

REGIONAL DISASTER PLAN

FOR PUBLIC, PRIVATE, AND
NON-PROFIT ORGANIZATIONS
IN

**REGION D,
SOUTHWEST MISSOURI**



Version: 1.1
Released: October 2008

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Executive Summary

Disaster planning outlines responsibilities, defines resources, and organizes personnel to create an effective response and hopefully a manageable recovery. Southwest Missouri continues to receive disaster challenges, demanding multi-jurisdictional disaster plans, regional collaboration, and increased organization throughout the region.

The Region D Disaster Plan (RDP) is designed to “provide a framework whereby cooperative relationships can be formed among public, private, and non-profit organizations. This plan and the relationships it develops are intended to facilitate the cooperative regional effort of responding to the effects of natural, technological and human caused emergencies in Southwest Missouri.”

The first draft of the RDP has common response functionalities including:

- Incident Support Team,
- Regional Communications,
- Region D Multi Agency Coordination Center, and
- Regional Joint Information System.

The long-term goal of Region D is to continually add applicable, regional functionalities to the RDP such as Mass Care, Regional Health, etc. Within each of these regional response functions, the plan:

- defines common assumptions and policies,
- establishes a shared concept of operations, and
- pre-assigns functional responsibilities to appropriate disciplines, private and nonprofit organizations, and government agencies and jurisdictions.

The cornerstone of the RDP is the Omnibus Legal and Financial Agreement. This Agreement serves as the regional mutual aid agreement, tying together the availability of resources and willingness of personnel throughout Region D to support the disaster-impacted communities within the Region. As a signatory of the agreement, one commits to provide resources and personnel as available. The owner of resources always maintains control of the resources and provides these assets as the situation allows.

The potential strength of a regional mutual aid agreement, signed by public, private, and non-profit organizations throughout the region, will create a network system strong enough to respond to any disaster. Through the implementation of this plan, the resources and capabilities of the public, private, and non-profit sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of Region D.

REGIONAL DISASTER PLAN FOR PUBLIC AND PRIVATE ORGANIZATIONS IN REGION D, SOUTHWEST MISSOURI

BASIC PLAN

Version: 1.1

I. Introduction

Purpose

The purpose of the Region D Disaster Plan (RDP) is to provide a framework whereby cooperative relationships can be formed among public, private, and non-profit organizations. This plan and the relationships it develops are intended to facilitate the cooperative regional effort of responding to the effects of natural, technological and human caused emergencies in Southwest Missouri.

This RDP, developed in similar format to the National Response Plan, is to establish the architecture for a systematic, coordinated, and effective response to multi-agency, multi-jurisdictional emergencies and disasters that occur within the geographic boundaries of Region D.

The plan:

- defines common assumptions and policies,
- establishes a shared concept of operations,
- pre-assigns functional responsibilities to appropriate disciplines, private and nonprofit organizations, and government agencies and jurisdictions.

Through the implementation of this plan, the resources and capabilities of the public, private, and non-profit sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of Region D.

Scope and Applicability

RDP Scope: This plan is limited in scope. It addresses response activities in those events where normal emergency response processes and capabilities become overtaxed, or where there is a need for regional coordination of response operations due to the complexity or duration of the event(s).

RDP Applicability: This plan may apply to all public, private, and non-profit entities in geographic Region D, which includes the following counties: Barry, Barton, Cedar, Christian, Dade, Dallas, Greene, Hickory, Jasper, Lawrence, McDonald, Newton, Polk, St. Clair, Stone, Taney, Vernon, and Webster.

As a cooperative endeavor, any private business, nonprofit organization, government agency or special purpose district can choose to be a signatory and participate with this plan. The RDP is an all-hazards response plan; it applies to any event that concurrently challenges multiple jurisdictions and/or multiple disciplines.

The RDP “Basic Plan” focuses exclusively on disaster response. The plan does, however, provide a framework for future coordinated efforts to address regional mitigation, preparedness, and recovery issues.

Relationships with other regions of the state are not specifically included in this plan, though they may be included in future revisions.

National Incident Management System (NIMS)

The Region D Disaster Plan will follow the National Incident Management System (NIMS) in its entirety.

The RDP, using NIMS, establishes mechanisms to:

- Improve coordination and integration of Region D, local jurisdictions, public, private-sector, and non-profit organization partners;
- Maximize efficient utilization of resources needed for effective incident management and Critical Infrastructure/Key Resources (CI/KR) protection and restoration;
- Improve incident management communications and increase situational awareness across jurisdictions and between the public and private sector;
- Facilitate emergency mutual aid support to local jurisdictions and the private sector;
- Facilitate interaction with Missouri State, other regions, and federal agencies.

A key concept of the Regional Disaster Plan is systematic and coordinated incident management as described in the NIMS and the Incident Command System including:

- Incident reporting
- Coordinated action
- Alert and Notification
- Mobilization of Region D resources to augment existing local public and private partner needs
- Unified dissemination of public information through regional media resources
- Support of crisis and consequence management functions as required

Incident Management Activities

This RDP focuses on those activities that are directly related to an evolving incident or potential incident. Examples of incident management actions from a regional perspective include:

- Increasing region-wide incident awareness
- Activating the Region D Multi-Agency Coordination Center (D-MACC)
- Alerting regional public, private, and nonprofit partners
- Coordinating resources from local jurisdictions and other State regions
- Managing regional, spherical situational awareness
- Coordinating with the Missouri State Emergency Management Agency (SEMA)

Authorities

In recognition of the many natural, technological and human caused disasters that could possibly affect Region D, this plan is developed under the direction of the Southwest Missouri Emergency Support Organization (SMESO). SMESO authorizes management of this plan, including oversight of the Region D Multi-Agency Coordination Center, to be performed by the Regional Disaster Planning Task Force. This task force comprises of five (5) SMESO members serving by appointment from the SMESO executive committee. The task force will serve in an advisory capacity, overseeing all management tasks of the regional plan and providing counsel to the SMESO executive board on recommended actions for sustainment and improvement of the RDP. Specific duties of the task force are oversight of:

- D-MACC operations
- Regional Training and Exercise
- Regional Disaster Plan Maintenance and Enhancement
- Joint Information System operations
- Omnibus Legal and Financial Agreement oversight and record-keeping

An Omnibus Legal and Financial Agreement has been developed to provide the legal platform for resource sharing among participating organizations. It is required that all participating agencies and/or departments submit a signed agreement to the Regional Disaster Planning Task Force.

The Missouri State Fire Mutual Aid system provides for mobilization and mutual use of firefighting resources in response to a fire or other disaster that overwhelms local and mutual aid resources. The elements of this Regional Disaster Plan are designed to work in conjunction with the operational elements of the State Fire Mutual Aid system.

Mutual Aid Agreements

This plan provides a structure for disaster response operations that:

- Augments existing mutual aid agreements
- Includes pre-designated legal and financial ground rules

- Uses the National Incident Management System (NIMS) based on the Incident Command System

Mutual Aid is considered the pre-agreed sharing of resources between entities to support response activities. During an emergency or when requests for mutual aid cannot be granted, any threatened participating organization can request resources from other participating organizations. Mutual aid is assistance within a discipline. This plan facilitates *cross-discipline* sharing of resources.

Legal and Financial Ground Rules

The legal and financial ground rules are designed to:

- Ensure that those who risk being overwhelmed have timely access to resources and assistance.
- Encourage a sense of security, so those with available resources feel safe in offering assistance without risking excessive losses or liabilities.
- Establish an accounting-billing process that is congruent with FEMA policies on Federal disaster assistance to encourage appropriate financial recovery.

To this end, participants will be asked to sign a concurrent Omnibus Legal and Financial Agreement that validates and provides more details on the financial and legal concepts presented here.

Any participating organization may enter into separate emergency assistance or mutual aid agreements with any other entity. No such separate agreement shall terminate any responsibility under the Regional Plan or Omnibus Agreement. Participation in this Regional Disaster Plan shall not be interpreted or construed to create an association, joint venture, or partnership among the participating organizations or to impose any partnership obligation or liability upon any participating organizations.

Incorporated jurisdictions in Region D are mandated by RSMO Ch 44. to perform emergency management functions within their jurisdictional boundaries. Although special purpose jurisdictions and private businesses are not mandated under Ch. 44, this plan allows such entities to participate in this regional response plan.

Activation

Activation of this plan may be for an intense, localized event, or a widespread regional or catastrophic event. The RDP is intended to be activated in conjunction with other state and local emergency plans. Mutual Aid Agreements are still the “first line of defense” for plan participants. Where mutual aid may be unavailable, the Plan defines the legal and financial ground rules for resource sharing among plan participants.

Functionality

The functionality of this plan depends on the relationships of the participants and their ability to communicate, coordinate, and cooperate both within and across discipline and jurisdictional boundaries.

Limitations

The Regional Disaster Plan is a voluntary agreement among participating organizations, and as such, no participating organization has “control” or authority over another participating organization except where stated elsewhere in federal, state, or local laws.

This agreement forges new territory as a cooperative agreement among public and private organizations, and as such, may not have completely anticipated the issues in public/private cooperation and resource sharing. During simulations, exercises, or real disaster, interactions may occur that illustrate shortcomings in the design that would require modifications or clarifications in this plan.

In a situation where the Region D Multi-Agency Coordination Center cannot perform the duties outlined in this plan, those duties could be assumed by another county or by the Missouri State Emergency Operations Center.

This plan is an attempt to create a shared concept for how individual, autonomous private and public organizations, and government agencies and jurisdictions will work together in times of extreme emergency or disaster.

To be effectively implemented, this Plan will:

- Encourage the training of key personnel of signatory organizations and establishment of an exercise program to test Plan concepts as outlined in the Training & Exercise Appendix,
- Maintain voluntary Plan implementation status among public, private, and nonprofit organizations for cooperative regional disaster and emergency response,
- Encourage adoption and endorsement by major employers, non-profit public service organizations, and privately held utility providers, and
- Emergency plans of signatory organizations should reflect the voluntary implementation of the Regional Disaster Plan.

Signatories to this plan will make every reasonable effort to prepare for their responsibilities of this plan in the event of an emergency or disaster. However, all resources and systems are vulnerable to natural, technological and human caused disaster events and may be overwhelmed. Signatories can only attempt to respond based on the situation, information, and resources available at the time.

There is no guarantee implied by this plan that a perfect response to an emergency or disaster incident will be practical or possible. The Signatories of this plan, including their officials and employees, shall not be liable for any claim based upon the exercise of, or

failure to exercise or perform a public duty or a discretionary function or duty while carrying out the provisions of this plan.

II. Planning Assumptions & Considerations

- Emergency response and basic lifeline resources and services may be limited in a regional disaster, while injuries and the need for emergency services will be at an increased level.
- Provisions for basic human needs (food, water, and supplies for sanitation and shelter) may be in short supply or unavailable.
- Private employers, nonprofit organizations, government agencies and special purpose districts will commit all available resources to address their internal organizational and jurisdictional challenges before supporting a wider regional response. As those respective resources become available, those resources will be put into the system for use by requesting agencies and organizations.
- Unaffected, or minimally affected, groups will be willing – and more available – to help others when disaster strikes.
- Plans and mechanisms for “back filling” services and resources will encourage the sharing and movement of resources to those who need them most.
- Certain infrastructure failures are probable during disasters, requiring a reliance on emergency communications, creating a demand for mass care services, and presenting challenges to emergency service delivery.
- Transportation routes may be blocked for days or weeks.
- The availability of emergency services will be contingent on the nature and scope of the event.
- Private businesses, nonprofit organizations, government agencies, and other jurisdictions that have responsibilities under this regional disaster plan will develop appropriate internal plans and capabilities for their own disaster operations.

III. Roles and Responsibilities

ALL: Participating Agencies and Organizations

In preparation for an event should:

1. Develop a capability to take care of their own employees and internal functions so that they can reliably carry out their critical functions and services.
2. Strive to develop facilities that have a reduced vulnerability to hazards.
3. Acquire and manage appropriate equipment and train personnel to carry out their internal and regional responsibilities.
4. Develop and test internal plans to manage their response as it links to this regional plan.
5. Participate in mutual aid agreements and develop the capability to accommodate incoming resources from those who are assisting.

6. Maintain or develop a mechanism for proclaiming an emergency.
7. Participate in further planning efforts in specific functional areas to create Emergency Support Functions (ESFs) which are consistent with existing procedures and support this Basic Plan.
8. Share in collective effort to educate area residents, employees, customers, clients, and the community to disaster preparedness basics.
9. Commit to providing a prompt reply to any request for support within the region.
10. Participate in maintaining a single point of contact for gathering and disseminating damage information, resource requests, and response priorities within the zone, community and/or organization.
11. Sign onto the Plan and the Omnibus Agreement.

ALL: Resource Borrowing Organizations

In response to an event will:

1. First use appropriate internal organizational resources to address the emergency.
2. Request and use any available mutual aid or other resources.
3. Chief elected officials of jurisdictions or their designee should proclaim an emergency before requesting assistance from others.
4. Send a Situation Report to the Missouri State Emergency Management Agency. Communicate your situation and status to the Region D-MACC if activated.

All: Resource Lending Organizations

In response to an event will:

1. Assess internal capabilities and provide a prompt reply to any request for support as provided in zone protocols.
2. Deploy or deliver resources and services in a timely manner once a commitment is made.
3. Document all communications, decisions, activities, deployments, and deliveries.
4. Maintain avenues of communication with employees who have been deployed.
5. Perform field operations or coordinating functions under the guidance of the on-scene Incident Commander.
6. Demobilize and provide timely activity reports and final documentation.

Nongovernmental and Volunteer Organizations (NGOs)

The operational concept of the RDP establishes collaboration between public and private sector signatories and Non-Governmental Organizations (NGOs). Collaboration of NGOs with first responders, governments at all levels, and other agencies and organizations may provide relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims. This may occur when assistance is not available from other sources.

For example, the American Red Cross is an NGO that provides relief at the local level and also participates in the Mass Care element of ESF #6 Mass Care, Housing, and

Human Services. Some community-based organizations receive government funding to provide essential services. The National Voluntary Organizations Active in Disaster (NVOAD) is a consortium of more than 30 recognized National Organizations of Volunteers Active in Disaster relief. Such entities provide a significant extension of response capabilities to incident management and efforts at all levels.

BASIC PLAN

APPENDIX 1: DIRECTION AND COORDINATION

I. Introduction

Purpose

This appendix outlines the roles and responsibilities of participating organizations in providing effective direction and coordination of emergency management activities.

Scope

This document does not address the internal direction, control and coordination mechanisms and functions of participating organizations or jurisdictions, which are unique to each organization and beyond the scope of this plan.

This appendix does address the centralized and de-centralized direction, control, and coordination functions of the Regional Disaster Plan (RDP). It includes a basic concept of coordination for signatory partners and individual disciplines such as police, fire, EMS, schools, public works, health/human services and county/city emergency management agencies. The specific role of the Region D Multi-Agency Coordination Center (D-MACC) is outlined in ESF-5, Emergency Management.

Situation

1. Region D consists of the 18 counties identified in the Basic Plan. Each county will have pre-coordinated protocols for executing certain disaster functions. The D-MACC serves as an information clearinghouse among the counties.
2. Participating agencies will develop mechanisms for sharing information and coordinating activities to support this plan.
3. This plan is a voluntary, cooperative agreement among public and private organizations. In support of a coordinated response to a major incident, participating organizations are expected to provide available resources to others and allow their resources to be temporarily directed by another organization or command structure, though each participating organization maintains ultimate control of their own resources and personnel.
4. The participants of the RDP commit to the principles of the National Incident Management System (NIMS).

II. Concept of Operations

1. Response activities will be managed utilizing NIMS.
2. Some “Regional Service Providers” whose normal operations span multiple counties may use a single point of coordination through the D-MACC (e.g. public health, banking and finance, energy, information and telecommunications, agriculture, EMS, chemical industry, food, water, etc.)
3. In the event of a disaster, local and county EOCs will activate and proclaim an emergency if appropriate.
4. Resources that are committed to disaster response operations will be under the immediate direction of the on-scene command structure, which may be led by a single agency or unified command.
5. Resources recalled by their home agency and engaged in operations may not be immediately released if doing so, in the judgment of the Incident Commander, causes a life safety risk. Every effort will be made to release these resources as quickly as possible.
6. Each participating organization has ultimate control of its own resources. To the extent that they are able, and when it is prudent, participating organizations are expected to provide assistance to those affected by a disaster event.
7. If an organization chooses to provide assistance in the form of equipment or personnel, these resources can be recalled from the affected incident site, given oral or written notice from the lending organization to the on-scene Incident Commander. (See Omnibus Legal and Financial Agreement, under Article X – Loans of Equipment and Article XII – Loans of Personnel.)

Activation

1. Any signatory partner, at risk of being overwhelmed, will first use appropriate internal resources, then use any available mutual aid or commercially available resources. Cities and response agencies will first utilize mutual aid and county resources for response.
2. If further support is needed, the chief elected official will proclaim an emergency. The County Emergency Management agency will contact the appropriate D-MACC personnel for D-MACC activation (see ESF-5, Emergency Management).

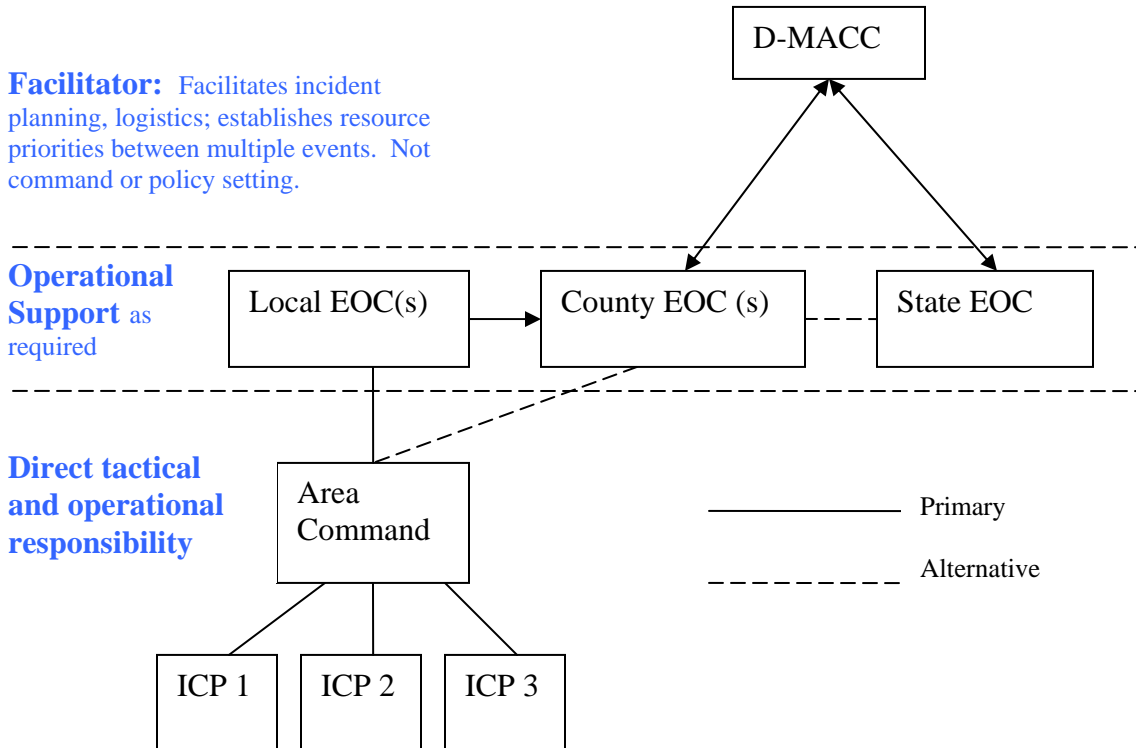
Role of the Region D Multi-Agency Coordination Center

The Region D Multi-Agency Coordination Center (D-MACC) will serve as a regional information and coordination clearinghouse. It will collect, monitor, and distribute damage information and will find and communicate the status of resources and services that have been requested and those resources and services that are available among the counties. (see ESF-5, Emergency Management)

Role of State and Federal Governments

The Missouri State Emergency Operations Center in Jefferson City will be contacted initially by the D-MACC or the affected jurisdictions. As the event unfolds, the affected jurisdiction and the D-MACC will send the State EOC regular situation reports with current damage assessments, information about current hazards and life-safety threats, the status of the response operations, and incident action plans.

The State EOC will receive requests for resources that cannot be found regionally. Should the resource requests be beyond what can be acquired by the State, the State EOC will request appropriate Federal assets and services.



III. Roles and Responsibilities

All Participating Organizations

In Preparation for an Event:

- Assist in the development and maintenance of D-MACC procedures
- Develop a mechanism for proclaiming an emergency
- Establish internal staff coordination and information reporting procedures
- Develop basic procedures for any physical locations to be used for coordination
- Assemble a list of emergency contacts and maintain current with D-MACC
- Review relevant emergency plans
- Coordinate and/or review business continuity plans for county agencies so that critical services will not be disrupted.
- Coordinate training programs for employees to carry out their internal and regional responsibilities
- Inventory mutual aid agreements
- Develop plans to accommodate incoming mutual aid (or other) resources
- Establish and maintain an available resource list, preferably categorized and typed as required under HSPD 5 of NIMS

In Response to an Event:

- Proclaim an emergency if appropriate
- Implement the plan and utilize NIMS to manage response operations
- Monitor use of internal resources
- Make mutual aid requests as needed
- Contact jurisdictional leaders and County EOC
- Assess internal capabilities and provide a prompt reply to any request for support from another County, an affected agency, or the D-MACC
- Report damage and status information to the County EOC and/or the D-MACC
- Demobilize and provide an activity report and final documentation in a timely manner
- Document all communications, decisions, activities, and the deployment of resources
- Maintain communication with your employees that have deployed to assist others.

BASIC PLAN

APPENDIX 2: INCIDENT SUPPORT TEAM

I. Introduction

Purpose

This Appendix contains information pertaining to the organization, implementation and utilization of the Missouri Incident Support Team (MO-IST), as established by the Office of the State Fire Marshal and the State Emergency Management Agency (SEMA).

Scope

This guideline is applicable to MO-IST, under the auspices of State Fire Mutual Aid in the development, organization, activation and utilization of a State Incident Support Team. The MO-IST is developed to meet the requirements of the Homeland Security Presidential Directive #5, the National Incident Management System, and Act 227-2000 - The Counter-terrorism Planning, Preparedness and Response Act, to establish a "...state level incident support capability..."

Situation

The MO-IST is designed to provide personnel who are trained and organized to support disaster response operations by assisting the Incident Commander/Unified Command (IC/UC) using incident management specialists and technical specialists. The MO-IST may be used as follows:

1. Incidents that may overwhelm the ability of the Authority Having Jurisdiction (AHJ) to adequately provide incident support due to the size, scope or complexity of an event;
2. Incidents involving terrorism or the criminal use of hazardous materials that may require technical specialists or subject matter experts;
3. Incidents that pose unique tactical and/or incident support requirements; or
4. Special events that may require the coordination of multiple agencies and organizations, or pose unique or significant response challenges.
5. Activation of State Fire Mutual Aid for apparatus, specialized equipment, or personnel

The MO-IST operates within the framework of the National Incident Management System (NIMS), and provides local, county and state government with an effective

incident support resource that facilitates local, regional, and state adoption of NIMS, as specified in Homeland Security Presidential Directive #5 (HSPD-5).

The MO-IST will respond as a Type 3 Incident Support Team (IST), and has the ability to function for 72 hour “operation period” before reassignment occurs. **Overall command of any incident will always remain with the AHJ. The MO-IST will provide support and consultation to IC/UC; and, will only assume command over any incident by delegation of authority from the local AHJ.**

The Region D IST will serve Southwest Missouri as a Type 4 and backfill the MO-IST upon request. The Region D IST will follow the same Standard Operating Guidelines as the MO-IST.

The MO-IST system is made up of the following type teams:

Type 5: Local Village and Township Level - a "pool" of primarily emergency services officers from several neighboring departments trained to serve in Command and General Staff positions during the first 6-12 hours of a major or complex incident.

Type 4: City, County or District Level - a designated team of fire, EMS, and possibly law enforcement officers from a larger and generally more populated area, typically within a single jurisdiction (city or county), activated when necessary to support a major or complex incident during the first 6-12 hours and possibly transition to a Type 3 IST.

Type 3: State or Metropolitan Area Level - a standing team of trained personnel from different departments, organizations, agencies, and jurisdictions within a state or DHS Urban Area Security Initiative (UASI) region, activated to provide incident support at events that extend beyond one operational period. Type 3 ISTs will respond throughout the State in accordance with state law, regulations and policies.

Type 2 National and State Level - a Federal or State-certified team; has less staffing and experience than Type 1 ISTs, and is typically used on smaller scale national or state incidents. Several dozen Type 2 ISTs are currently in existence and operate through the U.S. Forest Service.

Type 1 National and State Level - a Federal or State-certified team; is the most robust IST with the most experience; is fully equipped and self-contained. Sixteen Type 1 ISTs are now in existence and operate through the U.S. Forest Service.

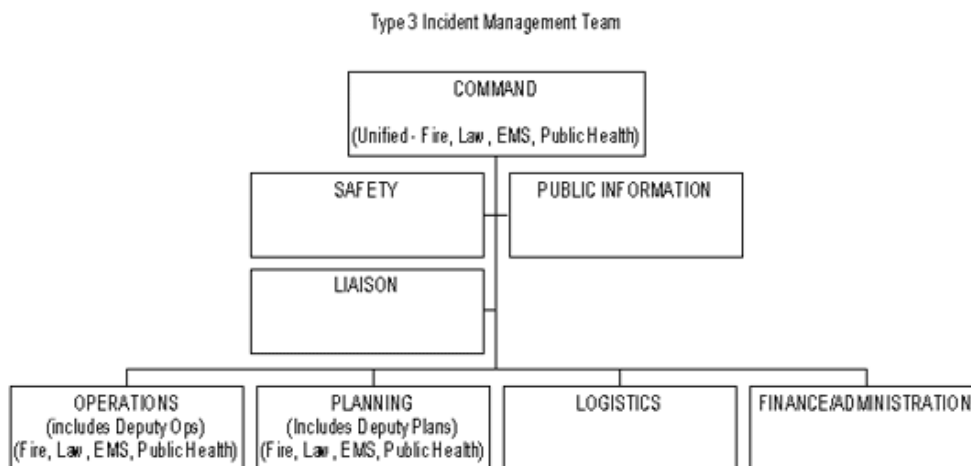
II. Concept of Operations

Team Organization

At a minimum, teams will train the following positions.

1. Incident Commander (4),
2. Safety Officers (4), Assistant Safety Officers (2)
3. Public Information Officers (4),
4. Liaison (4),
5. Operations Section Chief (4), Staging Area Managers (2)
6. Planning Section Chief (4), Resources Unit Leader (2), Documentation Unit Leader (2)
7. Logistics Section Chief (4), Support Branch Director (2), Service Branch Director (2)
8. Finance/Admin Section Chief (4)

Additional support functions may also be trained as needed. Standard team structure will be as follows:



Activation

Notification Levels

1. **Advisory** – State Fire Marshall (SFM) contacts the Regional Mutual Aid (MA) Coordinator who then notifies the IST’s Coordinator that an incident is in progress that may utilize the Team. The IST’s Incident Coordinator may or may not inform other team members.
2. **Alert** – SFM advises the Regional MA Coordinator that the team should be placed on Alert when there is a strong possibility that the Team will be activated. All IST members shall be notified. The assigned Team Coordinator will implement actions as appropriate for this alert level.
3. **Activation** - The IST is directed to respond to a designated staging area.
4. **Cancellation** - Whenever an advisory, alert, or activation is canceled, all IST members that were notified shall be contacted and informed of the cancellation. (Who cancels or confirms demobilization?)

State Notification Procedures

Activation of MO-IST will be requested through the Fire Mutual Aid System coordinated by the State Fire Marshal’s Office. Any federal, state or local agency may request activation of the MO-IST through the Fire Mutual Aid System. This activation will be initiated by contacting the State Fire Marshal’s Office.

The SFM or Regional Mutual Aid Coordinator shall contact the on scene Incident Commander to determine the following:

1. The type of incident.
2. The location of the incident.
3. Resources on scene or in route to the incident.
4. The location of the Incident Command Post.
5. The IC contact information to be given to the responding IST personnel.
6. Level of IST assistance requested.

IST Notification and Deployment

SFM or Regional MA Coordinator notifies the Regional IST Coordinator.

The IST shall respond in accordance with the following guidelines:

1. The IST Regional Coordinator may select an "Advance Group" to include an Operations Section Chief, Deputy Operation's Section Chief, Planning Section Chief and the Resource Status Unit to respond immediately to the incident scene. Sending an advance group will assist the IST with the assimilation of the current organizational structure and with organizational development and determine additional IST resources.

If an advance group is being deployed, the IST IC or Regional Coordinator shall notify the local IC that the advance team is in route and their role.

During the planning process the Deputy Operation's Section Chief (DOSC) will remain with the current IC and Ops Chief to continue the shaping process. The Operation's Section Chief (OSC) will assume his/her place in the planning process for the next operational period.

2. All other IST members shall respond to the designated staging area and proceed to the incident as a team.

Activation of IST outside the Region.

1. The SFM shall notify the Regional MA Coordinator and request the IST team.
2. The Regional MA Coordinator will contact the IST team leader and request the IST. In event that the Region Coordinator cannot be located the SFM shall contact the respective IST Team Leaders and request activation of the IST. The Regional MA Coordinator will not contact the IC directly unless instructed to do so by the Fire Marshal's Office.
3. IST shall respond to a designated staging area and travel to incident together, or respond an advance group to assist the AHJ. The remainder of the IST will follow once they have reported to staging.

General Response Guidelines

IST members shall respond in accordance with State Fire Mutual Aid System

1. Whenever practical, members should respond in as few vehicles as is necessary.
2. When responding with a command trailer, utilize a trailing vehicle with warning lights on.
3. Advance Group Functions (may be used by Team IC or Regional Coordinator)

4. All Advance Group members shall conduct a briefing with the local IC and determine the following:
 - a. present challenges and specialized resources needed,
 - b. situation prognosis,
 - c. committed resources that have responded and/or are available,
 - d. progress of the current command structure regarding:
 - Life safety.
 - Incident stabilization.
 - Property conservation.
5. If practical, a member(s) of the Advance Group, with local personnel, shall make a complete visual size-up of the incident and surrounding area.
6. Based on size up and briefing from IC, team will begin organizing and assisting the current IC/Ops chief in shaping the support structure to assure span of control, unity of command and accountability.
7. Based upon this information and the complexity of the incident, the number of members to be deployed and the type of equipment needed will be determined.
8. The Advance Group should begin working with the local IC and support staff in order to lay the foundation for a smooth integration of the Incident Support Team into the command structure.

Incident Support Team Operations

1. The Advance Group will consider the following when activating additional Incident Support Team members to the incident:
 - a. Travel distance to the incident.
 - b. The quality of incident specifics obtained over the telephone.
 - c. Multiple operational periods are anticipated.
 - d. The team has assumed command as requested by the AHJ.
2. The Team IC or Planning Chief should make every effort to contact the Advance Team when in route to the incident.
3. The MO-IST shall operate on pre-determined radio frequencies. MO-IST members should not rely upon communications provided by the AHJ to

communicate with other MO-IST members. The team shall communicate directly (face-to-face) with their respective counterparts within the ICS organization.

4. Communications between the Advance Group and the IST members on standby status will be accomplished as follows:
 - a. Cell phone
 - b. Mobile radio using IST Channel predetermined by each team.
 - c. Satellite Phone- Publish all numbers to the team
5. The Advance Group will contact the Team IC at the staging area or while in route and situation update.
6. Position assignments will be determined when additional IST members arrive.
7. IST members shall conduct themselves in accordance with the protocols for assigned position.
8. The entire IST, including the Advance Group, shall conduct an initial briefing with the local IC.
9. Implement the planning process, following procedures in the SOG Manual,
10. Establish IST operational periods, typically 12 hour shifts.
11. Conduct briefings before each shift change.
12. Contact the Regional Coordinator and keep him informed of the status of the incident and the Team activities to include the following:
 - a. Type, size and duration of the incident
 - b. The type and level of specialized expertise required by the incident (e.g., WMD, bio-agent, public works, special event)
 - c. Command and control issues generated by the incident

The “on-call” MO-IST Leader can size-up the request for MO-IST activation by consulting with other MO-IST Leaders, or responding to the incident before making a decision on the level of MO-IST response required.

Team Briefing

When the IST is deployed, the IC will establish a team briefing time and location. Attendance at the team briefing, facilitated by the Planning Section

chief, will consist of the Command and General Staff, initial attack IC, AHJ, all supervisory operations personnel not critical to the current incident efforts, and any additional personnel as requested by the IC. It is important to limit questions at the management level rather than relating to operational details.

Transitions

The IST will work with the initial attack forces on establishing a smooth transition. The IST will attempt, whenever possible to incorporate local initial attack personnel into the IST organization. In the event of a transition to a different level IST, the IC will facilitate an official time for the incoming team to take control over the incident (preferably at the end of an operational period). The IC will assure that the transfer of command is completed in a professional, timely, smooth and efficient manner.

Incident Command System Integration

1. The MO-IST will operate within the Incident Command System (ICS) as established by the local Incident Commander. The MO-IST will NOT assume command and control of any incident where IST services are requested. Overall command will always remain with the lead agency or AHJ, based upon the scope and nature of the incident, pre-existing emergency response plans, procedures, and memos of understanding. **Exception: When the local AHJ delegates authority to the MO-IST to command and control the incident. If this occurs, the local AHJ shall sign the ASSUMPTION OF INCIDENT CONTROL AUTHORITY Memorandum of Understanding. The scene will still be subject to local elected official's authority and direction.**
2. The MO-IST Incident Commander will initially serve as a Liaison or Senior Advisor to Command; all MO-IST personnel will report to the MO-IST IC upon arrival on-scene.
3. MO-IST personnel will be assigned based upon the technical and ICS needs of the incident/event. Assignments will be made with input from the MO-IST IC and approval from the local IC.

Financial Charges and Reimbursement

Within in the State of Missouri

The requesting agency will incur no charges for MO-IST response for the current operational period and following operational periods, not to exceed three (3) days. Operational periods can be extended by the IST IC based on the request of the AHJ and

logistical support. However, if third party reimbursement is available the IST member's jurisdiction may submit the appropriate paperwork to seek third party reimbursement.

Outside the State Deployment

The requesting agency will incur charges agreed upon in the approved EMAC agreement and signed prior to deployment. Deployment periods will be identified in the EMAC agreement and normally will not extend beyond fourteen (14) days, however, mutually agreed to extensions may occur.

III. Roles and Responsibilities

Division of Fire Safety IST Working Group

The IST Working Group will be comprised of members appointed by the Missouri State Fire Marshal. Members will consist of at least one representative from each organized IST in the state. Other members may be appointed as necessary at the discretion of the Fire Marshal or upon the recommendation of the Working Group membership. The goal of the IST Working Group is to organize and assist in the development of Incident Support Teams within the state. The group will make recommendations to the State Fire Marshal on operating guidelines, training, funding and guidance to implement at least three Type 3 ISTs.

Local or Regional Oversight Committee

A local or regional Oversight Committee may be appointed by the IST Working Group that would assist in local coordination of the IST. The Oversight Committee would be responsible for working with the Team IC to select team members and oversee the training progress of each member.

Team Coordinator

The Team IC or Manager will maintain an updated list of IST personnel. The Team IC is a team member that is responsible for oversight of training, membership, on call status, representing the team with other organizations, state or local government. Team leaders will assist the Team IC in leading the team and may have specific team members assigned to them as mentors. As IST member openings become available, the Team IC will notify local responders that there are openings on the team and team leadership will select additional members.

Team IC's will report to the State Fire Marshal's IST Working Group or Local IST Oversight Committee. Team Managers and Leaders will meet from time to time

with the State Fire Marshal to discuss team needs and requirements.

MO-IST Response

A regional Type 4 IST may be on scene prior to the arrival of the Type 3 IST as a State asset. It is suggested to integrate the Type 3 and 4 team personnel if possible. Type 4 teams may be integrated into the Type 3 support team or used as needed to assist at the scene.

Attachment 1

Region D IST Callout and Members

Callout

	Name	Work #	Cell #	Home #	Pager
1	Michael White	417-624-2715	417-483-2069	417-782-5031	417-626-1972
2	Ryan Nicholls	417-869-6040	417-839-0452	417-742-0579	417-868-1446
3	Jimmy Sebree	417-725-4025	417-353-5901	417-725-2510	

Members

Names	Sections Prepared to Fulfill				
	Command	Operations	Planning	Logistics	Fin/Adm.
Michael White			Chief		
Ryan Nicholls	IC		Chief		
Jimmy Sebree	IC				
Greg Hickman				Chief	
Todd Chlanda		Chief			
Mike Rowe				Chief	
Bill Sexton	Safety				
Linda Watts					Chief
Roger Harrison	Liaison				
Bryan Newberry	IC/PIO	Chief			
Phil Amtower					
Larry Woods		Chief	Chief		
Deana Fishel					
Shea Lane		I & I	Chief		
Karen Robson					Chief
Ty Davisson			Chief		

BASIC PLAN

APPENDIX 3: REGIONAL MUTUAL AID COORDINATION

I. Introduction

Purpose

This appendix outlines the structure of the regional mutual aid coordination system for disciplines including fire, law enforcement, emergency medical services, emergency management, and health.

Scope

This document does not address the internal direction, control and coordination mechanisms and functions of specific disciplines or jurisdictions, which are unique to each organization and beyond the scope of this plan.

This appendix does address the centralized and de-centralized direction, control, and coordination functions of regional mutual aid.

Situation

1. Region D consists of the 18 counties identified in the Basic Plan. Each county has common public agencies that respond to a disaster event either within or outside the county.
2. Seven primary disciplines have been identified to be organized throughout the region to provide mutual aid support either within Region D or in other areas of the state. These disciplines are fire, law enforcement, emergency medical services, emergency management, health, hospitals, and Emergency 911 Communications. Additional disciplines may be added as necessary.
3. This coordination system is a voluntary, cooperative agreement among all organizations. In support of a coordinated response to a major incident, participating disciplines are expected to provide available resources to others and allow their resources to be temporarily directed by another organization or command structure, though each participating organization maintains ultimate control of their own resources and personnel.
4. All mutual aid disciplines commit to the principles of the National Incident Management System (NIMS).

II. Concept of Operations

1. One representative will be selected from each discipline to serve as the Region D Mutual Aid Coordinator, establishing a total of seven regional mutual aid coordinators.
 - a. Fire: Regional Fire Mutual Aid Coordinator designated through State-Wide Fire Mutual Aid System by the State Fire Marshall's Office
 - b. Emergency Medical Services (EMS): Representative designated by Southwest Regional EMS
 - c. Emergency Management: Representative designated through Regional Emergency Management Mutual Aid (EMMA) coordinator
 - d. Hospitals: Regional Hospital Planner designated through Missouri Hospitals Association
 - e. 911: Representative designated by Southwest Missouri Telecommunications Emergency Response Team
2. Where possible, discipline representatives that serve on the Regional Homeland Security Oversight Committee will also serve as mutual aid discipline representatives.
3. The seven regional mutual aid coordinators will serve as primary members of the Regional Disaster Planning Taskforce, tasked with creating, enhancing, and maintaining the Region D Disaster Plan (see Basic Plan, Authorities)

Activation

1. Any signatory partner, at risk of being overwhelmed, will first use appropriate internal resources, then use any available local mutual aid or commercially available resources.
2. For single discipline events requiring regional mutual aid, regional mutual aid coordinators may be individually activated according to the needs of agencies within the respected discipline. During single discipline activations, the mutual aid coordinator for that discipline will coordinate and manage all resources requests and deployments within their own environment and under their own direction.
3. When mutual aid for more than one discipline is needed for a single event, the regional mutual aid coordinators for the necessary disciplines will be coordinated from the Region D Multi-Agency Coordination Center (D-MACC).
4. All responding regional mutual aid coordinators will serve in the Agency Representatives Group of the D-MACC Organizational Structure. Coordination of the regional mutual aid coordinators will be done by the D-MACC Coordinators.

5. If requested by the State Emergency Management Agency, the D-MACC will be activated and regional mutual aid coordinators requested to support resource requests in other regions.

Role of the Region D Multi-Agency Coordination Center

The D-MACC will serve as a regional information and coordination clearinghouse. It will collect, monitor, and distribute damage information and will find and communicate the status of resources and services that have been requested and those resources and services that are available among the counties. (see ESF-5, Emergency Management)

III. Roles and Responsibilities

Regional Mutual Aid Coordinators

In Preparation for an Event:

- Establish relations with all discipline agencies throughout Region D
- Assist in the development and maintenance of D-MACC procedures
- Keep contact information current and distribute changes to all members
- Establish coordination and information reporting procedures among different agencies within each discipline
- Coordinate training programs for members to carry out their internal and regional responsibilities
- Develop plans to accommodate incoming mutual aid (or other) resources
- Establish and maintain an available resource list, preferably categorized and typed as required under HSPD 5 of NIMS

In Response to an Event:

- For single discipline events, coordinate all necessary resources for the affected agencies
- Respond to the D-MACC when requested for multi-discipline mutual aid coordination
- Utilize NIMS to manage response operations
- Monitor use of resources
- Make mutual aid requests as needed outside the region
- Contact department heads of affected agencies
- Assess capabilities and provide a prompt reply to any request for support from another County, an affected agency, or the D-MACC
- Report damage and status information to the County EOC and/or the D-MACC
- Demobilize and provide an activity report and final documentation in a timely manner
- Document all communications, decisions, activities, and the deployment of resources
- Maintain communication with the resources that have deployed to assist others.

EMERGENCY SUPPORT FUNCTION #2 REGIONAL COMMUNICATIONS PLAN

Primary Agencies:

All Region D Local Emergency Responders
All Region D County/City Emergency Management Offices
Missouri State Emergency Management Agency

Support Agencies:

Missouri Highway Patrol
American Red Cross
Hospitals

I. Introduction

Purpose

To implement a system in which all needed public safety, public works, and special emergency response agencies can effectively communicate with each other during emergencies in Southwest Missouri and corresponding counties within the surrounding states.

Scope

This plan is primarily focused on the 18 counties within Region. However, the scope easily applies to local, state, and federal agencies outside of Region D that participate in any type of disaster response within Southwest Missouri.

II. Concept of Operations

General

1. All public safety, public works, local government agencies, and any public safety response organization must sign and abide by the Missouri State Interoperability Executive Committee (SIEC) Memorandum of Understanding (MOU).
2. If available, all participants will follow the Radio Interoperability Plan written for the local jurisdiction affected by the disaster.
3. Local Radio Interoperability Plans will outline specific channel designations or use the Mnemonic listed (see Appendix 1) on the interoperable channel list.

Response Communications

1. During incidents that involve more than one agency, an interoperable radio channel should be assigned by the incident commander or unified command structure at the scene.
2. The MTAC channel 154.680 will always be recognized as the Staging Area channel for any large scale incident. All incoming resources will report in on this channel before arriving to the staging area.
3. Communication between the local Emergency Operations Center (EOC) and the ICs will be conducted through means delineated in the affected jurisdictions interoperability plan.
4. The channels currently authorized for interoperable use in the Region D areas are listed in Appendix 1. More Channels will be added as they are made available.
5. Specialized radio interconnects and temporary repeaters may be used as they become available, either through purchase or use of units that belong to other agencies. All radio interconnects and temporary repeaters, for the implementation of radio interoperability, shall be coordinated through the appropriate local government communications entity.

III. Region D Communication Assets

General

Two communication vehicles and one communication trailer are located within Region D. These assets are currently owned and maintained by:

1. Greene County Office of Emergency Management (vehicle)
2. Jasper County Sheriff's Department (vehicle)
3. St. John's Joplin Hospital (trailer)

The vehicles were purchased with Homeland Security Grant funds and the trailer with HSRA/ASPR funds. All assets are available for use throughout Region D. The capabilities of the communication assets are:

Capabilities	Vehicle	Trailer
Voice Over IP Phone System	X	X
Radio Over IP System	X	X
POTS Lines	X	
Satellite phone	X	X
Satellite with data	X	
Satellite with video transmission	X	
Weather Station	X	
800 Mhz radio	X	X
VHF radio	X	X
UHF radio	X	X
HAM radio	X	
Interoperable radio communications	X	X
Outside panels to connect and support other vehicles	X	
Wireless Internet	X	X
Fixed and elevated camera system	X	
Video Conferencing	X	
Deployed with minimum one (1) personnel	X	
Mass Casualty Incident supplies		X
Diesel fuel	X	
Propane fuel		X

Activation

Communication Vehicles

The activation and placement of a communication asset is at the discretion of the agency which owns the vehicle. Each owner agency will develop internal protocols of the deployment of the vehicle and personnel when requested.

When it is determined that a communication asset is needed, the requesting agency or jurisdiction will:

1. Contact the Regional Emergency Management Coordinator
2. The Regional Emergency Management Coordinator will contact the senior on-duty official for the most appropriate agency (i.e. geographical location) with a communications vehicle:
 - a. Springfield/Greene County Office of Emergency Management (Springfield-Greene County 911 Center)
 - b. Jasper County Sheriff (Jasper County 911 Center)
 - c. St. John's Joplin Hospital
3. The senior on-duty official will contact the requesting agency to acquire all necessary information regarding the incident and location for the vehicle.

The owner agency will deploy the communication vehicle to the incident.

Appendix 1

Interoperable Radio Frequencies

Frequency MHz	Mnemonic	RX CTCSS	TX CTCSS	P25 NAC
155.7525 (nb)	VCALL	CSQ	CSQ	Not Auth.
151.1375 (nb)	VTAC 1	156.7 and/or CSQ	156.7	\$293
154.4525 (nb)	VTAC 2	156.7 and/or CSQ	156.7	\$293
158.7375 (nb)	VTAC 3	156.7 and/or CSQ	156.7	\$293
159.4725 (nb)	VTAC 4	156.7 and/or CSQ	156.7	\$293
154.680 (wb)	MTAC	156.7	156.7	Not Auth.
Staging				
155.475 (wb)	Law MA	Not Auth.	Not Auth.	Not Auth.
154.280 (wb)	Fire MA	Not Auth.	Not Auth.	Not Auth.
453.2125 base/mobile 458.2125 mobile only	UCALLa UCALL	CSQ	CSQ	Not auth.
453.4625 base/mobile 458.4625 mobile only	UTAC 1a UTAC 1	156.7 and/ or CSQ	156.7 Hz	\$293
453.7125 base/mobile 458.7125 mobile only	UTAC 2a UTAC 2	156.7 and/ or CSQ	156.7 Hz	\$293
453.8625 base/mobile 458.8625 mobile only	UTAC 3a UTAC 3	156.7 and/ or CSQ	156.7 Hz	\$293

***State of Missouri
Mutual Aid System***



12/2005

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. 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. With continued input and support from all fire service throughout the state, the system stands ready to mitigate the effects of small or large scale emergency.

The Division of Fire Safety thanks those who have contributed their time and effort in making this system a reality.

Mutual Aid System

Mutual Aid Law

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.

(L. 1990 H.B. 1395 & 1448 1 subsec. 1, 2, 3)
(Revised Statutes of Missouri 1992, Chapter 320)

Mutual Aid System

Mutual Aid Law (cont'd)

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 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 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.

Mutual Aid System

Mutual Aid Law (cont'd)

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)

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. 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.

B. Area Fire & Rescue Coordinator

Area Coordinators are selected by representatives of local fire service entities within an area (normally a county). They shall appoint one or more alternate Area Coordinators to serve in their absence.

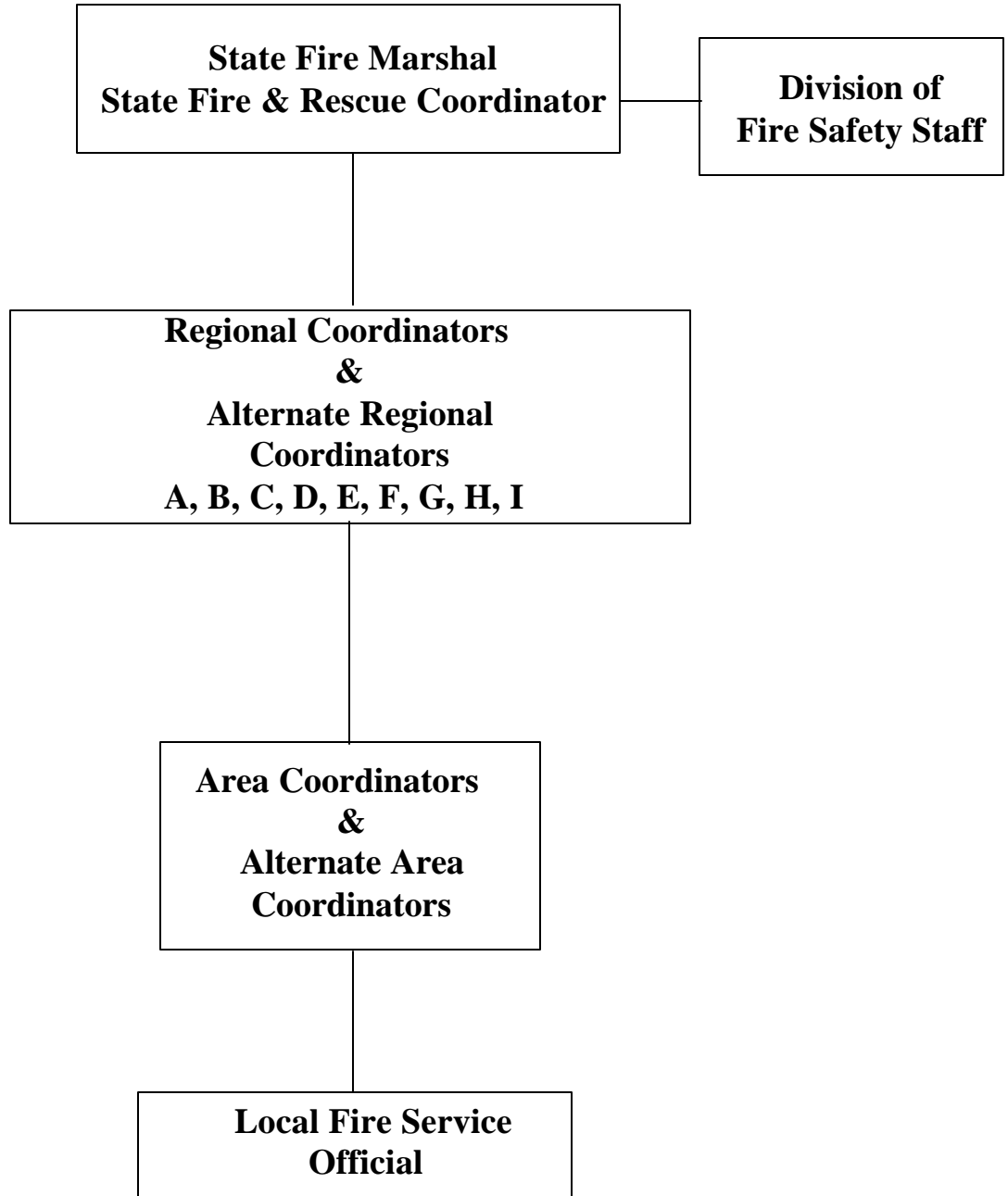
C. Regional Fire & Rescue Coordinators

Regional Coordinators are selected for a three year term by Area Coordinators within their respective regions. They shall appoint one or more alternate Regional Coordinators to serve in the absence of the Regional Coordinator.

D. State Fire & Rescue Coordinator

The State Coordinator is the State Fire Marshal in the Department of Public Safety, Division of Fire Safety. The State Fire Marshal is responsible for taking appropriate action on request for mutual aid received through Regional Coordinators. The State Fire Marshal serves on the Executive Committee in the State Emergency Operations Center when activated.

ORGANIZATIONAL CHART



Mutual Aid System

Activation of Plan (Mobilization)

A. When determined by the responsible fire and rescue official that jurisdictional resources are inadequate to cope with the emergency at hand, the following steps should be taken:

1. Activate **local** mutual aid plan. (This usually means calling neighboring fire services).
2. Notify the Area Coordinator.
3. Prepare to receive and utilize mutual aid requested as it arrives.

When jurisdictional and local mutual aid resources are determined inadequate:

4. Request needed resources according to **area** mutual aid plan.

B. The Area Coordinator will:

1. Evaluate resource availability within the operational area.
2. Coordinate the dispatch of requested resources from those available within the Area.
3. Notify the Regional Coordinator and report current situation and status of resources in the area.
4. Request mutual aid resources to fulfill request initiated by local jurisdiction or to reinforce seriously depleted resources within the Area.

C. The Regional Coordinator will upon notification.

1. Evaluate resource availability within the operational area.
2. Coordinate the dispatch of requested resources from within the region (according to the adopted plan)
3. Notify the State Coordinator, reporting known situation and resource status of the region.

Mutual Aid System

4. The State Coordinator will upon notification:
 - a. Evaluate conditions and resource availability throughout the state.
 - b. Alert all other Regional Coordinators of anticipated inter-regional dispatch of fire service resources.
 - c. Activate appropriate Incident Support Team members.
 - c. Select regions from which resources are to be mobilized to fulfill requests.
 - d. Coordinate the response of inter-regional mutual aid resources.
 - e. Act as Fire Service Representative in the State Emergency Operations Center, if state mutual aid is activated.
 - f. Process messages and requests for fire resources received from the State EOC.

How To Request Mutual Aid

This information is presented to assist the local fire chief in obtaining emergency mutual aid assistance on a timely basis. This information is not intended to modify or change any existing agreements or operational plans between your agencies and other parties.

- 1) Contact your Area Fire & Rescue Coordinator
If unknown contact your Regional or State Fire & Rescue Coordinator
- 2) Identify yourself - Preferably the local fire chief will make the request. If unavailable, state “this request is being made for Chief _____.”
- 3) State the reason for your request. Provide as much information as possible. The Area Coordinator needs this information so your needs can be met as quickly as possible.
- 4) State the type(s) and quantity of fire service resources needed. Be specific. (Refer to resource list next page.)
- 5) State “when” you need the resources. Immediately or a later specified time.
- 6) State “where” resources are to report. An address, crossroad, staging area, etc. Be specific.
- 7) Identify a person to report to and what fire frequency incoming apparatus should use.
- 8) Is there a water system?



FIRE DEPARTMENT REGISTRATION MUTUAL AID EQUIPMENT INFORMATION WORKSHEET

MAIL OR FAX COMPLETED FORM TO:

**MISSOURI DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY
P.O. Box 844
JEFFERSON CITY, MO 65102
FAX: 573-751-1744**

PLEASE TYPE OR PRINT

FIRE DEPARTMENT NAME:			FDID:
FIRE DEPARTMENT ADDRESS:			PHONE:
CITY, STATE, ZIP:			COUNTY:
CHIEF'S NAME:	E-MAIL ADDRESS:	PHONE:	
CONTACT PERSON (if other than chief):	E-MAIL ADDRESS:	PHONE:	
DEPARTMENT TYPE:		PERSONNEL (complete each applicable field):	
<input type="checkbox"/> ALL PAID <input type="checkbox"/> PART PAID / PART PAID PER CALL <input type="checkbox"/> ALL VOLUNTEER <input type="checkbox"/> ALL MEMBERS PAID PER CALL <input type="checkbox"/> PART PAID / PART VOLUNTEER		NUMBER PAID _____ NUMBER VOLUNTEER _____ NUMBER PAID PER CALL _____	
FIRE PROTECTION DISTRICT (yes/no):	NUMBER OF FIRE STATIONS:	POPULATION SERVED:	NUMBER OF SQUARE MILES IN DISTRICT:
NUMBER OF RESPONSES PER YEAR:	CODE ENFORCEMENT (circle or fill in blank):		
	BOCA UFC NFPA OTHER: _____		
SENATORIAL DISTRICT:		REPRESENTATIVE DISTRICT:	

MUTUAL AID EQUIPMENT INFORMATION

See instruction sheet for Region and Coordinator

MUTUAL AID REGION (same as Hwy. Patrol Troop):	MUTUAL AID AREA COORDINATOR:
--	------------------------------

ENGINES (NFPA 1901 COMPLIANT)	IN USE	AVAILABLE	RESCUE UNITS	IN USE	AVAILABLE	
TYPE 1 1000 GPM OR GREATER 1200' 2 1/2 HOSE OR LARGER GROUND LADDERS BOOSTER TANK			HEAVY / MED HYD / AIR OPERATED / ELECTRIC EXTRICATION TOOLS (i.e. HURST) PORTA POWER KIT GENERATOR POWER SAW			
TYPE 2 750-999 GPM 1200' 2 1/2 HOSE OR LARGER GROUND LADDERS BOOSTER TANK				LIGHT PORTA POWER KIT HAND TOOLS		
TYPE 3 TELESQUIRT						
TYPE 4 OTHER ENGINE NOT FITTING ABOVE SPECS.						
WATER TENDERS (TANKERS) NFPA 1901 COMPLIANT			SPECIAL EQUIPMENT / UNITS			
TYPE 1 1000-2499 GALLONS			AIR TEAMS MOBILE MECHANIC FUEL TENDER HAZ-MAT UNIT LIGHTING UNITS MOBILE COMMUNICATIONS			
TYPE 2 2500 + GALLONS						
TRUCK COMPANIES				PERSONNEL		
TYPE 1 AERIAL				F.D. PERSONNEL SCUBA / DIVING RAPPELLING EMT'S PARAMEDICS BOMB TECH'S OR DISPOSAL		
TYPE 1P AERIAL WITH PUMP / QUINT						
TYPE 2 PLATFORM LADDER						
TYPE 2P PLATFORM LADDER WITH PUMP						
TYPE 3 SNORKEL						
TYPE 3P SNORKEL WITH PUMP						
BRUSH - WILDLAND UNIT						
PUMP, TANK, HOSE						

List other equipment not listed above on a separate sheet

Mutual Aid System

REGION IDENTIFICATION

REGION A

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

REGION B

Adair
Charition
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

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
Daviss
DeKalb
Gentry
Grundy
Harrison
Holt
Livingston
Mercer
Nodaway
Worth

REGION I

Crawford
Dent
Laclede
Maries
Phelps
Pulaski



**Department of Public Safety
Division of Fire Safety
State Fire Marshal**

Phone Numbers

(800) 877-5688

(573) 751-2930

State Emergency Operations

(573) 751-2748

EMERGENCY SUPPORT FUNCTION #5

EMERGENCY MANAGEMENT

Primary Agencies:

Region D County Emergency Management Offices
Region D City Emergency Management Offices
Missouri State Emergency Management Agency

Support Agencies:

Missouri Highway Patrol
Region D Mutual Aid Coordinators
Missouri Department of Natural Resources
Missouri Department of Transportation
Region D Hospital Planner
American Red Cross
Hospitals
Local Law Enforcement Agencies
Local Fire Response Agencies
Emergency Medical Services

I. Introduction

Purpose

The purpose is to establish a coordinated emergency management effort throughout Region D in order to address operational response approaches and agreement framework of the Regional Disaster Plan (RDP) for all levels of government. This ESF is designed to outline operational procedures and expectations of Region D Multi-Agency Coordination Center. It is also designed to assist in training of appropriate personnel, elected officials, and volunteers who will operate under the activation of this plan, understanding the organizational responsibilities, and resource sharing under the parameters identified in the RDP.

Scope

The scope covers all signatory agencies to the RDP. It addresses response activities in those events where normal emergency response processes and capabilities become overtaxed, or where there is a need for regional coordination of response operations due to the complexity or duration of the event(s).

II. Region D Multi-Agency Coordination Center

General

The Region D Multi-Agency Coordination Center (D-MACC) will serve as a regional information and coordination clearinghouse. It will collect, monitor, and distribute damage information and will find and communicate the state of resources and services that have been requested and are available among the counties.

The D-MACC is intended to serve as “a system that agencies adopt in order to work together efficiently, planning and coordinating resources and other support for scheduled, notice, or no-notice events” (NIMS, Draft Version 2).

Functions

The overall, primary function of the D-MACC is “to coordinate all activities above the field level and to prioritize the incident demands for critical or competing resources, thereby assisting the coordination of the operations in the field” (NIMS, Draft Version 2). The D-MACC will not provide direction to the functions of local jurisdictions but may assist in coordination of the deployment of resources. Specifically, the six (6) major functions of the D-MACC are:

1. **Situation Assessment:** The D-MACC will serve as a central point for representatives of involved agencies to collect and analyze information from a variety of sources.
2. **Incident Priority Determination:** The D-MACC will establish regional priorities among ongoing incidents within Region D. Considerations determining priorities include, but are not limited to:
 - a. Life-Threatening situations
 - b. Threat to Property
 - c. High Damage potential
 - d. Incident complexity
 - e. Environmental impact
 - f. Economic impact
 - g. Political/Jurisdictional considerations
3. **Critical Resource Acquisition and Allocation:**

The D-MACC will manage resources, in line with incident priorities. Resource management includes identifying and acquiring needed resources in addition to allocating existing or known resources.

Designated critical resources will be acquired, if possible, from the involved agencies or jurisdictions. Resources available from incidents in the process of demobilization may be shifted to higher priority incidents, etc. Resources may also be acquired from outside the affected area or outside Region D.

4. Agency Coordination:

The D-MACC will play a key role in coordinating and communicating with other Regions and MAC systems at the local, state, and federal level.

5. Coordination with Elected and Appointed Officials

The D-MACC will facilitate dissemination of information to elected and appointed officials at all levels of government.

6. Coordination of Summary Information:

The D-MACC will coordinate the Region D Joint Information System, providing summary information on incidents for media and other interested agencies.

Location

The D-MACC is located in the Springfield-Greene County Emergency Operations Center at 833 Boonville, Springfield, Missouri.

The D-MACC will provide the following capabilities:

1. Operations Room with electrical, phone, and Internet capabilities for D-MACC representatives and staff personnel
2. Control Room with the ability to project any information screen (news media, computer database, etc.) on any monitor in any of the identified rooms utilized in D-MACC Operations
3. Media Center with the capacity to hold all regional media representatives and equipment as well as record any necessary briefings for mass distribution
4. Situation Room with VHF, HF, and 800 MHz radio capabilities as well as the regional Emergency Alert System.
5. Rumor control room with phone bank capabilities
6. Elected officials briefing room
7. Joint Information Center conference room for Public Information Officers' workspace

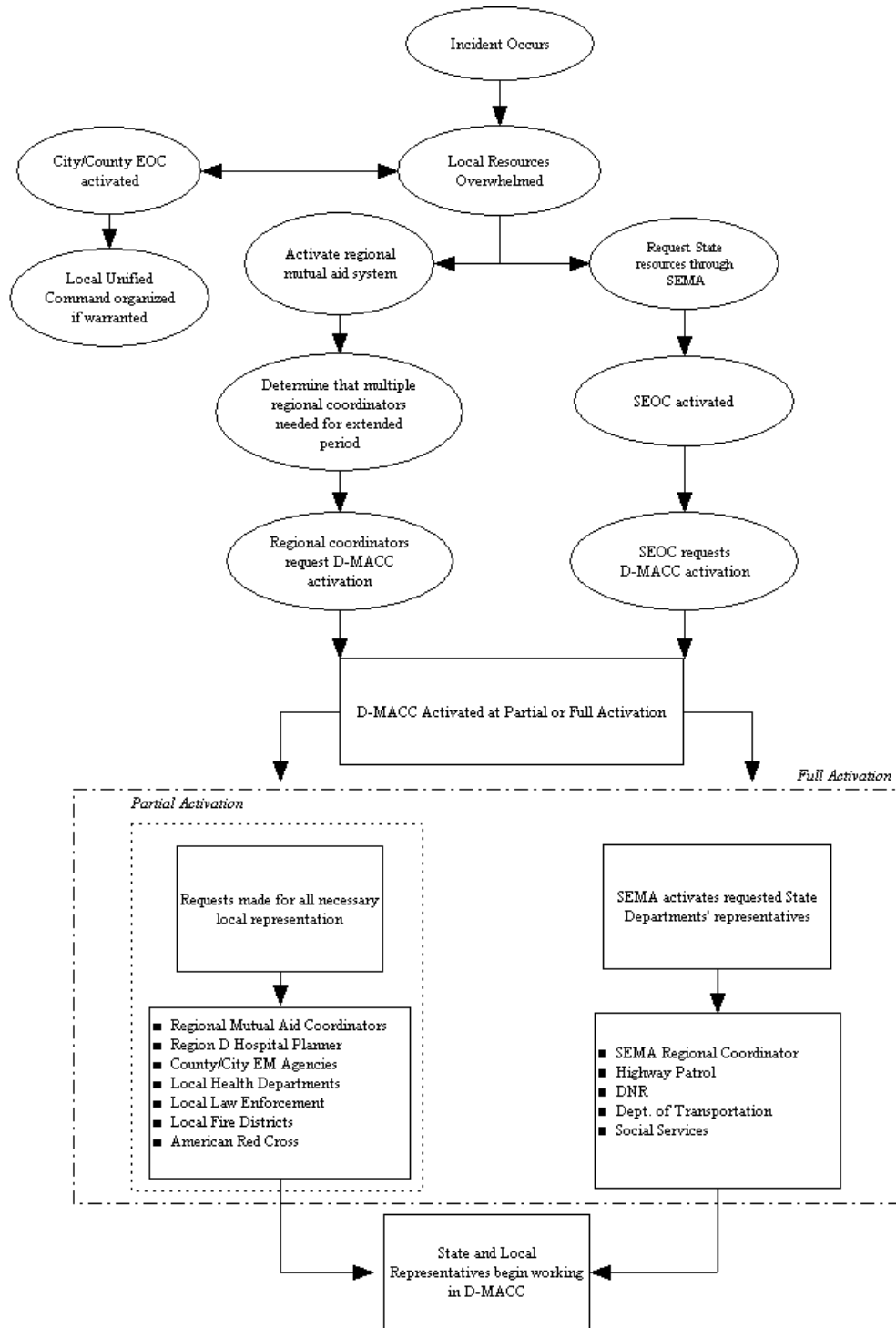
Staff

The personnel to staff the D-MACC will consist of various local, state, and federal officials to perform the roles and responsibilities outlined. Representatives must be authorized to commit agency resources and funds. At full operation, minimum D-MACC staffing should consist of representatives from, but be not limited to:

1. Missouri State Emergency Management Agency
2. Region D local emergency response support personnel
3. Region D mutual aid coordinators
4. Springfield-Greene County Office of Emergency Management
5. Missouri State Departments' regional liaisons
6. American Red Cross

Activation

It is the intent and focus of the D-MACC to support local responses through the eighteen (18) county governments located in Region D. Any signature agency affected by an incident may request D-MACC activation.



Expectations of local jurisdictions and agencies:

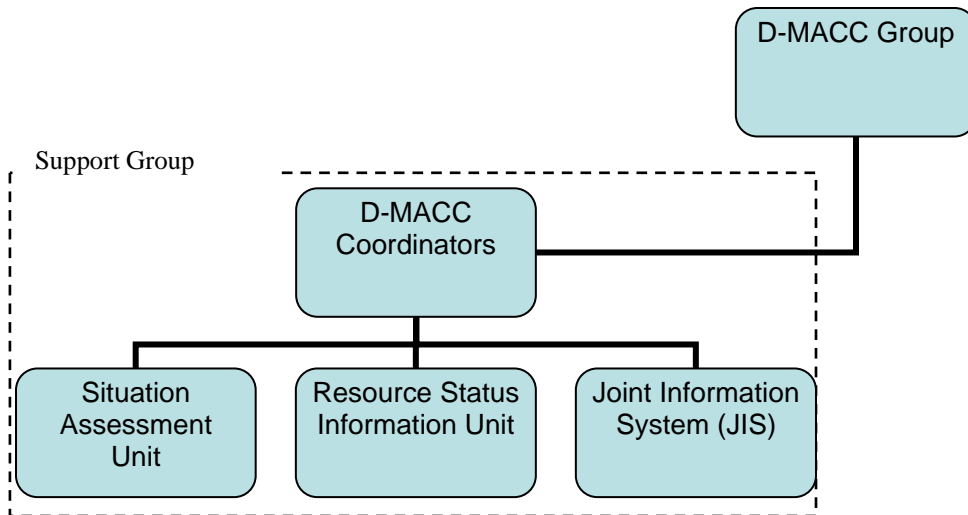
1. Local resources and mutual aid agreements will be implemented first.
2. All signature agencies will coordinate with their respective county/city emergency management agency.
3. A county-wide unified command will be established for events affecting multiple jurisdictions within the boundaries of a county. A point of contact will be established from the unified command to the D-MACC.

Potential reasons for D-MACC activation include:

1. When multiple counties are involved in a disaster response, requiring regional and state support
2. When the circumstances at the scene indicate that the incident could expand rapidly and involve cascading events
3. When similar past events have required D-MACC involvement
4. When the State Emergency Management Agency (SEMA), any State Department through SEMA, the SMESO executive board, or the Region D Hospital Planner makes the determination to activate the D-MACC.

Organization

The D-MACC organizational structure will follow National Incident Management System (NIMS) guidelines, establishing a geographically defined group.



The organizational structure can be divided into two (2) groups.

1. D-MACC Group:

The D-MACC group consists of designated representatives from responsible agencies whose organizations have: response authority and responsibility in the impacted area(s); are heavily supporting the response effort; and/or are significantly impacted by the use of local agency resources.

The D-MACC Group is comprised of three primary components:

- a. **State Agency Liaisons:** State agency liaisons are made up of state representatives from various state agencies authorized to commit agency resources. Potential representatives include, but are not limited to:
 - Missouri State Emergency Management Agency
 - Missouri Highway Patrol
 - Missouri Department of Natural Resources
 - Missouri Department of Transportation
 - Missouri Department of Social Services
 - Missouri National Guard

- b. **Regional Coordinators:** Regional coordinators are made up of local/regional representatives from various disciplines and regional organizations that can coordinate local mutual aid requests and other resources throughout the region. Potential representatives include, but are not limited to:
 - Emergency Management Mutual Aid Coordinator
 - Fire Mutual Aid Coordinator
 - Police Mutual Aid Coordinator
 - EMS Mutual Aid Coordinator
 - Health Mutual Aid Coordinator
 - Hospitals Mutual Aid Coordinator
 - 911 Mutual Aid Coordinator

- c. **Regional Support Group:** This group is made up of local/regional representatives from various non-profit organizations and others that can coordinate resource requests traditionally filled by the respected organizations. Potential representatives include, but are not limited to:
 - American Red Cross
 - Convoy of Hope
 - Salvation Army

Together, these two components will have the ability to work together in coordinating both local and state assets from many disciplines for a large scale event affecting multiple jurisdictions.

One representative from the state agency liaisons and one representative from the regional coordinators will formulate the unified D-MACC coordinator position (see D-MACC Coordinators).

2. Support Group:

The second group is the support organization for the D-MACC group. This group is to “gather and analyze incident information, keep track of critical resources, and provide information to the news media and public” (NIMS, Draft Version 2).

The support organization consists of, but are not limited to:

- D-MACC Coordinators
- Situation Assessment Unit
- Resources Status Information Unit
- Region D Joint Information System (DJIS). (See ESF#15)

a. D-MACC Coordinators:

The D-MACC Coordinators will coordinate all D-MACC operations, supporting the D-MACC group. The D-MACC coordinators will ensure that all local needs are being met and will serve as the liaison contact with the State Emergency Operations Center.

The D-MACC Coordinators will serve in a unified fashion, following the same principles and concepts of Unified Command, coordinating all D-MACC operations. The D-MACC Coordinators will jointly share responsibilities and decision making authority related to internal operations of the D-MACC, regional situation assessments, regional resource allocations, and regional media coordination. They will be responsible for implementing the NIMS Planning “P” during D-MACC activations, and coordinating Incident Action Planning if the situation necessitates it. The Unit Leaders for the three identified units of the D-MACC will report to the D-MACC coordinators.

Two personnel will serve as D-MACC Coordinators. One coordinator will be from the state liaison component of the D-MACC group and the other will serve from the regional coordinators component of the D-MACC group.

b. Situation Assessment Unit:

The Situation Assessment Unit will coordinate all D-MACC planning efforts. The Situation Assessment Unit leader will outline the Incident Action Plan (IAP) for D-MACC personnel, attempting to coordinate the D-MACC IAP with the local jurisdiction IAP. The Situation Assessment Unit leader will coordinate all information intelligence gathering including the collection, monitoring, and distribution of damage assessment information to the appropriate agencies and departments. Utilization and application of all intelligence sharing audio/visual equipment of the D-MACC will be coordinated through this Unit.

Potential personnel expected to fill this position include a representative from, but are not limited to:

- Region D Hospital Planning Office
- Springfield-Greene County Office of Emergency Management
- Missouri State Emergency Management Agency
- Local Emergency Response Personnel

c. Resource Status Information Unit:

The Resource Status Information Unit will coordinate and communicate the status of resources and services that have been requested, and those resources and services that are available among all local jurisdictions and regional state assets. The Resource Status Information Unit personnel will coordinate all state assets into the region as well as local mutual aid assets assisting the affected area.

Potential personnel expected to fill this position include a representative from, but are not limited to:

- Missouri State Emergency Management Agency
- Springfield-Greene County Office of Emergency Management
- Missouri Highway Patrol
- Region D Fire Mutual Aid
- Missouri Department of Natural Resources
- Missouri Department of Transportation
- Hospitals
- Local Emergency Response Personnel

d. Region D Joint Information System:

The Region D Joint Information System (DJIS) will be required to coordinate an overwhelming amount of public information for quick and accurate dissemination to the local media. Information support is required from local jurisdictions to provide good information. The Joint Information System will coordinate all D-MACC press releases, including all pertinent information from the affected jurisdictions.

Potential personnel expected to support the JIS include a representative from, but are not limited to:

- Springfield-Greene County Health Department
- Springfield-Greene County Office of Emergency Management
- Local jurisdiction personnel.

III. Roles and Responsibilities

Missouri State Emergency Management Agency:

- Support the development and maintenance of the RDP and D-MACC operational procedures
- Maintain lists of primary contact phone numbers for regional representatives of State Departments
- Activate all necessary state representatives to D-MACC when needed
- Support D-MACC coordination with other regions, State and Federal officials
- Coordinate State and Federal resources deployed within Region D

State Departments:

- Support the development and maintenance of the RDP and D-MACC operational procedures
- Maintain lists of primary contact phone numbers for regional representative of Department
- Respond to D-MACC operations when requested by SEMA
- Coordinate resource requests applicable to each Department
- Demobilize and provide an activity report and final documentation in a timely manner

Springfield-Greene County Office of Emergency Management

- Support the development and maintenance of the RDP and D-MACC operational procedures
- Inventory and manage D-MACC equipment essential to region and RDP support
- Maintain lists of primary contact phone numbers for local representatives of Region D
- Activate all necessary local representatives to D-MACC when needed
- Support D-MACC coordination with other regions, State and Federal officials
- Provide continual facility and equipment support to D-MACC operations

All Participating Agencies

- Support the development and maintenance of the RDP and D-MACC operational procedures
- Maintain lists of primary contact phone numbers of key personnel with D-MACC
- Provide personnel to the “support organization” of the D-MACC when requested
- Provide necessary mutual aid support within the region when requested
- Document all communications, decisions, activities, and the deployment of resources
- Demobilize and provide an activity report and final documentation in a timely manner

Training and Exercises

General

As signatories to the Regional Disaster Plan (RDP), it is vital that all the participating signatory agencies have an understanding of their and other's roles in the plan, and how we will coordinate together as a region. The effectiveness of the plan and its supporting documents are directly linked to the training, education, and exercises on the operational concepts of the plan. These activities validate the operational concepts and resource preparations needed to carry out emergency functions of the RDP. In addition, participating signatory agencies should also conduct training, education, and exercises specific to their own internal organizational plans and procedures.

Concept of Operations

A. Training

The training program is designed to enhance the proficiency of the participating signatory agencies and their personnel in general emergency management subjects, and more importantly train their key players to the roles and concepts and operations agencies may play when an event justifies the activation of the Regional Disaster Plan. Each public, private, and nonprofit organization signed to the plan is responsible for creating, training, and maintaining their in-house emergency response plan.

B. Exercises

Exercises are conducted to determine if plans and procedures are operationally sound and to meet the approaches and standards set in the RDP. Exercises of the RDP may be conducted collectively as a region or individually by jurisdictions. Evaluations of exercises will identify strengths and weaknesses encountered during the exercise and may identify necessary changes to the plan and its components. In conjunction, training may also be identified to facilitate overall effectiveness of the plan and its supporting documents.

C. Education

Education is a vital component in helping future Regional Disaster Plan participant organizations and current signatories understand the purpose and scope of the plan. Collaboratively, signatory agencies are responsible for educating our communities and organization to the purpose, scope, and operations of the plan. The Regional Disaster Planning Task Force is responsible for assisting potential partners and new signatory agencies with the necessary plan, materials, and support to educate their community or organization. The education

effort can be accomplished through presentations to public, private, and nonprofit organizations that could be involved in and sign on to the RDP.

Responsibilities

A. General

1. Signatory agencies, through the Regional Disaster Planning Task Force, will collaboratively develop, implement and maintain a training, education, and exercise program to ensure all participating partners and personnel understand the framework, roles and responsibilities of the RDP. A list of training topics for the Regional Disaster Plan has been pre-identified.
2. Each signatory agency is responsible for developing and implementing training, education, and exercise programs to ensure their own personnel understand roles and responsibilities addressed specifically in their organization's internal emergency management plan.
3. Signatory agencies to the plan will participate in exercises to validate the components and effectiveness of the RDP. Exercises should be coordinated with other partners within the geographic region. A list of exercise topics for the RDP has been pre-identified.

B. All Participating Organizations

1. Determine organization's training and education needs, specific to the RDP, in coordination with the other signatory agencies through the Regional Disaster Planning Task Force.
2. Ensure participation of emergency management staff and appropriate personnel in training relevant to the components of the RDP.
3. Assist in the overall efforts, with the other partners, to continue educating potential participating organizations, elected officials, personnel, and volunteers about the RDP for Region D.
4. Coordinate emergency management exercise and training activities with the other partners to facilitate in continued regional coordination and relationship building under the plan.

EMERGENCY SUPPORT FUNCTION #15

EXTERNAL AFFAIRS

Primary Agencies:

Region D County Emergency Management Offices
Region D City Emergency Management Offices
Region D Joint Information System (DJIS) PIO Staff

Support Agencies:

Local Jurisdiction Public Information Officer Personnel

Introduction

Purpose

The purpose of the Region D Joint Information System (DJIS) is to streamline the process of delivering critical public information and emergency risk communication to the public through local and regional media during times of crisis by assisting local jurisdictions with information compilation and dissemination to media.

Scope

The scope covers all 18 counties included in southwest Missouri's Region D. Counties include Barry, Barton, Cedar, Christian, Dade, Dallas, Greene, Hickory, Jasper, Lawrence, McDonald, Newton, Polk, St. Clair, Stone, Taney, Vernon and Webster (Appendix A).

Region D Joint Information System (DJIS)

General

The Region D Joint Information System (DJIS) will serve as a regional public information and risk communication coordination and dissemination clearinghouse. It will collect, compile and disseminate public information and emergency risk communication from the county level to the public through local and regional media outlets.

The DJIS will support local jurisdictions and facilitate media needs by streamlining the process for information collection, compilation and dissemination. It will also create and

distribute coordinated public information materials such as brochures, talking points, key messages, etc.

Functions

The primary function of the DJIS is to facilitate public information and emergency risk communication message collection, compilation and dissemination from the county emergency management offices to the public through local and regional media outlets. Specifically, the six (6) major functions of the DJIS are:

1. **Collect information:** Information will be collected no less than twice daily from each affected county's Emergency Management Director. Information must be verified by the county Emergency Management Director (EMD) or his designee before being provided to DJIS staff.
2. **Compile information:** At least twice daily, DJIS staff will compile information provided by county EMDs and create one document to disseminate to interested media outlets, including those in Region D.
3. **Disseminate information:** At least twice daily DJIS staff will disseminate reports to all interested media outlets, including those in Region D, via email or fax, depending on the outlet's known preference.
4. **Create supporting materials:** In order to ensure message consistency throughout Region D, DJIS staff will create supporting materials such as fact sheets, key messages, talking points, brochures and flyers. Staff will use *Talking About Disaster: Guide for Standard Messages* (<http://www.redcross.org/disaster/disasterguide/standardmsg.html>) as their primary source of information. All materials will include space for local information to be added and will be shared with county EMDs via email in .pdf (Adobe Acrobat) format.
5. **Assist with media monitoring and rumor control:** DJIS staff may also monitor local and regional media in order to ensure accuracy and correct misinformation and address rumors as needed.
6. **Assist with VIP visit logistics:** DJIS staff may assist PIOs and partners at the local level with planning visits to Region D by dignitaries.

Location

The DJIS will be physically located at the Greene County Office of Emergency Management, 833 Boonville, Springfield. However, it could also be mobile, if necessary.

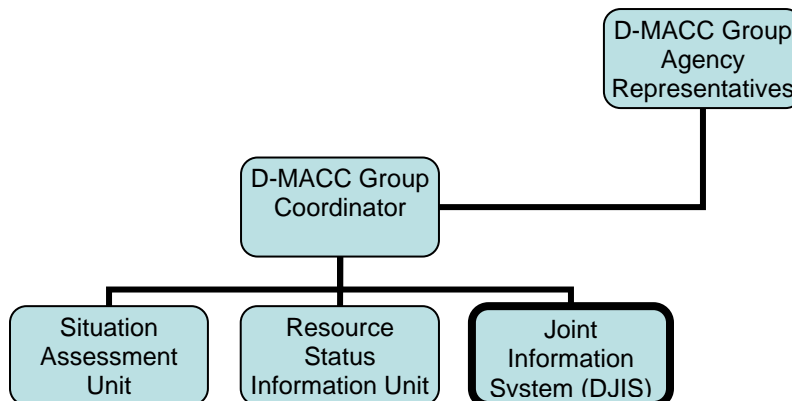
The DJIS must have at a minimum, access to laptop computers, printers, telephone lines, fax machine, Internet access, cable television or satellite capabilities to monitor several television stations simultaneously, and portable radios for monitoring radio news.

Activation

1. Request: It is the intent and focus of the DJIS to support local responses through the eighteen (18) county governments located in Region D. Any county emergency management director or his designee may request assistance from and activation of the DJIS by contacting the Greene County Office of Emergency Management at (417) 869-6040.
2. Justification: Potential reasons for DJIS activation may include:
 - a. When more than one county becomes involved in the incident response
 - b. When the circumstances at the scene indicate that the incident could expand rapidly and involve cascading events
 - c. When local resources are overwhelmed and assistance is needed from the DJIS.
3. Process: Immediately upon activation, all Region D county emergency management directors will be notified as such with the EMD Activation Notice, sent via email, when available, and/or fax or telephone when email is not available. Notice will include the first expected rounds calls time and telephone and email contact information for the DJIS.
4. Notification: Secondly, regional media will be notified that the DJIS has been activated using the Media Activation Notice. Notice will be sent via email or fax, based on the outlet's predetermined preference. Notification will also include the time that the first DJIS report to media can be expected.

Organization

The DJIS will follow National Incident Management System (NIMS) guidelines, and will operate under the direction of the D-MACC Group Coordinator. The DJIS will function within the support staff to “gather and analyze incident information . . . and provide information to the news media and public” (NIMS, Draft Version 2).



DJIS staff will be required to coordinate a great deal of public information and emergency risk communication for efficient and credible dissemination to interested media. Information support will be required from local jurisdictions to provide credible, verified information. The DJIS will coordinate all D-MACC press releases, including all pertinent information from affected jurisdictions.

The DJIS will operate on 12-hour operational periods running from 8:00 am to 8:00 pm.

Staff

The personnel to staff the DJIS will consist of various local and regional public information officers who have adequate training and experience in public information and emergency risk communication skills to perform the roles and responsibilities outlined.

Potential personnel expected to support the JIS include a representative from:

- Springfield-Greene County Health Department
- Springfield-Greene County Office of Emergency Management
- Local jurisdiction PIO personnel as available.

Staff will be expected to report to the DJIS for shift change at 7:30 am or 7:30 pm in order to allow time for briefing.

Roles and Responsibilities

DJIS Coordinator

- Act as Lead DJIS PIO
- Coordinate DJIS staffing
- Ensure DJIS staff communicate at least twice daily with county EMDs in Region D, using DJIS communication script (Appendix J)
- Ensure DJIS staff collect, compile and disseminate information from county EMDs to interested media, including media in Region D, utilizing the DJIS Report Template and the DJIS Report Style Guide.
- Ensure DJIS staff create and disseminate supporting materials including, but not limited to, fact sheets, key messages, talking points, brochures and flyers, utilizing *Talking About Disaster: Guide for Standard Messages* (<http://www.redcross.org/disaster/disasterguide/standardmsg.html>) as their primary source of information.
- Maintain media contact list during activation
- Ensure DJIS staff possess a level of training required to function within the scope and responsibilities of the DJIS
- Ensure the DJIS operates under the National Incident Management System in coordination with the Region D Regional Disaster Plan

Springfield-Greene County Office of Emergency Management

- Support the development and maintenance of the DJIS operational procedures
- Maintain list of primary contact phone numbers for county EMDs in Region D (Appendix B)
- Store list of available PIOs to staff DJIS (Appendix I)
- Store current regional media list (Appendix C, D, E)
- Activate all necessary PIO staff to DJIS as needed
- Support DJIS coordination with other regions, State and Federal officials
- Provide continual facility and equipment support to DJIS operations

County EMDs

- Support the development and maintenance of DJIS operational procedures
- Provide updated contact information to the Springfield-Greene County Office of Emergency Management
- Provide trained PIO personnel to staff the DJIS as able
- If designating an alternate person to communicate with the DJIS during a specific activation, notify DJIS of such via fax or email using the DJIS Designee template, provided upon request (Appendix M)
- Gather and confirm information from all partners in their respective county at least twice daily
- Provide informational updates to DJIS staff at least twice daily, or more frequently as requested
- Share information with DJIS staff on local media requests or issues
- Agree to support consistent messaging as initiated from DJIS
- Respond directly and promptly to media when approached with media inquiries, requests for interviews or follow up questions on local issues

Limitations

The DJIS will not operate as a local joint information center. It will be limited to the functions and responsibilities listed above. Specifically it will have the following limitations.

1. The DJIS will not hold press briefings on behalf of a local jurisdiction.
2. The DJIS will not field or facilitate media interviews for local jurisdictions. Local contact information will be included on all reports to media, and media will be instructed to direct questions or interview requests to indicated local PIOs or spokespersons.
3. The DJIS will not replace the local joint information center/system in each county.

REGION D WEAPONS OF MASS DESTRUCTION PLAN

Primary Agencies:

City of Branson/Taney County Task Force
City of Joplin Task Force
Greene County Task Force

Support Agencies:

Missouri Department of Natural Resources (MDNR)
Missouri Army National Guard 7th Civil Support Team (7th CST)
Missouri State Emergency Management Agency (SEMA)
Missouri State Fire Marshal (MSFM)
Missouri State Highway Patrol (MSHP)
Region D Fire Mutual Aid
Region D Hospital Planner
Region D Hospitals
Region D Incident Support Team (IST)

I. Introduction

Purpose

This document has been developed to provide guidance on the deployment and utilization of the recognized Homeland Security Regional Response System (HSRRS) within Region D. This guide delineates responsibilities and procedures for CBRNE response activities pursuant to relevant state authorities or when otherwise properly directed as deployed through the mutual aid system.

Scope

The provisions of this document apply to CBRNE response activities performed at the request of a local jurisdiction under Chapter 70 RSMo section 70.837, or at the sole option of the local jurisdiction, and in conjunction, or in preparation of, a gubernatorial declaration of disaster or emergency. Details concerning specific working relationships on various projects may be appended on this document as they are developed.

Mission

The HSRRS will respond to and operate in CBRNE events based on their level of capabilities. The system will be activated and the task forces within the region will respond regionally and statewide when available. All personnel will be trained and equipped to the appropriate level prior to a response to a real or perceived incident.

II. Definitions

- A. Alert: The process of the Division of Public Safety informing the HSRRS Regional POC that an event may occur, or has occurred, and that the HSRRS task forces might be mobilized.
- B. CBRNE/WMD: Chemical, biological, radiological, nuclear, or explosive/Weapons of Mass Destruction
- C. Department of Public Safety (DPS): State department, responsible for the safety and protection of all citizens in Missouri, which comprises of the State Water Patrol, Office of Homeland Security, Highway Patrol, Division of Fire Safety, and the State Emergency Management Agency. Oversees all financial and operational support for the HSRRS.
- D. Division of Fire Safety (DFS): The department within DPS that is assigned with the primary responsibility for the alert and notification of the HSRRS.
- E. Deployment: The process and procedures of mobilizing the HSRRS to a designated disaster site after all required discipline components have been assembled within the responding jurisdiction.
- F. The Federal Emergency Management Agency (FEMA): The federal agency responsible for the federal response to a disaster.
- G. Homeland Security Regional Response System (HSRRS): The system that will be used to alert and mobilize any and all designated CBRNE resources requested in the event of an emergency.
- H. Homeland Security Regional Response System Incident: An actual, or suspected event, instigated by a criminal act, which involves CBRNE and where two or more components of the HSRRS are required to respond.
- I. Homeland Security Regional Response System Regional Point of Contact (HSRRS Regional POC): The elected administrative points for the HSRRS with the region. Have the primary responsibility of ensuring administrative functions within the region are performed as well as the coordinator for alerts and notifications of the HSRRS resources of the region during an HSRRS incident.

- J. Homeland Security Regional Response System Task Force (HSRRS TF): Specialized tactics, personnel and equipment suited to respond to CBRNE events designed to operate in unison under the direction of a single leader. The task force will include at least two of the following discipline components of the HSRRS: SWAT, Hazmat, EMS and EOD (bomb). See Appendix 3 for basic task force configuration and required qualifications.
- K. Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site in accordance with NRP, page 67.
- L. Missouri Emergency Response Commission (MERC): A Branch of SEMA who is a department within DPS that is assigned with the primary responsibility for the support of the HSRRS, ensuring planning, training and funding opportunities are maximized.
- M. Mobilization: The process and procedures used by the HSRRS from the time of notification for activation to the time the task force is assembled and ready to deploy to incident site.
- N. National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations (NGO) to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources. NRP page 69-70
- O. Participating Agency: Local agencies that accept equipment funded through the HSRRS program and agree to participate in the HSRRS program as part of a unified task force.
- P. State Emergency Management Agency (SEMA): The department within DPS that is assigned with the primary responsibility for the grant support for the HSRRS.
- Q. Sponsoring Organization: A public entity, or council of governments, to be named in each instance, that provides official sanction to a task force.
- R. State: The State of Missouri.

- S. Office of Homeland Security (OHS): The department within DPS that is assigned with the primary responsibility for the overall strategy of the HSRRS.
 - T. Regional Mutual Aid Coordinators: The elected points of contact for each region for all mutual aid within the regions and across the State. These positions are under the direction of the State Mutual Aid Coordinator and also serve as the coordinators for fire mutual aid in each region.
 - U. State Mutual Aid Coordinator: The State Fire Marshal serves as the State Mutual Aid Coordinator. . The State Mutual Aid Coordinator is responsible for coordinating inter-regional requests for mutual aid as well as notifying other DPS agencies.
 - V. Task Force Leader: The designated person in charge of all participating agencies from a sponsoring organization responding to a CBRNE event.
 - W. Unified Command (UC): A single command structure that enables all responsible agencies to manage an incident together by establishing a common set of objectives and strategies, allowing incident commanders to make joint decisions.
-

III. Responsibilities

- A. The State Mutual Aid Coordinator is responsible for:
 - 1. Maintaining 24hr alert capabilities, including a point-of-contact or duty officer available at all times.
 - 2. Implementing the statewide mutual aid system to activate the HSRRS.
 - 3. Activating and deploying the HSRRS with the concurrence of the Director of DPS/Homeland Security Advisor who consults with the Governor prior to deployment.
 - 4. Forwarding documentation/communication to ensure that when HSRRS activation is required, reports are directed to the appropriate DPS agency.
- B. The Office of Homeland Security is responsible for:
 - 1. Coordinating all Homeland Security activity within the State.
 - 2. Developing the overall strategies and oversight for the HSRRS.
- C. State Emergency Management Agency is responsible for:
 - 1. Controlling documentation to ensure that all reports are directed to their respective FEMA Regional Point of Contact.

2. Administering, oversight and tracking of the HSRRS grant funding and equipment disbursement.
3. Administration, oversight and tracking of statewide HSRRS exercises and after action reports.

D. Missouri Emergency Response Commission is responsible for:

1. Performing support for the HSRRS program ensuring that training, planning and funding opportunities are maximized to the regions.
2. Oversight and administration of contract personnel and their duties.
3. Maintaining current HSRRS Regional POC information and provide to the State Mutual Aid Coordinator.
4. Assisting in after action review when the HSRRS is deployed, to ensure lessons learned are communicated to the regional HSRRS Regional POC.

E. Regional Mutual Aid Coordinator:

1. Maintaining 24hr alert capabilities, including a point-of-contact or area mutual aid coordinator available at all times.
2. Maintaining updated HSRRS Regional POC information.
3. Implementing the statewide mutual aid system to activate the HSRRS.
4. Coordination of available resources for HSRRS within the region for deployment.
5. Forwarding of resources and activation to the State Mutual Aid Coordinator as well as coordinating with the HSRRS POC for state and regional response.

F. HSRRS Regional Point of Contact:

1. Maintaining 24hr alert capabilities, including a point-of-contact or duty officer available at all times.
2. Maintaining contact information for each HSRRS task force within the region and 24hr contact information.
3. Maintaining accurate resource inventory for region.

4. Forwarding documentation/communication to ensure that when HSRRS activation is required reports are directed to the MERC.
5. Maintain tracking of deployed resources, when responding to a local or regional incident, and provide such to the Regional Mutual Aid Coordinator.
6. Report to IC/US as task force representative for HSRRS when deployed within region.

G. The sponsoring organization is responsible for:

1. Providing the administrative support for the participating agencies including grant administration, scheduling meetings and maintaining task force records.
2. Ensuring a task force leader and necessary assistant leader(s) are appointed and identified prior to an emergency response.
3. Ensuring that all personnel on the task force are trained to accepted federal, state and local standards – based off of capabilities and resource typing of the region.
4. Outlining specific task force SOG's, see Appendix 3.
5. Providing training to task force members. Training will be consistent with the objectives of upgrading, developing and renewing skills as needed to maintain qualifications/ certifications for a particular position on the task force.
6. Ensuring that task force is National Incident Management System (NIMS) compliant.
7. Providing administrative, financial, inventory and personnel management as they relate to the task force. All original paperwork will be filed at the sponsoring organizations.
8. Ensuring that the task force participates in exercises and training as directed by local, federal and state entities.
9. Ensuring that the task force is able to assemble within four hours of notification at the designated location.

H. The participating agency is responsible for:

1. Recruiting, organizing and maintaining their agency's HSRRS resources including personnel and equipment.

2. Ensuring that all of their agency's personnel are trained to accepted federal, state and local standards – based off of capabilities and resource typing of the region.
3. Outlining specific task force SOG's, see Appendix 3.
4. Providing training to their agency's members. Training will be consistent with the objectives of upgrading, developing and renewing skills as needed to maintain qualifications/ certifications for a particular position on the task force.
5. Ensuring that their agency is National Incident Management System (NIMS) compliant.
6. Providing administrative, financial, inventory and personnel management as they relate to their agency.
7. Maintaining non-expendable equipment purchased with HSRRS funding for the equipment's normal useful life based on grant guidance.
8. Ensuring that their agency participates in exercises and training as directed by local, federal and state entities.
9. Assembling their agency's HSRRS equipment and personnel within four hours of notification at the designated location.
10. Ensuring documentation of worker's compensation and liability insurance coverage for all of the agency's HSRRS personnel during deployments, training, and sponsor approved activities.
11. Ensuring proof of worker's compensation and liability insurance coverage of their HSRRS personnel is provided to SEMA when requested.
12. Providing transportation of their agency's component of the task force.

IV. Procedures

A. HSRRS Activation

1. Any local jurisdiction within Region D impacted by an HSRRS incident may request an HSRRS task force for assistance, utilizing the following criteria as a guide:

- a) the local jurisdiction is unable to determine the substance or the appropriate protective actions;
 - b) the local jurisdiction lacks the expertise or equipment to handle a potential CBRNE/WMD incident;
 - c) an event involving two or more HSRRS disciplines working in close concert to successfully conclude a hazardous materials event;
 - d) the event is a suspected act of terrorism.
2. Local jurisdictions within Region D will activate the HSRRS by:
- a) direct contact with Region D HSRRS POC
 - David Hall: #1-417-838-4730
 - Chris Berndt: #1-417-334-3440 (Primary)
#1-417-335-0586 (Secondary)
 - b) a request to the MIAC at 866-362-6422

B. HSRRS Notification Process

1. Upon receipt of an activation/alert request, the MIAC will notify the State Mutual Aid Coordinator (see Appendix 1).
2. The State Mutual Aid Coordinator will notify the Regional Mutual Aid Coordinator.
3. The Regional Mutual Aid Coordinator will notify the HSRRS Regional Point of Contact.
4. The HSRRS Regional POC will identify the appropriate task force and notify the emergency contact point. Identification for the appropriate task force primarily will be based on the following coverage areas:
 - a) Branson/Taney County Task Force
 - Taney County
 - Stone County
 - Barry County
 - Christian County
 - b) Joplin Task Force
 - Vernon County
 - Barton County
 - Jasper County
 - Newton County

- McDonald County
 - Dade County
 - Lawrence County
- c) Greene County Task Force
- St. Clair County
 - Cedar County
 - Hickory County
 - Polk County
 - Dallas County
 - Webster County
 - Greene County

5. Alerts

- a) Upon request from local governments for state disaster assistance, and/or determination by any division of DPS that pre-positioning task forces is prudent, the State Mutual Aid Coordinator will place the task forces on alert in anticipation of mobilization.
- b) HSRRS Regional point of contact(s) will notify their Regional Mutual Aid Coordinator of the estimated resources that are available for a response (see Appendix 2) if requested.
- c) The last published order may supersede instructions issued in current SOGs for operational and/or security reasons. It is important for task forces to follow alert instructions issued if it departs from SOGs. If in doubt call and gain clarity from their Regional HSRRS POC before discounting published orders.
- d) If some components are mobilized during an alert, remaining components of the HSRRS will continue on alert as necessary.

C. Mobilization

1. The HSRRS Regional POC will notify the appropriate task force through the 24/7 notification information provided by each task force.
2. Each task force will maintain a rapid method of notification of its response members.
3. Each task force will assemble together at their local pre-designated meeting point within four hours of notification from the HSRRS Regional POC.

4. HSRRS Regional POC will notify the Regional Mutual Aid Coordinator, when task forces have assembled.

D. Deployment

1. Members of the task force may be on scene as component of the initial response force.
2. When directed, the HSRRS will deploy personnel and resources to the pre-designated staging area.
3. Each task force will operate under the direction of a single leader.
 - a) Radio frequency **154.3025**, designated as “Command 5-Staging”, will be limited to contact between arriving and departing statewide or regional mutual aid resources and the local Incident command’s staging coordinator unless otherwise specified.
 - b) Due to different resource locations and separate storage locations, it is possible that task forces may not all respond together to the incident staging area. The task force leader or designated representative should annotate available resources to the Operations Chief or IC upon arrival using locally generated ICS standard forms.
4. HSRRS Regional POC will notify the Regional Mutual Aid Coordinator, when task forces have departed home location and arrived at the incident staging area or on scene, if deployed direct to the incident.
5. Upon arrival, the task force leader will sign in with the Operations Chief or the Staging Manager. If the Operations Chief or Staging Manager has not been assigned, the Task force Leader will sign-in with the Incident Commander.
6. The task force is responsible for all transportation, unless state assets have been mobilized to assist.

E. Redeployment

1. Redeployment of resources to a different staging area may be required resulting from changes in on-site activities.
2. If redeployment is limited to local, regional, or state, take action according to references steps IV (A), as applicable.

F. Demobilization

1. Task Force Leader will ensure:
 - a) All personnel are accounted for.
 - b) All post medical evaluations are accomplished, recorded and documentation returned to the proper agency.
 - c) Event logs are completed and turned into the proper section.
 - d) All equipment is accounted for including those requiring decontamination.
 - e) All expenditures are properly recorded on locally generated forms and turned into the Finance Section.
 - f) Vehicles are cleaned and fueled.
 - g) Equipment trailers are configured to pre-disaster status.
 - h) Notify HSRRS Regional Point of Contact when demobilization occurs.
 - i) Returned Equipment and Vehicles to storage.

G. Command and Control

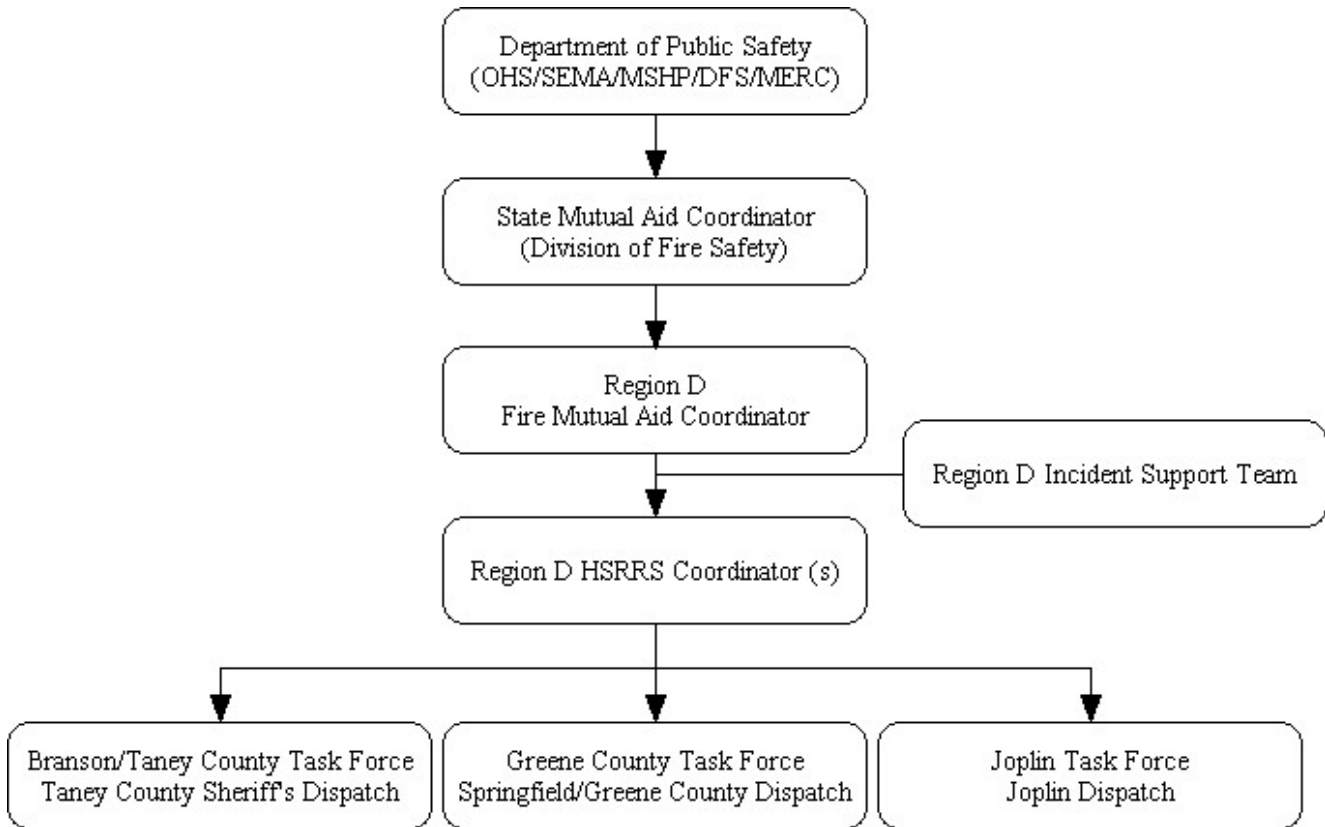
Command and control of mobilized HSRRS assets will be managed using local unified command structure under the principles and guidelines of the National Incident Management System (NIMS), the National Response Plan (NRP), State Emergency Operations Plan (SEOP) and Local Operations Plan (LEOP).

Appendices:

- Appendix 1: Region D Notification/Response System
- Appendix 2: Regional Response Disciplines
- Appendix 3: Processing Contaminated Weapons
- Appendix 4: HSRRS Task Force Specific Procedures

Appendix 1

Region D Notification/Response System



Appendix 2

Regional Response Disciplines

This appendix available with permission granted from the Region D Chairpersons of the Weapons of Mass Destruction Planning Committee

Appendix 3

Processing Contaminated Weapons

This appendix available with permission granted from the Region D Chairpersons of the Weapons of Mass Destruction Planning Committee

Appendix 4

Agency/Department/Organization Specific
HSRRS Task Force
Standard Operating Guide (SOG)

This appendix available with permission granted from the Region D Chairpersons of the Weapons of Mass Destruction Planning Committee

OMNIBUS LEGAL AND FINANCIAL AGREEMENT
*for Organizations Participating in the Regional Disaster Plan
for Public and Private Organizations in Southwest Missouri, Region D*

Region D Counties

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

OMNIBUS LEGAL AND FINANCIAL AGREEMENT

*for Organizations Participating in the Regional Disaster Plan
for Public and Private Organizations in Southwest Missouri, Region D*

This OMNIBUS AGREEMENT is made and entered into by certain public and private organizations to enable them to provide Emergency Assistance to each other during times of emergency or disaster.

WHEREAS, the Subscribing Organizations have expressed a mutual interest in the establishment of an Omnibus Agreement to facilitate and encourage Emergency Assistance among participants; and

WHEREAS, in the event of an emergency a Subscribing Organization who has executed this Omnibus Agreement may need Emergency Assistance in the form of supplemental personnel, equipment, materials or other support; and

WHEREAS, each Subscribing Organization may own and maintain equipment, stocks materials and employs trained personnel for a variety of services and is willing, under certain conditions, to lend its supplies, equipment and services to other Subscribing Organizations in the event of an emergency; and

WHEREAS, the proximity of the Subscribing Organizations to each other enables them to provide Emergency Assistance to each other in disaster situations.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the undersigned Subscribing Organization agrees as follows:

Article I - APPLICABILITY.

This Omnibus Agreement is available for execution to all Subscribing Organizations, within the identified 18 counties of Region D, Missouri. Execution of this Omnibus Agreement by a Subscribing Organization will occur when a Subscribing Organization signs an identical version of this Omnibus Agreement.

Article II - DEFINITIONS.

- A. 'Assistance Costs' means any direct material costs, equipment rental fees, fuel, and the labor costs that are incurred by the Lender in providing any asset, service, or assistance requested. For further information on costs, see section XII.

- B. 'Basic Plan' is the core document of the Regional Disaster Plan for Public and Private Organizations in Region D. It provides the architecture for multi-jurisdictional, multi-disciplinary disaster response operations in Region D. The Basic Plan will be supported by this Omnibus Legal Agreement and later by Emergency Support Functions, which are chapters on certain functional areas, such as communications, transportation, and resource management. The Basic Plan was developed by the Regional Disaster Planning Task Force, under the direction of the Region D Southwest Missouri Emergency Support Organization (SMESO).
- C. 'Regional Disaster Plan' includes the following core documents that create the framework necessary to implement the concept of operations implied in the Basic Plan. Additional documents will be added to this suite over time. On initial implementation of this plan, the suite includes:
- the Basic Plan,
 - Appendix 1: Direction and Coordination,
 - Appendix 2: Incident Support Team,
 - Appendix 3: Regional Mutual Aid Coordination,
 - ESF 2: Regional Communications Plan,
 - ESF 4: State Wide Fire Mutual Aid,
 - ESF 5: Region D Multi-Agency Coordination Center,
 - ESF 15: Joint Information System,
 - this Omnibus Legal Agreement.
- D. 'Borrower' means a Subscribing Organization who has adopted, signed and subscribes to this Omnibus Agreement and has made a request for Emergency Assistance and has received commitment(s) to deliver Emergency Assistance pursuant to the terms of this Omnibus Agreement.
- E. 'Emergency' includes, but is not limited to, a human-caused or natural event or circumstance within the area of operation of any participating Subscribing Organization causing or threatening loss of life, damage to the environment, injury to person or property, human suffering or financial loss, such as: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of hazardous materials, contamination, utility or transportation emergencies, disease, infestation, civil disturbance, riots, act of terrorism or sabotage; said event being or is likely to be beyond the capacity of the affected Subscribing Organization or Organizations, in terms of personnel, equipment and facilities, thereby requiring Emergency Assistance.
- F. 'Emergency Assistance' means employees, services, equipment, materials, or supplies offered during an Emergency by the Lender and accepted by the Borrower to assist in maintaining or restoring normal services when such service has been disrupted by acts of the elements, equipment malfunctions, accidents, terrorism/sabotage and other occurrences where Emergency Assistance from other Subscribing Organizations is necessary or advisable, as determined by the requesting Subscribing Organization.

- G. 'Emergency Contact Points' are the persons, in a line of succession, listed on the Emergency Contact Information Form to be submitted to the Region D Multi-Agency Coordination Center by each Subscribing Organization. The list includes names, addresses, and 24-hour phone numbers of the Emergency contact points of each Subscribing Organization. The people listed as Emergency Contact Points will have (or can quickly get) the authority of the Subscribing Organization to commit available equipment, services, and personnel for the organization. Note: The phone number of a dispatch office staffed 24 hours a day that is capable of contacting the Emergency contact point(s) is acceptable.
- H. Regional Disaster Planning Task Force acts in an advisory capacity to the executive board of SMESO on emergency management matters, and facilitate the coordination of regional emergency planning in Region D.
- I. 'Lender' means a Subscribing Organization who has signed this Omnibus Agreement and has agreed to deliver Emergency Assistance to another Subscribing Organization pursuant to the terms and conditions of this Omnibus Agreement.
- J. 'Omnibus Agreement' means identical agreements executed in counterparts which bind the executing Subscribing Organization to its terms and conditions to provide and receive Emergency Assistance. The terms and conditions of the Omnibus Agreements are all identical and the execution of an Omnibus Agreement binds a Subscribing Organization to all other Subscribing Organizations who have executed identical Omnibus Agreements in counterparts. To be effective for purposes of receiving Emergency Assistance, this Omnibus Agreement and the Basic Plan must be fully executed and received by the Regional Disaster Planning Task Force.
- K. 'Subscribing Organization' means the executive governing authority of any public or private organization in Region D that chooses to subscribe to and sign onto the 'Basic Plan Package' of the Regional Disaster Plan for Public and Private Organizations in Region D.
- L. For large and complex organizations like county government, cities, and major employers, all departments and branches of these complex organizations are included as 'Subscribers' under the single executive authority of these organizations.
- M. 'Termination Date' is the date upon which this Agreement terminates pursuant to Article V.

Article III - PARTICIPATION.

It is agreed, acknowledged, and understood that participation in this Omnibus Agreement is purely voluntary and at the sole discretion of the requested lender. No Subscribing Organization shall be liable to another Subscribing Organization for, or be considered to be in breach of or default under this Omnibus Agreement on account of any delay in or failure to perform any obligation under this Omnibus Agreement, except to make payment as specified in this Omnibus Agreement. However, Subscribing Organizations who execute the Omnibus Agreement are expected to:

- A. Ensure that other Subscribing Organizations in Region D have their Organizations' most current Emergency Contact Points.
- B. Participate in scheduled meetings to coordinate operational and implementation issues to the maximum extent possible.

Article IV - ROLE OF EMERGENCY CONTACT POINT FOR SUBSCRIBING ORGANIZATIONS

Subscribing Organizations agree that their Emergency Contact Points or their designee can serve as representatives of the Subscribing Organizations in any meeting to work out the language or implementation issues of this agreement.

The Emergency Contact Points of a Subscribing Organization shall:

- A. Act as a single point of contact for information about the availability of resources when other Subscribing Organizations seek assistance.
- B. Participate in Regional Coordination meetings convened on the implementation of this agreement.
- C. Take the initiative to obtain and communicate decisions and discussion items of the meeting.
- D. Maintain a manual containing the Basic Plan package including a master copy of this Omnibus Agreement (as amended) and a list of Subscribing Organizations who have executed this Omnibus Agreement.

Article V - TERM AND TERMINATION.

- A. This Omnibus Agreement is effective upon execution by two or more Subscribing Organizations.
- B. A Subscribing Organization opting to terminate its participation in this Omnibus Agreement, shall provide written termination notification to the Regional Disaster Planning Task Force, care of the Springfield-Greene County Office of Emergency

Management, 833 Boonville, Springfield, MO or by Fax at (417) 869-6654. Notice of termination becomes effective upon receipt by the Regional Disaster Planning Task Force who shall, in turn, notify all subscribing organizations. Any terminating Subscribing Organization shall remain liable for all obligations incurred during its period of participation, until the obligation is satisfied.

Article VI - PAYMENT FOR SERVICES AND ASSISTANCE.

Borrower shall pay to the Lender all valid and invoiced Assistance Costs within 60 days of receipt of the lender's invoice, for either all or part of the Emergency Assistance services provided by the Lender. In the event the Lender provides supplies or parts, the Lender shall have the option to accept payment of cash or in kind for the supplies or parts provided.

Article VII - INDEPENDENT CONTRACTOR.

Lender shall be and operate as an independent contractor of Borrower in the performance of any Emergency Assistance. Employees of Lender shall at all times while performing Emergency Assistance continue to be employees of Lender and shall not be deemed employees of Borrower for any purpose. Wages, hours, and other terms and conditions of employment of Lender shall remain applicable to all of its employees who perform Emergency Assistance. Lender shall be solely responsible for payment of its employees' wages, any required payroll taxes and any benefits or other compensation. Borrower shall not be responsible for paying any wages, benefits, taxes, or other compensation directly to the Lender's employees. The costs associated with borrowed personnel are subject to the reimbursement process outlined in Article XII. In no event shall Lender or its officers, employees, agents, or representatives be authorized (or represent that they are authorized) to make any representation, enter into any agreement, waive any right or incur any obligation in the name of, on behalf of or as agent for Borrower under or by virtue of this Omnibus Agreement.

Article VIII - REQUESTS FOR EMERGENCY ASSISTANCE.

Requests for Emergency Assistance shall be directed to the designated Emergency Contact Point(s) on the contact list provided by the Subscribing Organizations and/or directed to and managed by the Region D Multi-Agency Coordination Center. The extent to which the Lender provides any Emergency Assistance shall be at the Lender's sole discretion. In the event the emergency impacts a large geographical area that activates either Federal or State emergency laws, this Agreement shall remain in effect until or unless this Agreement conflicts with such Federal and State laws.

Article IX - GENERAL NATURE OF EMERGENCY ASSISTANCE.

Emergency Assistance will be in the form of resources, such as equipment, supplies, and personnel or the direct provision of services. The execution of the Omnibus Agreement shall not create any duty to respond on the part of any Subscribing Organization hereto. A Subscribing Organization shall not be held liable for failing to provide Emergency Assistance. A Subscribing

Organization has the absolute discretion to decline to provide any requested Emergency Assistance and to withdraw resources it has provided at any time without incurring any liability. Resources are “borrowed” with reimbursement and terms of exchange varying with the type of resource as defined in Articles X through XII. The Subscribing Organizations recognize that time is critical during an emergency and diligent efforts will be made to respond to a request for resources as rapidly as possible, including any notification(s) that requested resources are not available.

Article X - LOANS OF EQUIPMENT.

Use of equipment, such as construction equipment, road barricades, vehicles, and tools, shall be at the Lender’s current equipment rate, or if no written rates have been established, at the hourly operating costs set forth in an industry standard publication as selected by the Regional Disaster Planning Task Force, or as mutually agreed between Borrower and Lender. Equipment and tool loans are subject to the following conditions:

1. At the option of the Lender, loaned equipment may be loaned with an operator. See Article XII for terms and conditions applicable to use of borrowed personnel.
2. Loaned equipment shall be returned to the Lender upon release by the Borrower, or immediately upon the Borrower’s receipt of an oral or written notice from the Lender for the return of the equipment. When notified to return equipment to a Lender, the Borrower shall make every effort to return the equipment to the Lender’s possession within 24 hours following notification.
3. Borrower shall, at its own expense, supply all fuel, lubrication and maintenance for loaned equipment. The Borrower will take proper precaution in its operation, storage and maintenance of Lender’s equipment. Equipment shall be used only by properly trained and supervised operators. Lender shall endeavor to provide equipment in good working order. All equipment is provided “as is”, with no representations or warranties as to its fitness for particular purpose.
4. Lender’s cost related to the transportation, handling, and loading/unloading of equipment shall be chargeable to the Borrower. Lender shall provide copies of invoices for such charges where provided by outside sources and shall provide hourly accounting of charges for Lender’s employees who perform such services.
5. Without prejudice to a Lender’s right to indemnification under Article XIV herein, in the event loaned equipment is lost or damaged while being dispatched to Borrower, or while in the custody and use of the Borrower, or while being returned to the Lender, Borrower shall reimburse the Lender for

the reasonable cost of repairing said damaged equipment. If the equipment cannot be repaired within a time period indicated by the Lender, then Borrower shall reimburse Lender for the cost of replacing such equipment with equipment, which is of equal condition and capability. Any determinations of what constitutes "equal condition and capability" shall be at the discretion of the Lender. If Lender must lease or rent a piece of equipment while the Lender's equipment is being repaired or replaced, Borrower shall reimburse Lender for such costs. Borrower shall have the right of subrogation for all claims against persons other than parties to this Omnibus Agreement who may be responsible in whole or in part for damage to the equipment. Borrower shall not be liable for damage caused by the sole negligence of Lender's operator(s).

Article XI - EXCHANGE OF MATERIALS AND SUPPLIES.

Borrower shall reimburse Lender in kind or at Lender's actual replacement cost, plus handling charges, for use of partially consumed or non-returnable materials and supplies, or as mutually agreed between Borrower and Lender. Other reusable materials and supplies which are returned to Lender in clean, damage-free condition shall not be charged to the Borrower and no rental fee will be charged. Lender shall determine whether items returned are "clean and damage-free" and items shall be treated as partially consumed or non-returnable materials and supplies if item is found to be damaged.

Article XII - LOANS OF PERSONNEL.

Lender may, at its option, make such employees as are willing to participate available to Borrower at Borrower's expense equal to Lender's full cost, including employee's salary or hourly wages, call back or overtime costs, benefits and overhead, and consistent with Lender's personnel union contracts, if any, or other conditions of employment, or as mutually agreed between Borrower and Lender. Costs to feed and house loaned personnel, if necessary, shall be chargeable to and paid by the Borrower. The Borrower is responsible for assuring such arrangements as may be necessary to provide for the safety, housing, meals, and transportation to and from job sites/housing sites (if necessary) for loaned personnel. The Subscribing Organizations' Emergency Contact Points or their designees shall develop planning details associated with being a Borrower or Lender under the terms of this Omnibus Agreement. Lender personnel providing Emergency Assistance shall be under the control of their regular leaders, but the organizational units will come under the operational control of the command structure of the Borrower. Lender shall not be liable for cessation or slowdown of work if Lender's employees decline or are reluctant to perform any assigned tasks if said employees judge such task to be unsafe. A request for loaned personnel to direct the activities of others during a particular response operation does not relieve the Borrower of any responsibility or create any liability on the part of the Lender for decisions and/or consequences of the response operation. Loaned personnel may refuse to direct the activities of others without creating any liability on the part of the Lender. Any valid licenses issued to Lender personnel by Lender or Lender's state, relating to the skills required for the emergency work, may be recognized by the Borrower during the

period of emergency and for purposes related to the emergency. When notified to return personnel to a Lender, the Borrower shall make every effort to return the personnel to the Lender's possession immediately after notification.

Article XIII - RECORD KEEPING.

Time sheets and/or daily logs showing hours worked and equipment and materials used or provided by the Lender will be recorded on a shift-by-shift basis by the Lender and/or the loaned employee(s) and will be provided to the Borrower as needed. If no personnel are loaned, the Lender will provide shipping records for materials and equipment, and the Borrower is responsible for any required documentation of use of material and equipment for state or federal reimbursement. The documentation will be presented to the Administration/Finance Section of the Incident Management structure. Under all circumstances, the Borrower remains responsible for ensuring that the amount and quality of all documentation is adequate to enable disaster reimbursement.

Article XIV - INDEMNIFICATION AND LIMITATION OF LIABILITY.

- A. INDEMNIFICATION. For the purposes of this Agreement, to the extent allowed and/or imposed by valid and applicable law, and without waiving any form of sovereign, governmental, or official immunity defense or right under federal, state, or municipal statute or regulation, the Borrower releases and shall indemnify, hold harmless and defend each Lender, its officers, employees and agents from and against any and all costs, including costs of defense, claims, judgments or awards of damages asserted or arising directly or indirectly from, on account of, or in connection with, providing emergency assistance to the Borrower, whether arising before, during or after performance of emergency assistance and whether suffered by any of its subscribing organizations or any other person or entity, provided however, Borrower's indemnity obligation shall not exceed the statutory liability damage caps set forth in Section 537.610, RSMo.

The Borrower agrees that its obligations under this Section extend to any claim, demand, and/or any cause of action brought by or on behalf of any of its employees or agents.

- B. ACTIVITIES IN BAD FAITH OR BEYOND SCOPE. Any Subscribing Organizations shall not be required under this Omnibus Agreement to indemnify, hold harmless and defend any other Subscribing Organization from any claim, loss, harm, liability, damage, cost or expense caused by or resulting from the activities of any Subscribing Organizations officers, employees, or agents acting in bad faith or performing activities beyond the scope of their duties.
- C. LIABILITY FOR PARTICIPATION. In the event of any liability, claim, demand, action or proceeding of whatever kind or nature arising out of rendering of

emergency assistance through this Omnibus Agreement, the Borrower agrees to the fullest extent permitted or imposed by applicable law, and without waiving any form of sovereign immunity defense or right under federal, state or municipal statute or regulation, to indemnify, hold harmless, and defend each signatory to this Omnibus Agreement, whose only involvement in the transaction or occurrence which is the subject of such claim, action, demand, or other proceeding, is the execution and approval of this Omnibus Agreement, up to the statutory liability damage cap set forth in Section 537.610, RSMo.

- D. **DELAY/FAILURE TO RESPOND.** No Subscribing Organization shall be liable to another Subscribing Organization for, or be considered to be in breach of or default under this Omnibus Agreement on account of any delay in or failure to perform any obligation under this Omnibus Agreement, except to make payment as specified in this Omnibus Agreement.
- E. **MEDIATION AND ARBITRATION.** If a dispute arises out of or relates to this Contract, or the breach thereof, and if said dispute cannot be settled through direct discussions, the parties agree to first endeavor to settle the dispute in an amicable manner by mediation. Thereafter, any unresolved controversy or claim arising out of or relating to this Contract, or breach thereof, may be settled by arbitration, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The parties to this Contract may seek to resolve disputes pursuant to mediation or arbitration, but are not required to do so.
- F. **SUBSCRIBING ORGANIZATION LITIGATION PROCEDURES.** Each Subscribing Organization seeking to be released, indemnified, held harmless or defended under this Article with respect to any claim shall promptly notify the Borrower of such claim and shall not settle such claim without the prior consent of Borrower, which consent shall not be unreasonably withheld. Such Subscribing Organization shall have the right to participate in the defense of said claim to the extent of its own interest. Subscribing Organization's personnel shall cooperate and participate in legal proceedings if so requested by the Borrower, and/or required by a court of competent jurisdiction.

Article XV - SUBROGATION.

- A. **BORROWER'S WAIVER.** Borrower expressly waives any rights of subrogation against the Lender, which it may have on account of, or in connection with, the Lender providing Emergency Assistance to the Borrower under this Omnibus Agreement.
- B. **LENDER'S RESERVATION AND WAIVER.** Lender expressly reserves its right to subrogation against the Borrower to the extent the Lender incurs any self-insured, self-insured retention or deductible loss. The Lender expressly waives its

rights to subrogation for all insured losses only to the extent the Lender's insurance policies, then in force, permit such waiver.

Article XVI - WORKER'S COMPENSATION AND EMPLOYEE CLAIMS.

Lender's employees, officers or agents, made available to Borrower, shall remain the general employee of Lender while engaged in carrying out duties, functions or activities pursuant to this Omnibus Agreement, and each Subscribing Organization shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers' compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each Subscribing Organization shall provide worker's compensation in compliance with statutory requirements of the state of residency.

Article XVII - MODIFICATIONS.

No provision of this Omnibus Agreement may be modified, altered, or rescinded by any individual Subscribing Organization without two-thirds affirmative concurrence of the Subscribing Organizations. The Regional Disaster Planning Task Force will be the coordinating body for facilitating modifications of this Omnibus Agreement. Modifications to this Omnibus Agreement must be in writing and will become effective upon approval of the modification by a two-thirds affirmative vote of the Subscribing Organizations. Modifications must be signed by an authorized representative of each Subscribing Organization.

Article XVIII- NON-EXCLUSIVENESS AND PRIOR AGREEMENTS.

This Agreement shall not supercede any existing mutual aid agreement or agreements between two or more governmental agencies, and as to assistance requested by a party to such mutual aid agreement within the scope of the mutual aid agreement, such assistance shall be governed by the terms of the mutual aid agreement and not by this Agreement. This Agreement shall, however, apply to all requests for assistance beyond the scope of any mutual aid agreement or agreements in place prior to the event.

Article XIX - GOVERNMENTAL AUTHORITY.

This Agreement is subject to laws, rules, regulations, orders, and other requirements, now or hereafter in effect, of all governmental authorities having jurisdiction over the emergencies covered by this Omnibus Agreement, the Subscribing Organization or either of them.

Article XX - NO DEDICATION OF FACILITIES.

No undertaking by one Subscribing Organization to the other Subscribing Organizations under any provision of this Omnibus Agreement shall constitute a dedication of the facilities or assets of such Subscribing Organization, or any portion thereof, to the public or to the other Subscribing Organization. Nothing in this Omnibus Agreement shall be construed to give a Subscribing

Organization any right of ownership, possession, use or control of the facilities or assets of the other Subscribing Organization.

Article XXI - NO PARTNERSHIP.

This Omnibus Agreement shall not be interpreted or construed to create an association, joint venture or partnership among the Subscribing Organizations or to impose any partnership obligation or liability upon any Subscribing Organization. Further, no Subscribing Organization shall have any undertaking for or on behalf of, or to act as or be an agent or representative of, or to otherwise bind any other Subscribing Organization.

Article XXII - NO THIRD PARTY BENEFICIARY.

Nothing in this Omnibus Agreement shall be construed to create any rights in or duties to any Third Party, nor any liability to or standard of care with reference to any Third Party. This Agreement shall not confer any right, or remedy upon any person other than the Subscribing Organizations. This Omnibus Agreement shall not release or discharge any obligation or liability of any Third Party to any Subscribing Organizations.

Article XXIII - ENTIRE AGREEMENT.

This Agreement constitutes the entire agreement and supersedes any and all prior agreements of the Parties, with respect to the subject matters hereof.

Article XXIV - SUCCESSORS AND ASSIGNS.

This Omnibus Agreement is not transferable or assignable, in whole or in part, and any Subscribing Organization may terminate its participation in this Omnibus Agreement subject to Article V.

Article XXV - GOVERNING LAW.

This Omnibus Agreement shall be interpreted, construed, and enforced in accordance with the laws of Missouri State.

Article XXVI - VENUE.

Any action which may arise out of this Omnibus Agreement shall be brought in Missouri State.

Article XXVII - TORT CLAIMS.

It is not the intention of this Omnibus Agreement to remove from any of the Subscribing Organizations any protection provided by any applicable Tort Claims Act. However, between Borrower and Lender, the Borrower retains full liability to the Lender for any claims brought against the Lender as described in other provisions of this agreement.

Article XXVIII - WAIVER OF RIGHTS.

Any waiver at any time by any Subscribing Organizations of its rights with respect to a default under this Omnibus Agreement, or with respect to any other matter arising in connection with this Agreement, shall not constitute or be deemed a waiver with respect to any subsequent default or other matter arising in connection with this Agreement. Any delay short of the statutory period of limitations, in asserting or enforcing any right, shall not constitute or be deemed a waiver.

Article XXIX - INVALID PROVISION.

The invalidity or unenforceability of any provisions hereof, and this Omnibus Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

Article XXX - NOTICES.

Any notice, demand, information, report, or item otherwise required, authorized, or provided for in this Omnibus Agreement shall be conveyed and facilitated by the Regional Disaster Planning Task Force, care of the Springfield-Greene County Office of Emergency Management 833 Boonville, Springfield, MO., Phone: 417-869-6040, Fax: 417-869-6654. Such notices, given in writing, and shall be deemed properly given if (i) delivered personally, (ii) transmitted and received by telephone facsimile device and confirmed by telephone, or (iii) sent by United States Mail, postage prepaid, to the Regional Disaster Planning Task Force.

Name of Organization

Street Address

City, State, Zip Code

Name of Organization Official

Signature of Organization Official

Date