

Georgia Emergency Operations Plan

GEMA Mutual Aid Support Annex 2



GEMA

Updated: 2007

SUPPORT ANNEX E – Mutual Aid

Primary Agency

Georgia Emergency Management Agency (GEMA)

Supporting Agencies

All State and Local Government Agencies

Georgia Mutual Aid Group (GMAG)

I. Introduction

A. Purpose

The *Mutual Aid Support Annex* to the *Georgia Emergency Operations Plan* (GEOP) provides the overarching framework through which coordinated and expedient intrastate and interstate mutual aid operations will be conducted in response to a Governor's State of Emergency, Presidential Emergency or Disaster Declaration, or an Incident of National Significance. This Annex provides an overview of the mutual aid management functions, roles and responsibilities when operating in accordance with the GEOP.

B. Scope

This annex:

1. Identifies the components of the state mutual aid management structure.
2. Provides a concept of operations for state mutual aid management in support of the GEOP.
3. Describes how GEMA coordinates state mutual aid operations in response to a Governor's State of Emergency, Presidential Emergency or Disaster Declaration, or an Incident of National Significance.

II. Policies

A. General

State mutual aid management during GEOP implementation is conducted primarily within the State Operations Center (SOC). The mutual aid management function is an element of Emergency Support Function (ESF #5). Mutual aid operations are coordinated by the Mutual Aid Branch of the Logistics Section within the SOC.

B. Authority

The authority to plan, coordinate and render or request such mutual aid is vested in that portion of the Official Code of Georgia known as the Georgia Emergency Management Act of 1981, 38-3-2 (a) (3) and (4) which specifies the authority to **“....provide for the rendering of mutual aid among the political subdivisions of the State, with other states, and with the federal government with respect to the carrying out of emergency management functions; and to authorize the establishment of such organizations and the taking of such steps as are necessary and appropriate to carry out Articles 1 through 3 of this chapter.”** Additional details concerning mutual aid can be found in this document at 38-3-22 (b) (10) and (11), 38-3-26 (d) and (c), 38-3-29 (b) and 38-3-30 (a), (b) and (c).

III. Situation

A. Incident Condition

In an emergency situation, the Governor's declaration of a State of Emergency implements the GEOP. The Director, GEMA, exercises overall direction and coordination of emergency and disaster planning and operations, as stated in the Governor's Executive Order issued August 25, 2004 and in accordance with the Georgia Emergency Management Act of 1981, as amended. When the GEOP is implemented, the SOC is activated and functions as a Multi-Agency Coordination Center (MACC). The management of mutual aid operations is a key function of the SOC.

B. Planning Assumptions

1. A catastrophic incident may occur with little or no advance notice;
2. The Governor of Georgia may declare a State of Emergency either prior to or shortly following a disaster event;
3. The Secretary, Department of Homeland Security may designate a major catastrophe an Incident of National Significance and may direct implementation of the NRP;
4. In conjunction with the designation of an Incident of National Significance, a Presidential Emergency and/or Major Disaster Declaration may be issued;
5. An event with notice and planning time that is projected to be catastrophic may trigger the issuance of a pre-disaster Presidential Disaster Declaration (PDD) allowing Federal assistance to be integrated into the preparedness phase of operations;

6. Resources of impacted counties may be overwhelmed, requiring the use of intrastate mutual aid. State resources will be overwhelmed, requiring the use of interstate mutual aid;
7. Multiple events may occur simultaneously or following the initial incident that would adversely affect the availability of resources, personnel and commodities for a response effort;
8. Response timing may be affected by the availability of air and ground transportation assets and the post-event condition of the transportation infrastructure;
9. Extreme and widespread structural damage could result in significant and long-term disruptions of critical infrastructure such as health and medical services, utilities, transportation networks, and communications;
10. Environmental impacts resulting from a catastrophic incident may slow a response and recovery effort and;
11. Some disaster events in Georgia may not reach the threshold for a PDD, requiring a response using only intrastate mutual aid, State Government and commercial resources, and interstate mutual aid.

IV. Concept of Operation

A. Mission

GEMA coordinates intrastate and interstate mutual aid operations within the State in accordance with the GEOP in order to save lives, minimize human suffering and restore State and local government operations to pre-disaster condition.

B. Execution

Mutual aid operations will be coordinated and managed by the Mutual Aid Branch of the Logistics Section within the SOC.

1. Intrastate mutual aid will be coordinated in accordance with Reference B, the GEMA Statewide Mutual Aid And Assistance Agreement and Reference H, GMAG Administrative and Operational Guidelines. The purpose of this agreement is to provide mutual aid between participating parties within the State. The provision of mutual aid under this agreement requires an Emergency or Disaster Declaration by the governing authority of any political subdivision that is a participating party to the agreement. This agreement also provides for reimbursement of costs by the requesting party to the

assisting party.

2. Interstate mutual aid will be coordinated in accordance with the Emergency Management Assistance Compact (EMAC). EMAC is administered nationally by the National Emergency Management Association (NEMA). The purpose of this compact is to provide mutual aid between member states. EMAC was enacted into State law in accordance with reference A. The provision of mutual aid under this compact requires a State of Emergency declaration by the Governor of the requesting state. This agreement also provides for reimbursement of costs by the Requesting State to the Assisting State. These procedures are detailed in Reference C, the EMAC Operations Manual, Reference E, Georgia EMAC Standard Operating Procedures and Reference F, Georgia EMAC Implementation.

C. Organization

1. Logistics Section

The Logistics Section in the SOC is charged with coordinating and controlling the logistics management system during an operational period, which includes mutual aid. The Logistics Chief is a member of the General Staff reports to the SOC Chief.

2. Mutual Aid Branch

The Mutual Aid Branch of the Logistics Section is charged with coordinating intrastate and interstate mutual aid. The Mutual Aid Branch Chief reports to the Logistics Chief. The Mutual Aid Branch consists of the following:

a. Georgia Mutual Aid Group (GMAG)

GMAG coordinates fire and rescue/EMS intrastate mutual aid as may be needed by a county. At least one GMAG member will be present in the SOC during each operational period.

b. Other Intrastate Mutual Aid

Non-fire and non rescue/EMS intrastate mutual aid requests will be facilitated by the appropriate ESF.

c. Emergency Management Assistance Compact (EMAC) “A” Team

This team coordinates interstate mutual aid. The team will normally consist of 2-3 State personnel and 4-8 personnel from other states who staff or support the SOC as follows:

i. Team Leader

The team leader during an operational period will be the GEMA Primary or Alternate EMAC Designated Contact. This person will staff the EMAC desk in the SOC, serve as the primary advisor and liaison for EMAC with ESF representatives and other SOC staff, receive and process RFAs, including obtaining the required approval of each REQ-A by a GEMA EMAC Authorized Representative, and will monitor and track all resources provided by other states.

ii. Georgia National Guard Liaison

This officer, trained in EMAC operations, will work with the EMAC “A” Team during each operational period. He/she will provide subject matter expertise on National Guard matters and work directly with the National Guard staff of other states regarding the identification and coordination for National Guard resource support via the EMAC as necessary. He/she will also assist with the coordination of Reception, Staging, Onward Movement and Integration (RSOI) and re-deployment of National Guard from other states assisting Georgia under EMAC.

iii. EMAC “A” Team members

Two to four team members will support the SOC EMAC Team Leader per operational period from a proximate, but separately located administrative work area. Key tasks performed by the team include establishing and maintaining administrative records, preparing and dispatching EMAC Broadcasts via the EMAC web site and EMAC the RFA form (REQ-A), coordinating EMAC conference calls, preparing and disseminating EMAC daily situation reports, coordinating deployment of resources from other states to Georgia, including coordinating the RSOI of incoming resources at the designated RSOI location, monitoring the welfare of resources while employed, coordinating re-deployment of resources when their task is completed and coordinating reimbursement in association with the SOC Finance Chief.

D. Preparedness

1. Pre-Event Designation and Training of “In-house” EMAC “A” Team

A cadre of 2-3 personnel should be identified, designated and trained to function as an EMAC “A” Team within the SOC in accordance with Reference D, EMAC Member State Responsibilities.

2. Pre-Event EMAC “A” Team Support Planning

GEMA will plan to provide workspace and logistics support for EMAC “A” Team members deployed from other states to work in support of the SOC and augment the GEMA “in house” EMAC “A” Team in accordance with Reference C, EMAC Operations Manual. Minimum requirement is two workstations with telephones and computers with Internet and e-mail capability, however this would vary based on the size of the team per operational period.

3. Pre-Event GMAG Service Contract

In the annual contract between GEMA and GMAG, specify under “Scope of Services” that GMAG will staff the Intrastate Mutual Aid Team, Mutual Aid Branch of the Logistics Section in the SOC when activated and coordinate and manage intrastate mutual aid for fire and rescue/EMS in accordance with References A and H of this Annex, in support of the Mutual Aid Branch of the Logistics Section in the SOC.

4. State Resource Inventory

Establish and maintain an inventory of human and material resources in accordance with EMAC Articles of Agreement, specifically Article III – Party State Responsibilities as contained in Reference C, the EMAC Operations Manual. This should include local and state government resources. Resources should be typed according to NIMS typing standards to the maximum extent practical in accordance with Reference D, EMAC Member State Responsibilities.

5. Request for EMAC “A” Team Support

EMAC “A” Team members should be requested from other states via the EMAC Broadcast and REQ-A system as soon as a State of Emergency is declared by the Governor, if assistance via EMAC is anticipated. The number of persons requested will vary depending upon the severity of the emergency event.

6. ESF EMAC Training

ESF SOC representatives should undergo an EMAC orientation to familiarize them with EMAC procedures as part of the training curriculum qualifying them to work in the SOC.

E. Response Operations

1. Processing Requests for Assistance (RFA)

- a. Based on a RFA from a county or ESF, the Mutual Aid Branch will attempt to fill the RFA via intrastate mutual aid in accordance with Reference A. The Mutual Aid Branch will use the GEMA Resource Portal as a primary tool to locate potential resources within the State.
- b. If the needed resource cannot be located or is not available via intrastate mutual aid, the Mutual Aid Branch will attempt to fill the RFA via interstate mutual aid in accordance with Reference C. The Mutual Aid Branch will use the EMAC Broadcast and Request for Assistance (REQ-A) system via the EMAC website as the primary tool to locate potential resources in other states.
- c. Intrastate and interstate mutual aid coordination and management involves the following key tasks including locating and verifying the availability of resources with the providing entity, obtaining a cost estimate from the providing entity, obtaining approval of the cost from the requesting entity, coordinating the deployment of the resource to the location required, monitoring the resource while engaged in support operations, coordinating re-deployment of the resource to its place of origin when the task is completed and coordinating reimbursement to the providing entity by the requesting entity in association with the SOC Finance Chief.

2. Reception, Staging, Onward Movement and Integration (RSOI)

All civilian personnel from other states that are in Georgia via the EMAC to support emergency response and recovery operations will undergo RSOI at the Base immediately upon arrival and prior to their departure from Georgia. During this process, the Base Incident Management Team (IMT) will obtain accountability and verify the readiness status of personnel, their equipment and vehicles, and coordinate their movement into the disaster area. National Guard personnel from other states will undergo RSOI as prescribed by the Georgia National Guard. Civilian personnel and equipment processing will include the following:

a. Check-in

Once in Georgia, all team leaders (or individuals if operating alone) will check-in with the Base Operations Chief upon arrival at the Base. Team leaders will provide the name and contact person for their organization in their home state, names of all team members and their cell phone numbers (as applicable) and a copy of the EMAC Deployment Order authorizing their deployment to Georgia. Team leaders will notify their home state of the arrival at the Base. The Base Operations Chief will contact the EMAC "A" Team in the SOC to advise of the arrival of the resource, establish their reporting schedule and provide the team

personnel roster and contact info.

b. Mission Coordination

During check-in, the Base Planning Chief will confirm the mission, destination, name and contact numbers for the local requesting entity with the EMAC "A" Team in the SOC. The source and location for life support for the team in or near the impact area will also be confirmed before the team departs for the disaster area. This information will be given to the team leader.

c. Immunizations

Personnel will receive immunizations as required by ESF 8 before deployment into the disaster area.

d. Crew Rest

To ensure safety and personal well being, all personnel will be afforded meals and at least 8 hours of sleep before their departure to the impacted area or back to their home state.

e. Equipment Issue/Turn-in

Upon arrival, team leaders will verify the operational readiness status and sign a receipt for any equipment issued by the State. Upon departure, team leaders will make all issued equipment available for inspection by a member of the Base IMT to verify its operational readiness status and the Base IMT representative will sign a receipt accepting the equipment from the team leader on behalf of the State.

f. Organic Equipment Processing

All equipment brought by team members from their home state will be in and out-processed. This includes making a record of the make, model and year of vehicles, including their bumper number (if applicable), VIN and license plate number. Upon in-processing all equipment will be inspected by a member of the Base IMT to ensure it is operable and any existing damage will be documented. Upon out-processing, all equipment will be inspected by a member of the Base IMT to ensure it is operable and that any damage sustained while in the State is documented in writing and by photograph (s). This documentation will be forwarded to the EMAC "A" Team at the SOC.

g. Entry Passes

Team leaders will be issued disaster area Entry Passes for each vehicle in their team. These passes will be turned in during out-processing for re-deployment.

h. Check-out

When the mission is complete, team leaders will bring their teams back to the Base for out-processing. The team leader will confirm personnel accountability with the Base IMT, turn in all issued equipment after it is inspected and submit all vehicles and equipment organic to the team for inspection. Once this has been accomplished and documented and the team has had sufficient rest, the Base Operations Chief will request approval for their re-deployment to their home state from the EMAC "A" Team in the SOC. The Base Manager will not allow departure until all required RSOI actions are satisfactorily completed and departure is approved by the EMAC "A" Team in the SOC. Teams will not be allowed to depart unless they can arrive at their final destination in the home state by 10:00 p.m. on the day of travel or unless appropriate rest stops have been planned and coordinated along their route of travel. Upon departure, team leaders will advise the Base IMT of their departure date/time and estimated date/time of arrival in their home State. The Base IMT will provide this information to the EMAC "A" Team in the SOC.

F. Responsibilities

1. Counties

- a. Be familiar with References A, B, C and H.
- b. Identify gaps in capabilities and establish mutual aid agreements with other local jurisdictions to provide these capabilities to the maximum extent possible.

2. State Agencies, Departments, Commissions

a. All agencies, departments and commissions

- i. Ensure ESF representatives are familiar with References A and B and are trained in the provisions of Reference C.
- ii. Identify gaps in capabilities and work with sister agencies in other states to identify potential resources to fill these gaps to the maximum extent possible in order to facilitate a possible EMAC RFA.

b. Georgia National Guard

- i. Provide an officer, trained in EMAC, to work as a member of the EMAC “A” Team in support of the SOC for each operational period.

c. GEMA

- i. Establish and maintain a cadre of 2-3 personnel trained to function as “in house” EMAC “A” Team Leader within the SOC.
- ii. Immediately following a State of Emergency declaration by the Governor, advise NEMA of the emergency situation and request that EMAC “A” Team members be identified from other states for possible deployment to the SOC.
- iii. Conduct the EMAC Field Course for State ESF personnel as needed.
- iv. Provide administrative work space, office machines and supplies to accommodate the EMAC “A” Team, including individual work stations, computers with Internet access and e-mail capability and telephones. Work space should be separately located, but near the SOC.
- v. Provide the GEMA EMAC Coordinators to serve as Mutual Aid Branch Chief in the Logistics Section of the SOC for each operational period.

V. Coordination

All EMAC REQ-As must be approved and signed by a GEMA Authorized Representative before any resource from another state can deploy under EMAC to Georgia to provide assistance. No agency should encourage or authorize “self deployment” of any resource from other states.

VI. References

- A. Official Code of Georgia 38-3-81, Emergency Management Assistance Compact
- B. GEMA Statewide Mutual Aid And Assistance Agreement
- C. EMAC Operations Manual
- D. EMAC Member State Responsibilities Handout, EMAC Committee Meeting
- E. NEMA Mid-Year Conference, 2007
- F. Georgia EMAC Standard Operating Procedures (SOP)
- G. Georgia EMAC Implementation Guide

H. GEMA and GMAG Service Contract

I. GMAG Administrative and Operational Guidelines