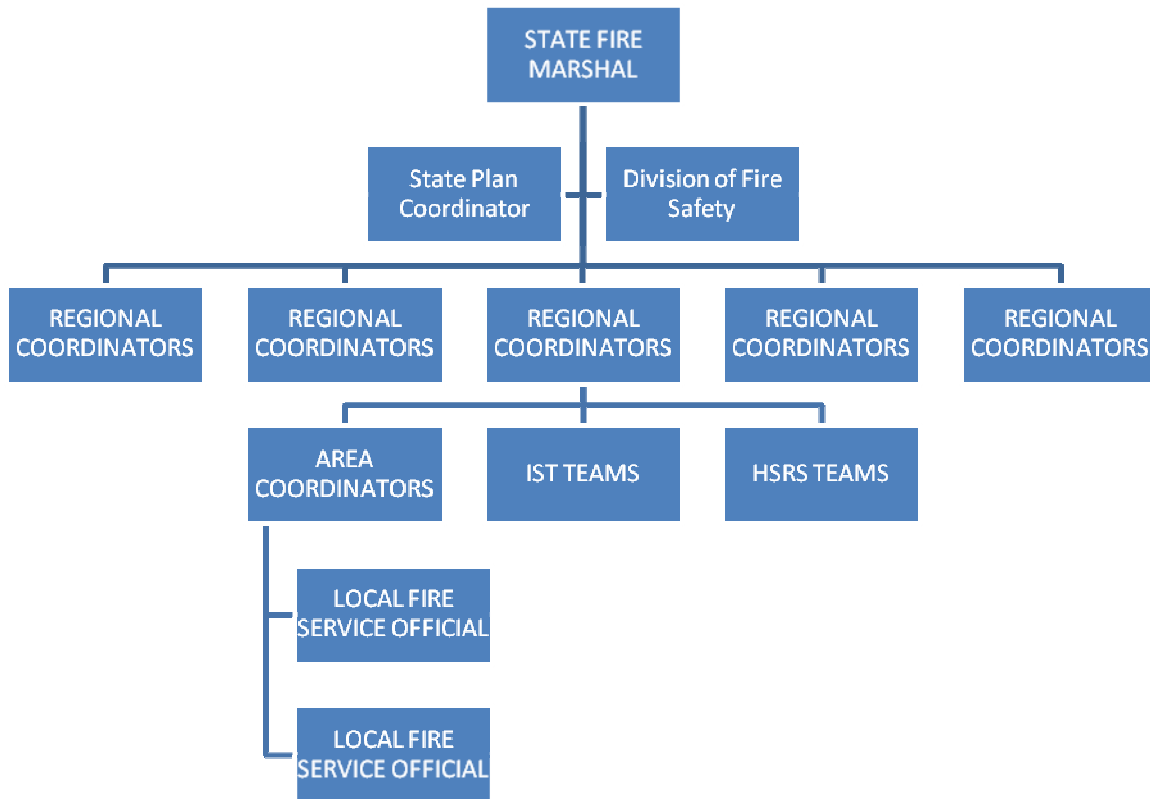
- providing a record of current fire organizations in their area, including their equipment and personnel that could be used by this plan during an activation
- ensuring this record is current
- providing this record to their Regional Plan Coordinator

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

Perry
Pike
St. Charles

St. Francois
St. Louis
Ste. Genevieve
Warren
Washington

REGION B

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

REGION D

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

REGION C

Franklin
Jefferson
Lincoln

REGION E

Bollinger
Butler
Cape Girardeau
Dunklin
Iron
Madison
Mississippi

New Madrid
Pemiscot
Ripley
Scott
Stoddard
Wayne

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

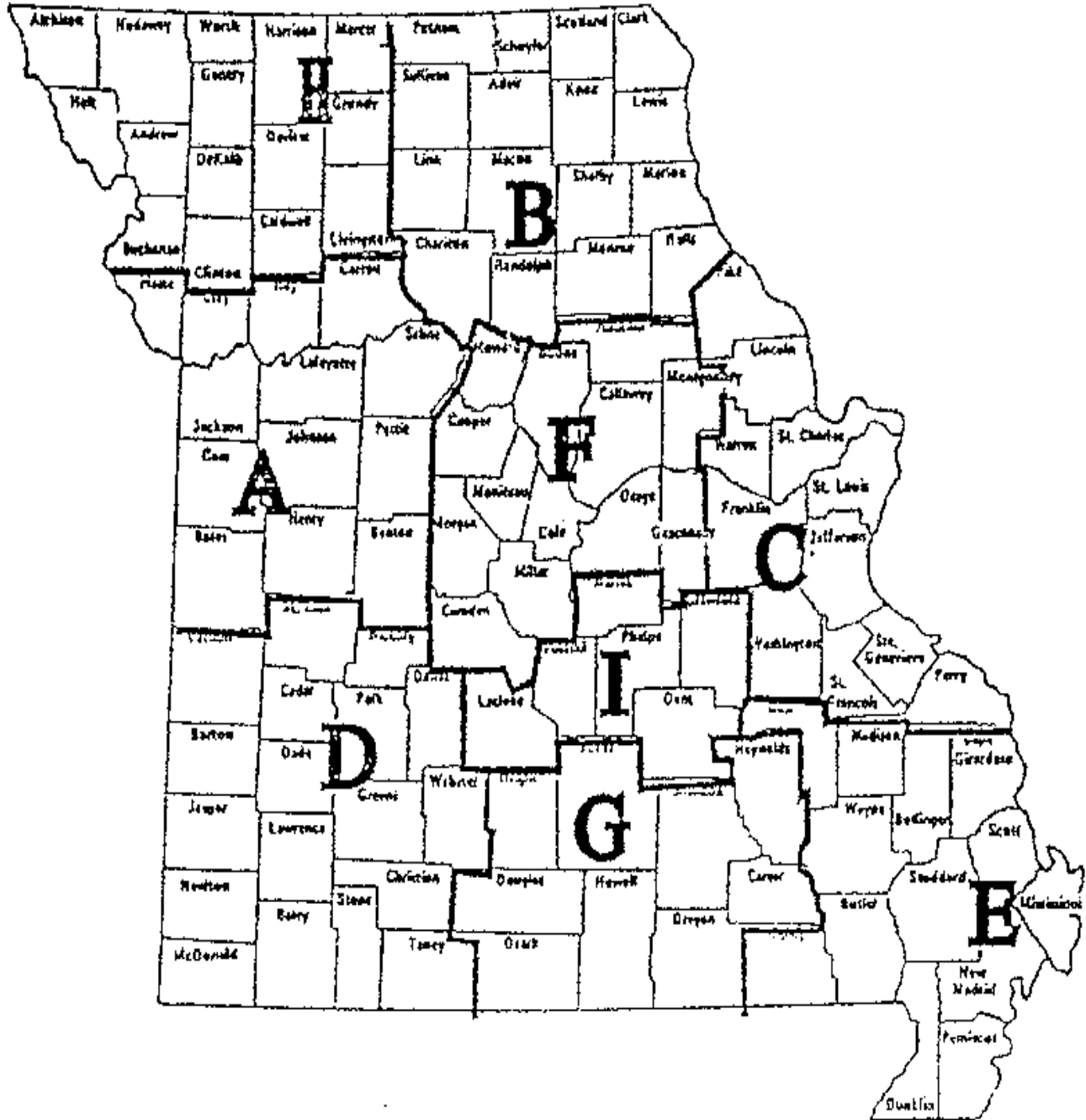
REGION H

Atchison
Andrew
Buchanan
Caldwell
Clinton
Daviess
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 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, they shall request needed resources according to the state mutual aid plan by notifying their local area coordinator and/or their regional coordinator or coordination center.

A. Area Plan Coordinator(s) will upon notification: (Local Activation)

- 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.

B. Regional Plan Coordinator will upon notification: (Regional Activation)

- 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 Fire Marshal of activation within the region
 - 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) to assist the IC as needed.
 - Identify Staging Areas as required by incident and requests.
 - Communicate to the State Fire Marshal:
 - reporting the resource status of their respective region
 - deployment elements and time-lines
 - need for additional resources from outside region
 - Communicate to the State Plan Coordinator that activation has occurred.

C. State Fire Marshal will upon notification: (Statewide Activation)

- 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.

D. State Plan Coordinator will upon notification:

- Provide assistance to the State Fire Marshal as requested
- 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 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

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 Mutual Aid Information Worksheet can be found in the Forms section.

DIRECTIONS FOR COMPLETING RESOURCE INVENTORY

1. Please fill out the Worksheet 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.

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 will be applicable to all on-scene and responding agencies. The requesting organization will reimburse the responding organization for all deployment and operational costs to include those related to personnel, use of equipment, and travel.

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

STATE- The impact of major or catastrophic emergencies can exceed local financial resources and area fire departments ability to fulfill the needs of the citizens. Financial aid and assistance may be requested from the State of Missouri.

FEDERAL- 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 same documentation procedures are applicable to both the state and federal claims. 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 the legal responsibility of the eligible applicant.

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).

Volunteer firefighters activated by this plan may submit claims to the impacted jurisdiction(s) for reimbursement at the rate pre established by the responding jurisdiction or no less than the current state minimum hourly wage. 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) 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 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:

Selected by the Missouri Association of Fire Chiefs, and upon consultation by the State Fire Marshal, is responsible for chairing and directing the Emergency Response Committee. The State Plan Coordinator shall be either an active or retired fire service official, preferably with experience in the coordination of local/regional mutual aid systems. The State Plan Coordinator is responsible for training and exercising of the Plan on the state level.

The position is responsible for coordinating all grants and training programs in support of the Plan. The State Plan Coordinator functions as the liaison to external agencies and associations.

Regional Plan Coordinators

These are detailed on page 12-13 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.