



**Wisconsin Public
Works Mutual
Assistance
Agreement
Operations Plan**

CONTENTS

INTRODUCTION	4
Definitions	4
MISSION STATEMENT	6
WISCONSIN PUBLIC WORKS MUTUAL ASSISTANCE OVERVIEW	7
General	7
Liaison Officer	7
Response Team Concept.....	7
Incident Categories	8
LOCAL ASSISTANCE	8
LOCAL / DECLARED EMERGENCY OR MAJOR DISASTER	9
Requesting Assistance	9
During The Response	10
Demobilization	10
Additional Operational Periods	10
COMMON COMMUNICATIONS	11
FINANCE	11
GENERAL OPERATIONAL RULES	11
Appendix A: Application Submission Checklist	13
Appendix B: Request Assistance Form	14
Appendix C: Providers Response Form	15
Appendix D: Authorized Representative	16
Appendix E: Employee and Equipment List	17
Appendix F: Reimbursement Summary	18

INTRODUCTION

It is recognized and acknowledged that in certain situations, such as, but not limited to, emergencies, natural disasters and man-made catastrophes, the use of an individual Member Unit's personnel and equipment to perform functions outside the territorial limits of the Member Unit is desirable and necessary to preserve and protect the health, safety and welfare of the public. Further, it is acknowledged by the State of Wisconsin that coordination of mutual assistance through the Public Works Mutual Assistance Agreement is desirable for the effective and efficient provision of mutual assistance.

With this as a backdrop, it has been the shared vision of Public Works professionals and the State of Wisconsin to develop a mutual assistance system wherein an affected jurisdiction can call upon resources of other jurisdictions in an orchestrated and organized effort to respond to an emergency or disaster. In many respects, the underpinning of the system is modeled after the very successful and highly regarded Mutual Aid System that has been a mainstay of Fire and Law Enforcement departments all around the Country. Noticeably, the public works plan differs to take into account the vast and varied nuances inherent with public works operations.

The goal of the Wisconsin Public Works Assistance Agreement is, by design, rather simple, but embodies critical tasks and associated responsibilities that will assist a requesting community for response efforts too their emergency or disaster.

Definitions

For the purpose of this Agreement, the following terms as used in this agreement shall be defined as follows:

Authorized Representative: A local unit of government's employee who has been authorized, in writing by that party, to request, to offer, or to otherwise provide aid and assistance under the terms of the Mutual Assistance Agreement. The list of Authorized Representatives for each party shall be attached to the executed copy of this Agreement. In the event of a change of personnel, unless otherwise notified, the presumption will be the successor to the employee's position will be authorized representative.

Providing Agency: The entity providing mutual aid assistance to a Requesting Agency pursuant to a local or statewide mutual assistance agreement, also known as an Aiding Unit/Entity.

Requesting Agency: The entity that requests mutual aid assistance from a Providing Agency or emergency work resulting from an emergency or disaster, also known as a Stricken Unit/Entity.

Response Team: Local units of government list their available resources as Response Teams, (i.e. one or two person teams) based on a function or task to be completed. Response Teams are deployed with all of the personnel and equipment needed to accomplish a specific task. As an example, a Brush Chipping Response Team includes two people, a dump truck and tow behind chipper for the task of chipping brush. The team will respond with chainsaws, personal protective equipment (PPE) and other equipment needed to perform the task.

Liaison Officer: A member of the Command Staff from the requesting agency in this position is responsible for coordinating with representatives from responding agencies.

Strike Team: Specified combinations of the same kind and type of resources, with a common communication and a leader.

Task Force: A group of resources with a common communication for a leader that may be pre-established and sent to an incident, or formed at an incident.

Strike Teams and Task Forces:

In many instances it is effective to group Response Teams into Task Force or Strike Teams at the Requesting Agency staging area. Task Force and Strike Teams may be comprised solely of WPWMAS Response Teams, or a combination of WPWMAS and other Public Works Responders. In the staging area it would be effective to compose strike teams.

Strike Team and Task Force Leader:

A leader is required for each Task Force or Strike Team established. It is generally desirable for the Leader to be a member of the requesting agency, due to their familiarity with the local community. If this is not practical, WPWMAS may provide such a Leader.

WISCONSIN PUBLIC WORKS MUTUAL ASSISTANCE AGREEMENT
MISSION STATEMENT

It is the mission of the Wisconsin Public Works Mutual Assistance Agreement, in the spirit of intergovernmental cooperation, to develop and maintain a statewide network of public works related agencies whose principal purpose is to provide emergency assistance to each other in the event of disasters or emergencies.

WISCONSIN PUBLIC WORKS MUTUAL ASSISTANCE OVERVIEW

General

The Wisconsin Public Works Mutual Assistance Agreement (WPWMAS) has been developed to provide Public Works assistance to member local units of government in need. This Plan details the steps involved in a mutual assistance response, from the initial request for public works resources to demobilization following the response. The National Response Framework (NRF) provides the guiding principles for public works to mitigate, prevent, prepare, plan, respond, and recover, from the effects of incidents in order to reduce the loss of life and property and harm to the environment. The Plan is intended to be flexible, providing an organized, sustainable response and recovery during incidents regardless of size. The Plan works within the National Incident Management System (NIMS). NIMS maintain that states should participate in these types of agreements and should look to establish intrastate agreements that encompass all local jurisdictions such as this agreement.

WPWMAS responses are based on missions or tasks to be completed. Knowing the mission allows Requesting Agency to request a Response Team with all the personnel and equipment needed to complete the mission safely. The work shifts are a maximum of 12 hours. When the work shift is over or the mission is completed, the Response Teams are relieved and return to their respective local units of government.

Liaison Officer

The position of Liaison Officer (LO) is critical to a successful response. The LO does not blindly fill equipment requests, but rather works with the Requesting Agency to identify options for providing the resources needed to satisfy the mission as efficiently as possible. The LO may be coordinating resources for multiple responses and multiple operational periods. In all cases, the LO works to insure that member resources are utilized appropriately and supported properly, and returned to their local units of government safely. The Liaison Officer shall be designated by the Incident Commander or an appointed official from the requesting agency.

Response Team Concept

If more than one Response Team is needed for an emergency or disaster, the Liaison Officer will contact several local units of government to each send one Response Team, if possible.

The use of Response Teams provides several benefits:

- The Requesting Agency is assured responders have the proper equipment to complete the mission.
- Safety is improved as Response Teams bring the proper support equipment and PPE for the task.
- Requesting Response Teams from several member units spreads out the impact of the response.
- The use of pre-identified Response Team personnel and equipment provides consistency and improves the ability to provide an organized response.

Incident Categories

Resource requests are based on one of two incident / event categories: 1) Local Assistance, 2) Local or Regional Emergency and Disaster. The protocols for resource requests and levels of coordination are detailed in the chapter for each category. ***It should be noted that our incident category, and thus our resource request protocols, will change as an incident expands or contracts.***

1. LOCAL ASSISTANCE

Local Assistance is the lowest category, providing limited direct assistance for planned events, small-scale incidents. A Local Assistance response will typically involve a single requesting agency, limited resource coordination, minimal resources and few operational periods. Examples of this would be a flash flood, blizzard or a microburst.

Process: Requesting Agency makes direct contact to potential providing local units of government of the needed resources and makes arrangements to meet the need.

Potential reimbursement and costs for equipment and work done under a local assistance arrangement should be discussed PRIOR to deployment of resources and will be from the Requesting Agency.

Documentation: Requesting Agency should document the situation including: what resources were received, what work was performed, and any cost arrangement made. The Requesting Agency completes the Requesting Assistance form (Appendix B) and sends it to the responding community. The responding community completes the Providers Response form (Appendix C) and sends back to the requesting agency.

2. LOCAL / REGIONAL EMERGENCY AND DISASTER

Requesting Assistance

Below are **SUGGESTED** steps for your local unit of government to follow when using the Public Works Mutual Assistance Agreement. The parties to the Agreement are listed by agency, with a contact person, their phone number and an emergency 24-hour phone number. Simply make the contact and obtain the assistance.

Local Assistance: The highest category is a declared emergency or major disaster, a catastrophic incident threatening loss of life or significant loss or damage to property. The incident typically impacts a larger geographic area or more than one community. Examples of this include a flood, ice storm or a tornado.

REQUESTING AGENCY - STEPS TO FOLLOW:

When your local unit of government is requesting assistance:

1. Assess the situation and determine the resources needed and does it exceed your capabilities.
2. The Liaison Officer shall contact your local Authorized Representative requesting assistance.
3. Locate local units of government included in the Agreement which is located on Wisconsin Emergency Management web site (TBA).
4. Call the local unit of government(s) listed that may have the resources you need.
5. Fill out the REQUESTING AGENCY'S MUTUAL ASSISTANCE INFORMATION form.
6. Send copy of the form to the Responding Agency as soon as possible.

RESPONDING AGENCY - STEPS TO FOLLOW:

When you're local unit of government is responding to a request for assistance:

1. Make sure you can fulfill the request before giving an answer. Remember, *you are not required* to supply aid if you determine you can not spare resources or if you do not have qualified personnel, appropriate equipment and necessary materials for what is requested.
2. Analyze the level of risk of the request.
3. Complete the PROVIDER'S RESPONSE form with the information given by the Requesting Agency.
4. Brief your employees and prepare the equipment.
5. Complete the EMPLOYEE & EQUIPMENT INFORMATION form -- provide copies to your responding staff and to the Requesting Agency.
6. Dispatch staff to the Requesting Agency for assistance.

CONTACT PERSON/COORDINATOR OF PROVIDER - STEPS TO FOLLOW:

Carry a copy of the Requesting entity's MUTUAL ASSISTANCE INFORMATION form and your EMPLOYEE & EQUIPMENT INFORMATION form and provide a copy of each to the Requesting entity.

1. Remember, you are responsible for your crew working in a safe and professional manner.
2. Track your equipment and materials inventory.

During the Response

The requesting agency informs the responding agency when requested resources have arrived at the staging area.

Communication between the Requesting Agency and the Responding Agency continue at various times during the operational period to discuss resource needs for future operational periods.

The Requesting Agency fully documents the situation under the local NIMS-Compliant Incident Command Structure, including incident objectives, resources received; work performed, cost arrangements, logistics arrangements, and other pertinent information.

The Responding Agency documents the contacts made, resources coordinated, response and demobilization information.

Demobilization

The Requesting Agency informs the Liaison Officer the mission has been completed and the Response Teams will be released. The Liaison Officer informs the Responding Agency when demobilization will commence.

Additional Operational Periods

This process is to be repeated when resources are requested for additional operational periods. Should the Liaison Officer for an incident change during the course of the incident, the outgoing LO shall fully brief the incoming LO as to the status of the response and shall pass on any documentation related to the incident. All changes shall be communicated to the Incident Command staff.

It is generally expected that the resource needs of a local or regional emergency will be met with regional resources deployed on a daily basis. The Liaison Officer should arrange for resources from agencies within a 2 hour travel distance of the incident, if possible.

This would provide a 12 hour shift for responders, an 8 hour work shift and 4 hours of travel time to and from the incident.

Should the combined work shift and travel time exceed 12 hours, the Requesting Agency may be required to provide lodging and meals for responders.

In a multi-jurisdictional emergency, it is understood that the Requesting Agency may not be the effected Community. A Multi-agency Coordination System such as a County Emergency Management Agency may coordinate resource requests in some situations. There may also be public works resource responding through mutual aid agreements other than Wisconsin Public Works Mutual Assistance System (WPWMAS), for example Wisconsin Water and Wastewater Agency Response Networks (WARN). In all cases it is important that a single point of contact be establish for each incident, and all public works resources should be coordinated through that one point of contact.

COMMON COMMUNICATIONS

Common, reliable communications are essential to safe and effective operations. It is expected that the requesting agency will provide common communication equipment to responders. Should that not be possible, the Liaison Officer shall work with other emergency management agencies to acquire the necessary equipment.

FINANCE

Each responding agency shall complete a detailed Reimbursement Summary form (Appendix F) and forward those forms to the Requesting Agency.

GENERAL OPERATIONAL RULES

- Response Teams, Task Force members, Task Force Leaders and Administrative Support Personnel shall not work more than a 12 hour “on-site” shift. Once the 12 hour limit has been reached, all engaged members will be relieved of their duties.
- Response Teams, Task Force and Strike Teams will not engage in any activities for which they have not been properly trained.
- Not more than one Response Team, Task Force Leader or Administrative Support Personnel will be requested from each Responding Community. If, however, on their own volition, a Responding Community offers more than one Response Team, Task Force Leader or Administrative Support Personnel, said request will be honored by Requesting Entity and number of people assigned. A Response Team or Task Force will be decided by the Responding Entity.

APPENDIX

APPENDIX A

Application Submission Checklist

Date: _____
Agency: _____
Population Served: _____
Form Completed by: _____

	YES	NO	Comments
1. Mutual Aid Completed and Signed by Agency? (Please send signed copy)			_____
2. Did you make any changes to the Public Works Mutual Assistance Agreement?			_____
3. Did you include a copy of the approved ordinance/resolution?			_____
4. Did you complete the Authorized Representative Form?			_____

Submit copy of forms to:

State of Wisconsin Public Works Mutual Assistance Agreement

Randi Wind Milsap
General Counsel
WI Dept. of Military Affairs
2400 Wright Street
PO Box 8111

Madison, WI 53708-08111

And

County Emergency Management Director

http://emergencymangement.wi.gov/counties/county_directors.asp

APWA Emergency Management Committee

<http://wisconsin.apwa.net/c/emergencymanagement/>

APPENDIX B

Request Assistance

<<Date>>

<<Name of Provider>>
<<Address of Provider>>

Dear <<Provider Contact>>;

This letter is to request aid and assistance pursuant to the Public Works Mutual Assistance Agreement adopted by your governing board.

The <<City/Village/Township of>> requests mutual aid for a disaster that <<is Imminent/is in progress/has occurred>>. <<Description of disaster, limit to three sentences>>.

The services requested are <<specify equipment, personnel, materials and/or supplies>>. The services will be required for <<length of time>> beginning <<date when assistance should arrive>>.

Please have your designated personnel meet <<your contact person>> at <<specify location>> at <<specify time>> on <<specify date>>.

Sincerely,

Name of Authorized Requesting Representative
Title of Authorized Requesting Representative

APPENDIX C

Provider's Response

<<Date>>

<<Name of Provider>>
<<Address of Provider>>

Dear <<Authorized Requesting Contact>>;

This letter is in response to your request dated <<specify date>> for mutual aid and/or assistance pursuant to the Public Works Mutual Assistance Agreement adopted by our governing board.

The <<Village/City/Township of>> will send the following <<specify equipment, personnel, materials and or supplies>> for a period of <<specify number>> day(s), and pursuant to Section VII of the Agreement we will provide twenty-four (24) hours notice of our intent to terminate assistance.

Our team will arrive at << specify location>> at <<specify time>> on <<specify date>>. <<Specify Name>> will be responsible for the supervision of our team during its duration in your community.

Sincerely,

Name of Authorized Provider Representative
Title of Authorized Provider Representative

APPENDIX D

Authorized Representative

Community: _____

Address: _____

Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Fax: _____

Back Up Authorized Representative

Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Fax: _____

APPENDIX E

Employee and Equipment List

Community:

Employees:

Equipment:

Supplies/Materials:
