



**State of Colorado  
Emergency Operations Plan  
All-Hazards Resource Mobilization Annex**

**2016 - 2017**



**COLORADO**

**Division of Homeland Security  
& Emergency Management**

Department of Public Safety



## COLORADO

### Division of Homeland Security & Emergency Management

Department of Public Safety

Logistics Section  
9195 E. Mineral Avenue, Suite 200  
Centennial, CO 80112

12/31/15

Dear Emergency Response Community Members:

Below is the finalized State of Colorado All Hazards Emergency *Resource Mobilization Annex* for 2016-2017. The Mobilization Annex is an all-risk system for the allocation, mobilization, and deployment of resources in the event of a disaster or local incident that requires more resources than those available under any existing inter jurisdictional or mutual aid agreement. This annex will only be utilized after all local and mutual aid resources have been depleted or will be imminently depleted.

We would like to thank the members of the Colorado Resource Mobilization Committee for their commitment to public safety and the time and effort they dedicated to revising the State of Colorado All Hazards Emergency *Resource Mobilization Annex*.

Sincerely,

A handwritten signature in blue ink that reads "Kevin Klein".

Kevin Klein, Director  
Colorado Division of Homeland Security and Emergency Management

A handwritten signature in blue ink that reads "D.C. Reynolds".

Dana Reynolds, Director  
Colorado Office of Emergency Management

A handwritten signature in blue ink that reads "Paul Cooke".

Paul Cooke, Director  
Colorado Division of Fire Prevention and Control

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# Emergency Resource Mobilization Summary

This annex employs a functional approach which includes the assignment of responsibilities.

## Requesting Agency Responsibilities

1. Development and implementation of a Local Resource Mobilization Plans, including mutual/auto aid, Local Intergovernmental Agreements for Emergency Management, vendors, contractors, local dispatch, national interagency dispatch, and local businesses.
2. Utilize the State of Colorado All Hazards Emergency *Resource Mobilization Annex*; hereafter known as (*Resource Mobilization Annex*) when needed.
3. Request assistance through the Division of Homeland Security and Emergency Management, via direct verbal request from the County / Tribal Emergency Manager or as designated in this document using the State of Colorado, Department of Public Safety 24 hour Emergency Line (303) 279-8855.
4. Seek assistance in implementing the processes in the *Resource Mobilization Annex* from the Colorado Office of Emergency Management (COEM) in the areas of technical assistance, coordination and management of resource mobilization and development of strategic and institutional relations with partners.
5. Place Resource Orders for specific kinds and types of resources. Resource Typing Definitions may be found online at <http://www.fema.gov/resource-management>
6. Manage the incident using National Incident Management System (NIMS) guidelines.
7. Receive deployed personnel and equipment; make work assignments as needed.
8. During mobilization, the requesting agency will submit a daily status (ICS-209) report to the State EOC any time this plan is utilized, regardless of type or complexity.
9. Within 14 calendar days after the demobilization of the incident, return all State funded deployed resources and provide an after-action report to the DHSEM/OEM Logistics section.
10. Coordinate with the State EOC to request Federal/State reimbursement as appropriate.

## Assisting Agency Responsibilities

1. Maintain a local resource mobilization plan, and inventory / personnel and resources.
2. Maintain workers' compensation and liability insurance coverage for those selected for deployment to another jurisdiction.
3. Brief the resource(s) about what to expect, including all potential contingencies and a "worst case" scenario.
4. Have the documentation needed for reimbursement for resources contributed to the incident management effort.
5. Deploy and assist.
6. Demobilize and return.

## Key Provisions of Resource Mobilization

1. Local, County, Regional, State and National resource mobilization plans/annexes should work together building stronger capability for response as the incident grows in size and complexity.
2. Resource mobilization starts local and progresses to the state and national level.
3. Active support and participation enhances local government self-sufficiency and improves statewide disaster preparedness, when local resource mobilization plans are in place.
4. Participating agencies should update contact and resource information (inventory in WebEOC and ROSS if using interagency systems) at least quarterly and keep status current.
5. Local jurisdictions are encouraged to complete the Colorado Resource Rate Form (CRRF) to list their equipment which will then be entered into WebEOC and ROSS.
6. Local jurisdictions should be prepared to implement processes in local resource mobilization plans first.
7. A full understanding of the *Resource Mobilization Annex* entails reading and comprehension of the principles, functions and infrastructure of a broad-based plan for an effective, all hazard emergency planning, and response and recovery capability.
8. Jurisdictions should utilize the Intergovernmental Agreement for Emergency Management.
9. All jurisdictions should conduct routine review and continuous refinement of existing plans and programs.
10. If you have questions about updating your agency's information, please contact the State Office of Emergency Management; Logistics Section Chief at (720)852-6689.

## Section 1 – Annex Overview

### Purpose Annex to the State Emergency Operations Plan

The purpose of the *Resource Mobilization Annex* is to provide guidelines to quickly identify, allocate, mobilize and deploy all-risk resources to any Colorado jurisdiction, in the event an incident requires resources beyond those available under any existing local inter-jurisdictional or mutual aid agreements. This Annex will outline the process for how to request resources outside of the local system and how the state will manage multiple requests for scarce resources or the prioritization of multiple incidents requesting resources.

### Scope

The *Resource Mobilization Annex* is an all-hazard based annex used to outline the provision of resources to any incident beyond local capabilities, which are necessary to protect life, property, the environment, and cultural and economic resources. This plan pertains to requests for resources and does not reflect the protocols for a disaster declaration.

### Objectives

- To provide a process for efficient mobilizing, tracking, allocation and demobilization of emergency resources to a local incident through local, regional, state and national processes.
- To ensure the requesting unit of government receives the proper equipment and qualified personnel they have requested.
- To assist in the documentation of resources for increased fiscal responsibility
- To outline procedures and processes for the prioritization of scarce resources.
- Describes state organizations, resources, and the process for mobilization of resources in response to a local incident that exceeds the capabilities or capacity of local and mutual aid resources.
- Serves as an educational tool for all emergency response personnel to familiarize themselves with the state mobilization system.
- Establishes guidelines for reimbursement for eligible costs incurred as allowed by statute for resources mobilized under this annex.

All political subdivisions of the State are encouraged to enter into formal local and regional mutual aid agreements and utilize a local resource mobilization plan. This should include contracts with private sector vendors, and execute the State of Colorado Intergovernmental Agreement for Emergency Management, as authorized by CRS 29-1-203. (See Appendix T)

Mutual aid agreements provide for rapid assistance from neighboring jurisdictions to meet the immediate requirements of an incident requiring resources beyond those available from the local jurisdiction. One of the key benefits of mutual aid – quick response from closest resources – generally cannot be met through the state mobilization process. Rapid intervention by mutual aid resources can secure control over an emergency incident that may otherwise continue to escalate.



## System of Systems

There are many systems and technologies used for resource mobilization and management. The Colorado Office of Emergency Management refers to these tools as a “System of Systems” which are used to efficiently identify, locate, status, order, track, deploy, and demobilize resources. This System of Systems is used by the municipal level (CAD), County PSAP, local emergency manager, county emergency manager, state emergency management offices and the federal and private sector resource partnerships.

(See Appendix B for list of Systems Used for Resource Mobilization.)

## Plan Revision

The Director of the Division of Homeland Security and Emergency Management; Office of Emergency Management shall ensure that on a biennial basis, in conjunction with the State of Colorado Emergency Operations Plan (SEOP), the State Resource Mobilization Working Group will review and update the base annex (Section 1 through 7); in coordination with state and local partners. A drafting team will be formed to make recommendations through the Working Group and feedback from all stakeholders will be included throughout the update process. Appendix information within this document shall be updated as new information or a process is updated and does not need the approval of the Office Director.

## Section 2 – Authority

The *Resource Mobilization Annex* is required under C.R.S. § 24-33.5-705.4, All-Hazards resource mobilization system – creation, which states: “The Office of Emergency Management shall prepare a statewide Resource mobilization system to provide for the allocation and deployment of resources in the event of a disaster or local incident that requires more resources than those available under any existing inter-jurisdictional or mutual aid agreement.”

In addition, the *Resource Mobilization Annex* specifically supports the Colorado Disaster Emergency Act (C.R.S. § 24-33.5-701) and the State of Colorado Emergency Operations Plan.

Furthermore, the *Resource Mobilization Annex* is administratively adopted by the directors of the Colorado Division of Homeland Security and Emergency Management; Office of Emergency Management and the Division of Fire Prevention and Control.

(More detailed statutory information may be found in Appendix K.)

**THE STATE RESOURCE MOBILIZATION ANNEX IS NOT A REPLACEMENT FOR LOCAL RESPONSE, AUTO / MUTUAL AID OR REGIONAL RESPONSE PLANS, NOR IS IT A REPLACEMENT FOR THE NATIONAL INTERAGENCY WILDLAND FIRE PLAN.**

## Section 3 – Implementation

The process to implement resource mobilization begins at the local level. The incident may be supported in terms of resource ordering by the local Office of Emergency Management (OEM). The Incident Commander may transfer their resource ordering responsibility to the Local OEM. This annex will support the Agency Having Jurisdiction (AHJ).

At the onset of the incident, resource ordering will follow the procedures declarations and delegations of the jurisdiction being impacted. The Local OEM can manage the resource ordering responsibility until such time that a capable Logistics Section has been established at the incident or Local EOC. The Logistics Section will be responsible for;

- Directly ordering resources that are available from Local, State or Federal ordering systems.
- Reporting to the Local OEM any resource orders placed with National Interagency Dispatch that have not been filled or cannot be filled in a timely manner to accomplish the operational objectives.
- Reporting to the Local OEM, each operational period the resources ordered through National Interagency Dispatch.

In the majority of incidents, the process defined in the Local Resource Mobilization Plan, as part of the local EOP, will be utilized, fulfilling all resource needs and requests for the incident. It is only when the local system has been exhausted that the implementation of the processes in the *Resource Mobilization Annex* are necessary. The process in the *Resource Mobilization Annex* can be implemented, by an authorized individual, once it is determined that resources beyond what are available locally or by existing agreements are needed. This process is described below and graphically represented in the Resource Mobilization Flow Chart on pages 24, 25 and 26.

### Authority to Request State Resource Mobilization

The authority to request state resource mobilization is vested in the AHJ through:

- The County Emergency Manager, Tribal Emergency Manager, or Their Designee
- The County Sheriff
- The County Executive or Tribal Council
- The Board of County Commissioners or Tribal Council
- The Emergency Manager of a municipality with a population exceeding 400,000
- The Emergency Manager of a municipality with a population exceeding 100,000 that also encompasses multiple counties.
- The Incident Commander acting under a direct delegation of authority from any of the above.

## Activation of this Annex

The *Resource Mobilization Annex* can be initiated by:

- Any of the above authorities through the Colorado Department of Public Safety 24 hour Emergency Line at (303) 279-8855.
- The Director of the Colorado Department of Public Safety for the State of Colorado, or their designee, for any incident that requires a mobilization effort by the State of Colorado.
- As an annex to the State of Colorado's Emergency Operations Plan (EOP), it will be activated concurrently with the EOP any time it is activated. This includes incidents where a local declaration is made to the State of Colorado.

The SEOC will assist any political subdivision, at any time, through those having vested authority to request State Resource Mobilization.

The key prerequisite for requesting state resource mobilization under the Resource Mobilization Annex is to expend local and mutual aid resources, auto aid resources, and regional resources prior to requesting state resource assistance, or have an immediate expectation that such resources will be expended.

The Incident Commander is responsible for incident management using NIMS and coordination of resources assigned to the incident.

### **NIMS INCIDENT COMMAND SYSTEM**

All incidents where a request for resources is made and authorized utilizing state mobilization processes must be managed and operated using National Incident Management System (NIMS) principles, specifically the utilization of the Incident Command Systems (ICS).

## Resource Ordering Flow: Starting locally

### **All Hazard Local Incidents**

The Agency Having Jurisdiction (AHJ) initially responds to an incident and utilizes available local resources following local protocols to manage the incident. The AHJ will be involved and responsible for the management of the incident for the duration of the incident, regardless of the incident type or complexity. The AHJ may choose to delegate authority to manage an incident to an Incident Management Team (see Appendix E).

The AHJ may request local, county or state resource mobilization support, but the responsibility to pay for all resource orders stays with the local AHJ, unless otherwise agreed upon through a cost share agreement between the agency administrators. If the costs of the all-hazards incident exceed the local AHJ's capability to pay, the AHJ must declare a disaster, activating the AHJ's Emergency Operations Plan (EOP). In the declaration, the AHJ must clearly state how the disaster has exceeded the capability of the AHJ to respond and specifically list the support requested from the County or State.

## **Wildland Fires / Interagency Use**

For wildland fire incidents exceeding local capabilities, additional resources should be ordered following local protocols and the process contained in the local Annual Operating Plan (AOP). Additional local resources should first be ordered through the affected Local Emergency Operations Center or the County / Tribal Emergency Manager via local resource mobilization plans. If additional resources are needed beyond what is available locally, the State resource ordering system and / or the National Interagency Dispatch System should be utilized following processes identified in the local / county AOP. If additional resources are necessary and cannot be located in the Interagency Dispatch System to meet the needs of the incident, the processes in the *Resource Mobilization Annex* should be implemented; this would allow for emergency resource mobilization. (See *Resource Mobilization Annex* Flow Chart on page 17-18.)

## **Local Resources Exhausted**

When it is determined that all local resources have been or will be exhausted, and the local jurisdiction County Emergency Manager may be unable to fill resource requests through local systems, the Local Unified Coordination Group is notified and begins prioritizing needs based on local policy and incident complexity (this is often accomplished within the local EOC but can be at another location as well). It is important for all entities within the County to work together to determine needs, gaps and priorities. At this point (if it has not occurred already), the State OEM Field Manager and State Fire Management Officer (for wildland fires) should be notified and may respond to offer technical assistance.

The few exceptions to this rule include:

- A jurisdiction with a population greater than 400,000
- The municipality with a population of 100,000 that also encompass multiple counties
- Tribes

(See Appendix P for more information regarding the Unified Coordination System.)

Roles/Responsibilities:

- Local governments will utilize available resources within their jurisdiction.
- Local minimum response capability needs to be maintained for other incidents that might arise.
- Implementation of the processes in the Mobilization Annex can be used for move-ups and back fill.

## **Local Emergency Manager or Designee Requests Assistance through the State OEM**

Once it is determined that additional assistance is required, the local EM/EOC notifies the State EOC through the State OEM Regional Field Manager and the State Regional FMO (if wildland fire). These personnel will be able to provide technical assistance, liaison support, and resource support from a wider range than the local system. This often involves contacting regional partners and agencies to fill resource needs or gaps before the activation of the State Emergency Operations Center (SEOC). Regional – Level Coordination begins with this notification.

## Roles/Responsibilities:

- Initiate the process for developing a local incident complexity analysis; this can be done in conjunction with the OEM Regional Field Manager or DFPC Regional FMO.
- Prepare local disaster declaration(s) and appropriate forms if applicable. A local disaster declaration does not have to be made in order to implement the processes in the *Resource Mobilization Annex*. It is understood that a small-scale or non-emergency incident may require specialized resources that are not available locally or through mutual aid and that the processes in the *Resource Mobilization Annex* can be implemented for those necessary resources.
- Local governments are responsible for communicating which resources are currently involved, and knowing what types of resources are being requested and their anticipated assignment. The State OEM Regional Field Manager and or DFPC Regional FMO confirms request and initiates State EOC and or State Unified Coordination Group (SUCG) activation as appropriate.
- When requesting State mobilized resources, complete the ICS 213 RR (Appendix D) or WebEOC Request for Assistance, using resource typing definitions with specific job assignments for responding resources, travel radio channel, AHJ point of contact and contact numbers, and staging area location and address.
- An Initial Incident / Situation Report should be provided to the Colorado Office of Emergency Management (COEM) as soon as is practical. (See Appendix U)

## State Emergency Operations Center (SEOC) / State Unified Coordination Group (SUCG) Activation

The State Emergency Operations Plan is the primary and general plan for managing incidents in Colorado; it details the coordinating structures and processes used during emergencies in Colorado.

The SEOC will be activated as needed to support the local incident, including activation of necessary Emergency Support Functions (ESF's) and support organizations. If only one jurisdiction has been affected, the SEOC will be able to fill requests from outside the area to meet the needs of the incident. If the SEOC is able to fill all resource requests, they will provide support through the SEOC and appropriate state agencies until support is no longer required.

If multiple jurisdictions are involved, further coordination will be required to ensure the available resources are ordered for the priority areas (life safety, property preservation, etc.). If all jurisdictional requests cannot be filled with available state resources, and multiple jurisdictions are competing for the same limited resource, the SEOC Manager will initiate the State Unified Coordination Group process.

The State OEM Regional Field Manager facilitates meetings / conference calls with affected local jurisdictions to provide coordination, acquire information, address needs, solicit local policy issues, and determine priorities and gaps. If consensus is reached within the region, this information will be relayed to the State Unified Coordination Group, where all resource needs will be analyzed and priorities will be made for scarce resources. If consensus cannot be reached regarding priorities or the use of available resources, and state resources (including Emergency Management Assistance Compact (EMAC), Federal Emergency Management Agency (FEMA),

Interagency, etc.) are not available to support needs, the State OEM Field Manager(s) will bring information to the SEOC Operations Desk for evaluation and determination.

The SEOC Operations Desk will prioritize all requests and send their recommendation to the SEOC Manager and State OEM Director. The State OEM Director will brief the Division Director, who will brief the Disaster Emergency Council and Governor's Executive Staff on the resource needs and recommendations for final determination and approval. SEOC will fill requests according to priority.

The SEOC or SUCG will coordinate with all state and federal partners for statewide large-scale incidents exceeding state capabilities or incidents involving multiple states (i.e. Colorado supporting a disaster in another state).

## Colorado Department of Public Safety

### Roles/Responsibilities:

- State OEM Field Managers and the DFPC Regional FMO's will provide technical assistance for resource ordering and incident supporting documents (i.e. Emergency Firefighting Funds (EFF), Wildfire Emergency Response Fund (WERF), Fire Management Assistance Grant (FMAG), Disaster Declaration, Executive Orders)
- Make recommendations for state resource mobilization to the Executive Director or Designee
- Manages and coordinates State emergency operations and when necessary the Emergency Management Assistance Compact (EMAC) system and Federal resources;
- Operates the State Emergency Operations Center (SEOC);
- Notifies SEOC ESF 7 (Logistics and Resource Management) when the processes in the *Resource Mobilization Annex* are activated;
- Coordinates with State ESF Representatives for state resource assignments;
- Collects information for situational awareness.
- Maintains resource inventory through multiple systems;
- Assists the Incident Commander and AHJ in identifying resource needs, as necessary;
- Processes resource orders received in the SEOC; and,
- Assists other agencies as necessary.

**Note:** SEOC / SUCG may consist of a single staff person or be staffed to full capacity, dependent upon the scope of the incident.

To fill a resource order through the state:

- The SEOC will assign a State of Colorado incident number; generate an internal system Resource Order and Resource Order Number; and locate the appropriate resource(s).
- Confirmation of the requested resources and its travel, and estimated cost information will be relayed back through these channels, if available, to notify the requesting AHJ PRIOR to deployment.

- In situations where a cost estimate is not available, the local requesting agency (i.e., Incident Command, AHJ or Local EM) will approve the resource deployment based on all current and expected resource information.
- Assisting agencies are responsible for advising the State EOC of any need for backfill of mobilized resources. The SEOC will generate a Resource Order and locate the closest available resource(s) meeting the needs of the request.

**Note:** Based on the requested resource and size of the incident, appropriate levels of staffing to support the SEOC will be determined. The SEOC may activate resources through a department operations center, interagency dispatch center, local dispatch center, local EOC, or mission assignment to a State agency.

## State Agency Assistance

Under the signing of an Executive Order by the Governor, all State departments are mandated under the authority of Colorado Disaster Emergency Act and the SEOP to carry out assigned activities related to mitigating the effects of a major emergency or disaster and to cooperate fully with each other, COEM and other political subdivisions in providing emergency assistance. The COEM is responsible for coordination of the State response to a Governor declared emergency or disaster. Based on the request of a local jurisdiction, COEM will task the appropriate State agency to provide requested personnel, resources, services and information pursuant to CRS 24-33.5-704-7-c. Each State department develops and maintains its own internal emergency operations plan, specific procedures and checklists necessary for accomplishing assigned tasks. State departments shall maintain detailed logs of personnel and other costs for possible reimbursement and shall provide that information to the State Emergency Operations Center Logistics Section.

## State Resources Exhausted

Roles/Responsibilities:

- In the event all available resources within the State have been depleted or mobilization of resources from an adjoining State allows for quicker response, orders will be placed through the appropriate COEM defined ordering process.
- The State EOC will seek a Governors Emergency or Disaster Declaration to allow for out of state resources to be ordered.
- Colorado has adopted Emergency Management Assistance Compact (EMAC) into state law for State-to-State mobilization of resources to include all the governing rules through the EMAC process.
- COEM may recommend the Governor's Office seek Federal assistance through processes outlined in the National Response Framework, Robert T. Stafford Relief and Emergency Assistance Act, or through the FEMA Regional Office in the form of a Presidential Disaster Declaration
- For wildland fire incidents: 1) the National Interagency Dispatch System (ROSS) can be used to obtain additional resources from across the country. Processes and procedures are identified in individual Local AOPs, the Colorado State-wide AOP, and other interagency agreements and mobilization guides; and/or 2) utilize processes and

procedures as identified in the current Great Plains Interstate Forest Fire Compact between the states of Colorado, North Dakota, South Dakota, Wyoming and the Province of Saskatchewan.

## Demobilization

It is the responsibility of the incident commander to be fully aware of the extent and capacity of resources at his or her disposal. The demobilization process is as important as mobilization in maintaining the incident commander's knowledge of resources available at any given time. The incident commander is responsible for ensuring that a demobilization plan is developed and preferably distributed 24 hours prior to the first anticipated release. The plan will involve personnel from all ICS functions in order to provide full resource accountability.

Effective demobilization requires that personnel check out prior to departure from the incident scene. Departure should be in an organized and responsible manner. To facilitate an orderly and cost effective demobilization process, an accurate and complete compilation of records of time, supplies, and equipment expended in handling an emergency incident is essential.

1. All mobilized personnel will insure that their demobilization orders are validated by the Plans Section for the area where the individual is assigned;
2. All supervisors will verify all personnel are accounted for, all equipment is properly accounted for, and all forms are properly completed and signed;
3. Demobilization will include confirmation with the Incident Command Post, Local, County or Tribal EOC. This is the time to communicate and sign-off on all emergency repairs on equipment. (The Finance Section Chief must approve of these prior to demobilization.);
4. The Local, County, or Tribal EOC or Incident Commander will inform the SEOC when State ordered resources are released, anticipated travel route, and estimated time of return; the State will notify the home agency.
5. All state ordered assets; personnel and equipment shall notify the State Emergency Operations Center Logistics Section upon return to their home quarters and update their status in WebEOC.
6. All State ordered personnel and equipment will complete the required forms and reports of their assigned position to include timesheets, expense reports with receipts and full cost accountability for their deployment within 30 (thirty) days upon returning to the home unit, unless an exception is granted in writing and return all documents to the DHSEM Logistics Section Chief at 9195 E Mineral Ave Suite 200, Centennial Colorado 80112.



## Section 4 – State Resources

### State Mobilized Resources

**Time Commitment:** The minimum time commitment for personnel and resources is 72 hours (excluding travel time), unless other arrangements have been made between the Incident Commander and the assisting agency. Assisting agencies may, at their option, arrange for partial or full crew replacements after 72 hours.

### Personnel:

Mobilized personnel must be:

1. Trained, qualified, and experienced in the positions for which they are mobilized under AHJ guidelines.
2. Self-sufficient for 72 hours including fully equipped with required personal protective equipment (PPE) and safety equipment.
3. Physically capable to perform the tasks assigned.

Note: It is recommended that personnel have a travel kit as referenced in Appendix Q.

### Apparatus/Vehicles/Equipment

Mobilized units should be reliable and serviceable.

Units found to be unreliable and/or unsafe may be decommissioned by the Ground Support Unit, or Incident Safety Officer at any time. Decommissioned units are not eligible for any payments until returned to service by the Ground Support Unit.

### Private Sector Resources

Private sector resources may contract with local jurisdictions and, under the terms and conditions of that agreement, become a resource of that jurisdiction. These private contract resources may then be mobilized as a local jurisdiction resource. In such a case, the resource is identified as being from the local jurisdiction, and the *Resource Mobilization Annex* governs all practices, payment conditions, and rates, just as it does for all other state mobilization resources.

Under certain conditions, the State EOC may order and/or contract for commercially available resources as needed by competent local authority to alleviate threats to life, property, and the environment after obtaining a cost estimate.

### Incident Management Teams

An Incident Management Team (IMT) consists of personnel trained to perform the Command and General Staff functions of the Incident Command System. Team members are often from different disciplines and different organizations. Members of initial responding agencies should initially fill these functions as needed; however, the size, complexity, and/or duration of an incident may indicate the need for a different level of support. When activated, all IMTs work for the agency, or agencies having jurisdiction.

The level of training and experience of IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors that determine the "Type", or level, of an IMT. There are five Type 3 IMT's certified and recognized by the State of Colorado. Their mission is to support incidents that are expected to extend beyond one operational period,

or have high complexity. In the State of Colorado, these IMTs support AHJs in a number of different ways:

- The team can work for the AHJ through a delegation of authority from the AHJ: Delegations state the team's management scope through priorities, objectives, and limitations
- The team (or members of the team) can work as a part of the local command structure for that incident under the AHJ's incident commander
- The team (or members of the team) can be requested as subject matter experts or advisors for the AHJ's command team or their incident commander
- Multiple Type 3 IMTs can function as a unified team to handle complexities greater than that of a single team's capability

In Colorado, Type 3 IMTs are certified through the State of Colorado Resources Mobilization Working Group, IMT Subcommittee. The team's members must be certified to at least the type 3 level through the State or NWCG. This annex does recognize the existence of Interagency Dispatch Zone Type 3 Teams for wildfire incidents. (For more information on IMTs, see Appendix E)

## Section 5 – Reimbursement

### Resource Mobilization during the Incident

When an AHJ makes a request for Resource Mobilization through this Annex, the State Duty Officer will be notified, who will relay the request to the SEOC Operations Chief, who will make a determination for assignment of the request to the proper SEOC ESF or the DHSEM Logistics Section (SEOC-ESF 7). Resource Requests are submitted to the Operations Chief, monitored by, and if needed, filled by the Logistics Section (SEOC-SEF7) on the ICS 213 RR. Once a resource has been approved for deployment by Operations, Planning, Logistics, Finance and the SEOC Director, the requesting agency and responding agency are given the completed ICS 213 RR as notification of who is responding and as mission orders for the responding agency. The ICS 213 RR contains the following information:

- Mission Name and Detailed Description
- Requesting Agency Information
- Deployment Information
- Estimated Costs

### Resource Mobilization from Initial Response through Recovery Phase

All funding and reimbursement sources must be documented (date and time stamp) on the resource request and in WebEOC.

The SEOC Logistics Section will send a reimbursement packet to the responding (Assisting) agency, which includes:

- Cooperator Reimbursement Guidelines
- Supplemental/Volunteer Pay Rate Matrix
- Personnel Resource Status Report
- Standard Incident Assignment Invoice
- Standard Individual Salary Breakdown
- Standard Personnel Summary
- Standard Individual Travel Breakdown
- Standard Travel Expense Summary
- Standard Equipment Use Summary
- Standard Fuel Summary
- Standard Equipment Transport Summary
- Standard Invoice Preparation Expense
- Standard Repair/Replacement Expense
- Cooperator Reimbursement Checklist

- Standard Equipment Rates

Once the Logistics Section receives the responding agency's Reimbursement Packet it goes through the first of three audits. The Logistics Section will verify that the resources seeking to be reimbursed were ordered through the appropriate SEOC procedure. The Logistics Section will then ensure all necessary forms and supporting documentation have been submitted, and that the resource rates are verified as reasonable. Most commonly, the rates will be compared to an existing Colorado Resource Rate Form ("CRRF") that was in place previous to the incident, or in the absence of a pre-existing contract, the reimbursement rate will be based on a cost analysis that incorporates vendor estimates, applicable market rates, or FEMA equipment rates. In cases where the responding agency is from outside of Colorado, costs shall be estimated prior to deployment.

When using Emergency Management Assistance Compact (EMAC) process, the EMAC Request for Assistance (or REQ-A) form documents the pre-established 3 part process:

- Section I – the request completed by the Requesting State
- Section II – the offer completed by the Assisting State
- Section III – the acceptance of the offer completed by the Requesting State

Once the reimbursement packet has been verified the packet is then submitted to the DHSEM Finance Section for processing and payment.

## **Finance Section Reimbursement Process**

Once the DHSEM Finance Section receives a Reimbursement Packet, they complete a second audit of the charges. Complete reimbursement packets are entered into the procurement system.

Reimbursement is granted for the following conditions:

- Correct ordering through the SEOC and subject to pre-existing contracts and agreements included but not limited to, DFPC or State All-Hazard Cooperator Resource Rate Forms (CRRF) documents, AOP's, WERF, EFF Applications, and Mutual Aid documents
- In the absence of pre-existing agreements and/or contracts, reimbursement shall be at the discretion of the Executive Director of The Department of Public Safety or his designee.

## **Exceptions for Reimbursement**

Reimbursement is not allowed if a third party (e.g. citizens insurance company) is responsible for mobilized resources. In an all-hazards (non-wildfire) incident that receives a Stafford Act "major disaster" declaration, the payment of volunteer personnel working in their own jurisdiction will not be a reimbursable expense. Similarly, because of the differences in the declaration process (as opposed to the delegation process on a wildfire Incident), the AHJ is responsible for the firefighting costs within their own jurisdiction.

In a wildfire incident, particularly within the National Interagency Dispatch / Resource Ordering Status System (ROSS), reimbursement will be handled through the Division of Fire Prevention and Control via their processes and procedures.

The Office of Emergency Management is responsible for handling and processing all reimbursement processes during an All-Hazards event.

### **Units of Government**

The reimbursement rate for equipment supplied by units of government shall be the rate agreed to in a current and approved Colorado Cooperative Resource Rate Form (CRRF) (Appendix R). If no CRRF exists, the rate shall be the rate established by the DHSEM.

### **Equipment and Personnel State Breakout**

Reimbursement will be determined by actual incurred costs by the home unit and pre-determined schedules and contracts. Backfill may be a reimbursable cost as agreed upon by the state, AHJ and the unit supplying the resource. The intent of the reimbursement process is to develop a cost neutral environment.

In a wildfire incident that receives an Emergency Fire Fund (EFF) or Fire Management Assistance Grant (FMAG) declaration, there is potential reimbursement for volunteer personnel working in their own jurisdiction, and will be determined based on current EFF and FMAG procedures.

### **Private Sector Resources for Contracts**

The reimbursement rates for contract services supplied by private sector vendors will be based on pre-existing contracts with the State or its political subdivisions, or pre-existing contracts within the National Interagency Dispatch System. In the absence of a pre-existing contract, State of Colorado emergency procurement and contracting rules will prevail. Private Sector Resources will provide proof of liability and Workers Compensation insurance prior to any contract or deployment.

### **Methods for Seeking Reimbursement**

When a request for mobilization of resources is received in response to an Emergency, Disaster, or other local incident that exceeds or will exceed the capabilities of available local resource and those resources available through existing mutual aid agreements, the Executive Director or designee of the State of Colorado, Department of Public Safety can implement the *Resource Mobilization Annex*.

Requirements for implementing the *Resource Mobilization Annex*

- Local jurisdiction has or will exhaust all available resources.
- The complexity or severity of the incident requires resources not available to the local jurisdiction.
- Protect life, property, the environment, and culture and economic resources.

**Reimbursement from the State will occur – When the *Resource Mobilization Annex* is implemented**

1. All mobilized non-host jurisdiction resources are eligible for expense reimbursement from the time of the mobilization through demobilization C.R.S § 24-33.5-705.4.6.
2. Resources of host and non-host jurisdiction that responded prior to the implementation of the resource mobilization plan may be eligible for reimbursement or cost-sharing upon agreement between the Executive Director or designee, the Incident Commander, and the host jurisdiction or non-host jurisdiction that provided the resources.

The Executive Director or designee is responsible for implementing the mobilization plan, coordinating the mobilization of resources, and making a determination as to post-mobilization reimbursement to state and non-host jurisdictions, in accordance with this section, other applicable laws, and the mobilization plan, when the Executive Director determines it is necessary to do so to protect life, property, the environment, and cultural and economic resources C.R.S. § 24-33.5-705.4 (6).

The Executive Director may order the implementation of the state resource mobilization plan pursuant to this section only if he or she receives a request to do so from the governor, sheriff, emergency manager, or other authorized person identified in the state resource mobilization plan.

The Executive Director, in consultation with the local Incident Commander, shall determine when mobilization is no longer required, at that time, shall declare the end to the mobilization and the *Resource Mobilization Annex* will no longer be implemented. This declaration will be date and time stamped for all mobilized resources and within WebEOC.

With each Mission deployment the State Logistics section will send out an electronic reimbursement packet that is also available online, to each deployed resource. This packet will contain forms that include the following:

- Cooperator Reimbursement Guidelines
- Supplemental/Volunteer Pay Rate Matrix
- Personnel Resource Status Report
- Standard Incident Assignment Invoice
- Standard Individual Salary Breakdown
- Standard Personnel Summary
- Standard Individual Travel Breakdown
- Standard Travel Expense Summary
- Standard Equipment Use Summary
- Standard Fuel Summary
- Standard Equipment Transport Summary
- Standard Invoice Preparation Expense
- Standard Repair/Replacement Expense
- Cooperator Reimbursement Checklist

- Standard Equipment Rates

It is strongly recommended these documents be completed thoroughly to speed up the reimbursement process. (See Appendix R for sample forms).

### **Situations in which Reimbursement from the State May Not Occur**

If any of the following situations and circumstances exists, reimbursement may not occur:

1. No Local Mutual Aid plans were in place, or used, at the time of the incident resulting in Mobilization of resources through the State OEM.
2. Resource was not formally ordered by the State OEM on behalf of a local incident through implementation of the *Resource Mobilization Annex*.
3. The sending agency/organization specifically requests not to be reimbursed for personnel or equipment.
4. Sending agency/organization does not submit a timely request for reimbursement with required supporting documentation, within 30 days of the resource demobilization.
5. If a state resource was ordered through National Interagency Dispatch and not approved by the SEOC, payment procedures will be completed through the Interagency process by the agency that ordered the resource.
6. Resources deployed are already billing a third party for services under a separate agreement.
7. Typically, volunteer search and rescue personnel and equipment mobilized by the State SAR coordinator on behalf of the State OEM should not expect compensation from State OEM or the requesting AHJ. There may be exceptions for certain specialized resources requested to support search and rescue incidents (SAR).

### **Important Note: Incidents with a Federal Disaster Declaration**

For incidents with a federal disaster declaration, reimbursement will be limited to that allowed under FEMA Public Assistance and Policy Guide FP 104-009-2 / January 2016 or current version at time of mobilization. (Appendix O)

### **Resource Mobilization Fund Analysis & Request**

The RM Fund Request Form is completed by either the RFM for all-hazard incidents (excluding wildfire) or by the FMO for wildfire incidents upon request by either the County Sheriff, County or Tribal Executive, Tribal Council, Board of County Commissioners, Local Emergency Manager, or the Incident Commander acting under a delegation of authority. After completion, the request is forwarded through the appropriate Division Director to the Executive Director. (See Appendix S for a sample RM Fund Request Form)

The Executive Director shall use the moneys in the Resource Mobilization Fund (RMF) to provide reimbursement in whole or on a cost-share basis to state agencies and local jurisdictions for incidents in accordance with the terms of the resource mobilization annex. Reimbursement is contingent upon whether a local jurisdiction has exhausted or will exhaust all of its own resources and the resources of its local mutual aid network available under a mutual aid or inter-governmental agreement in response to a large-scale emergency, disaster, or other local incident. State agencies may be eligible for reimbursement when acting in direct support of local jurisdictions, or when acting under order of the Director of the Office of Emergency Management, Executive Director of the Department of Public Safety or their designee, or the Governor of the State of Colorado.

A principal advantage of the RMF over the Disaster Emergency Fund (DEF) is that funds can be expended quickly by the Executive Director during a large-scale emergency or disaster without the need for an Executive Order by the Governor or other special spending authority not already included in C.R.S. 24-33.5-705.4(6). This can be done with a verbal order provided that it is later memorialized in writing by the Executive Director using the appropriate RMF request form (see below) within 30 days of the event.

Pursuant to C.R.S. 24-33.5-706(4.5)(a), the governor may, from time to time as the Governor deems necessary based on his determination that a disaster emergency is imminent, direct the state treasurer to transfer, and the state treasurer shall transfer, moneys from the disaster emergency fund to the resource mobilization fund. The RMF is continuously appropriated, with deposits from General Fund appropriations; transfers from the Disaster Emergency Fund; gifts, grants and donations. Reimbursements from the RMF are prioritized and distributed in accordance with the policies and procedures noted herein.

The Colorado Division of Homeland Security & Emergency Management (DHSEM) is custodian of the RMF and monitors drawdowns, seeks additional transfers when necessary to replenish the fund, and ensures timely reimbursement to state and local jurisdictions following response operations. Unexpended funds in the RMF remain available for use in future incidents. Requests for reimbursement from the RMF may be routed through either the Colorado Division of Homeland Security & Emergency Management or the Division of Fire Prevention & Control (DFPC), depending upon whether the event is a wildfire, using the appropriate request form. Requests for reimbursement by State agencies are made directly to the Executive Director via the appropriate Division Director (DHSEM / DFPC).

#### **RMF Reimbursement Criteria**

- Eligible expenses include those incurred by a state agency and/or a local jurisdiction during a large-scale emergency, disaster, or other local incident to save lives, protect public health and safety, and prevent damage to improved public and private property.
- The RMF may be accessed quickly to address unmet needs that may impose a significant burden on a state agency or local jurisdiction, which could hinder response operations.
- Expenditures from the RMF are primarily intended for response-related activities, to include funding for deployment of local incident management teams.
- The RMF provides reimbursement for eligible response activities and costs when a local jurisdiction has exhausted or will exhaust most of its available resources, to include its local mutual aid network and any other inter-governmental agreements.
- The RMF is not intended to be used for recovery operations.
- Requests to access the RMF will be made using a form approved by the Department of Public Safety.



## Process to Request Reimbursement from the RMF

1. Request to access the RMF must be made by a County Sheriff, County or Tribal Executive, Tribal Council, Board of County Commissioners, Local Emergency Manager, Incident Commander acting under a delegation of authority, or the Executive Director of a State agency.
2. A written request will be made using a form approved by the Department of Public Safety (See Appendix S).
3. A RFM or FMO will complete the request form in consultation with the applicant.
4. Once complete, the RFM or FMO will submit the form to their respective Division Director for review and forwarding to the Executive Director.
5. The Executive Director will make a verbal and written determination on the request within 72-hours of submission. Verbal decisions made for expediency will be memorialized in writing no later than 30-days from the date of the request.
6. Verbal and/or written determinations will be routed back to the submitting RFM/FMO, and will be shared with the applicant in a timely manner.
7. Approved requests will also be routed to DHSEM Finance and DHSEM Logistics to serve as back-up documentation for submission of eligible costs by the applicant.
8. Other procedures noted in this section will be followed to facilitate actual reimbursement of eligible costs.
9. Decision by the Executive Director is final. There are no appeal rights.

## Section 6 – Workers Compensation and Liability

### Compensation Claims

Assisting agencies and organizations will be responsible for holding Workers Compensation for all employees (to also include agency volunteers) who are deployed to assist another agency. When using EMAC, Article VI of the Articles of Agreement shall apply to out of state personnel deployed.

### Liability

Jurisdiction providing resources in response to a mobilization under the *Resource Mobilization Annex* are entitled under law as though the jurisdictions were operating under their normal statutory authorities within their jurisdictional boundaries. Private Sector resources utilized through the SEOC for deployment MUST provide proof of Liability Insurance coverage for any resources deployed, prior to the deployment.

Non-Declared Disaster Liability is pursuant to C.R.S. § 8-40-202(1)(a)(I)(A).

### Workers Compensation is Required by the Home Agency

Public Employees: Workers compensation coverage remains in effect for public employees who perform duties within the scope and course of their employment during the disaster.

Other Volunteers: The same statute also provides workers compensation benefits (if appropriated) to persons who register with the State Office of Emergency Management (COEM) or a local organization for civil defense for the purpose of engaging in civil defense without pay or other consideration. C.R.S. § 24-33.5-802 (3) states: "Civil defense worker" means any natural person who registered with the office of emergency management or with a local organization for

civil defense for the purpose of engaging in civil defense service pursuant to the provisions of this part 8 without pay or other consideration or is a physician, health care provider, public health worker, or emergency medical service provider who is ordered by the governor or a member of the disaster emergency forces of this state to provide specific medical or public health services during and related to an emergency epidemic and who complies with such an order without pay or other consideration.

Civil defense service means all activities authorized by and carried on pursuant to the provisions of the "Colorado Disaster Emergency Act" (C.R.S § 24-33.5-701), part 7 of this article, including training necessary or proper to engage in such activities. (C.R.S. § 24-33.5-802 (3)) These registered volunteers that assist public health agencies in meeting a public health declared disaster would be eligible for workers compensation benefits as provided by the above referenced statute.

C.R.S. § 24-33.5-802 (5) states: "Emergency volunteer service" means all activities authorized and carried out by a volunteer who is a member of a qualified volunteer organization as directed by a county sheriff, local government, local emergency planning committee, or state agency in the event of disaster.

## **Section 7 – State Resource Mobilization Annex Operational Guideline.**

### **Purpose**

The purpose of this operational guideline is to define the process for requesting, activating and implementing the processes in this *Resource Mobilization Annex*.

Policy- It shall be the policy that all subdivisions of government except for those granted exceptions follow the recommended practices of the procedure.

### **Procedure:**

During an event the natural progression of resource mobilization begins with the local dispatch / communication centers sending first responders to the incident. As the incident grows in complexity the need to access additional resources may be experienced and local mutual aid agencies are obtained. The resource acquisition process is still within the local dispatch / communication centers and CAD systems unless local mutual aid is nearly or totally exhausted.

As mutual aid is exhausted the need to access additional resource mobilization databases and systems becomes critical to meet the operational needs of an incident. The local emergency management structure should be notified per local policy and procedure to initiate additional resource mobilization.

The local emergency management system should follow its county or local resource mobilization plan to obtain regional mutual aid resources, private vendors and specialized resource assets. The systems currently available are WebEOC, EM systems, Resource Ordering Status System (ROSS) and the Colorado Search and Rescue Board.

In cases of resource scarcity or wide area impacts a Local Unified Coordination Group or local policy group should be notified and activated per local policy and procedure. The Unified Coordination Group or policy group by design should achieve consensus on resource needs, priority, cost share or funding levels and address any other resource mobilization gaps created by the incident.

When local emergency management resource mobilization processes are exhausted the local resource mobilization plan should include the procedure for escalating the resource mobilization needs to the State of Colorado Office of Emergency Management for support. The following actions are directly related to requesting the processes in the State *Resource Mobilization Annex* to be implemented.

1. Contact the State Office of Emergency Management (OEM) Regional Field Manager (RFM) and/or DFPC Regional Fire Management Officer (FMO). Be sure to articulate the incident type, resource needs and other gaps in response that need to be addressed. The RFM and/or FMO shall provide resource support through regional coordination, State resources and interagency dispatch. If these resource support processes become exhausted the State EOC is activated with the required Emergency Support Functions (ESFs).
2. The Regional Field Manager and/or Regional FMO shall identify the need for a State Logistics Liaison or Coordinator at the local level. A Liaison shall be appointed by the CDPS Executive Director or designee and serve as a State liaison to the Local Unified Coordination Group or Policy Group and Incident Commander. The State Logistics Liaison or Coordinator provides immediate access to information on resource mobilization activities being carried out by the State, provides a direct communication link to the State EOC and Local Unified Coordination Group, and provides guidance on capabilities that the State may be able to provide.
3. The State EOC shall provide resource support to all requesting agencies per the *Resource Mobilization Annex* or incidents provided there is not competition or scarcity of resources. In cases of resource demand exceeding availability, the State EOC and State Unified Coordination Group (SEOC/SUCG) process shall be initiated to resolve conflicts and issues related to resource prioritization and mobilization.
  - a. The SEOC Manager initiates the UCG process and SEOC staff set up a coordination meeting or conference call.
  - b. The SEOC Operations Section ensures appropriate State Agencies, Local Jurisdictions, Local Unified Coordination Groups and Support agencies are included in the meeting or conference call process.
  - c. Prioritization of critical resources in response to concurrent incident or other situations of resource scarcity shall be prioritized using the Unified Coordination System / Group.
  - d. The affected State OEM RFM, DFPC FMO, local Emergency Manager or the assigned IMT provide information and intelligence related to incident and resource needs.
  - e. The State EOC Operations Section Chief facilitates the meeting or call. The outcome of the meeting or conference call is to determine how resources are going to be deployed based on priority of need and availability. The prioritization of resources shall be based on jurisdictional need region wide. Additional consideration includes the potential for future threats, pending resource requests, and current gaps in the State and Nationally.
  - f. Once consensus is reached the SEOC Operations Section Chief communicates to the SEOC staff to fill resource requests per the policy direction of the State Unified Coordination Group.
  - g. Prioritization of critical, interagency wildland fire resources (Type 1 and 2 Incident Management Teams, aviation resources, and handcrews) in the Rocky Mountain Region is managed by a Multi-Agency Coordination Group; Rocky

Mountain Area Coordination Center (RMACC). The State of Colorado is a member of this group.

- h. If the SEOC UCG cannot achieve consensus, the State Operations Section Chief shall make recommendations to the SEOC Manager and the State OEM Director.
  - i. The State OEM Director shall prepare a policy briefing for the Governor's Executive Staff on the resource prioritization decisions to obtain final approval.
  - j. Pending the outcome of this policy briefing the SEOC shall fill resource requests accordingly.
4. All affected jurisdictions shall be notified through the State EOC, the State RFMs Regional FMOs of the resource mobilization policy decision made by the SEOC and or SUCG and or the Governor's Office.

# Unified Coordination Process Local Level

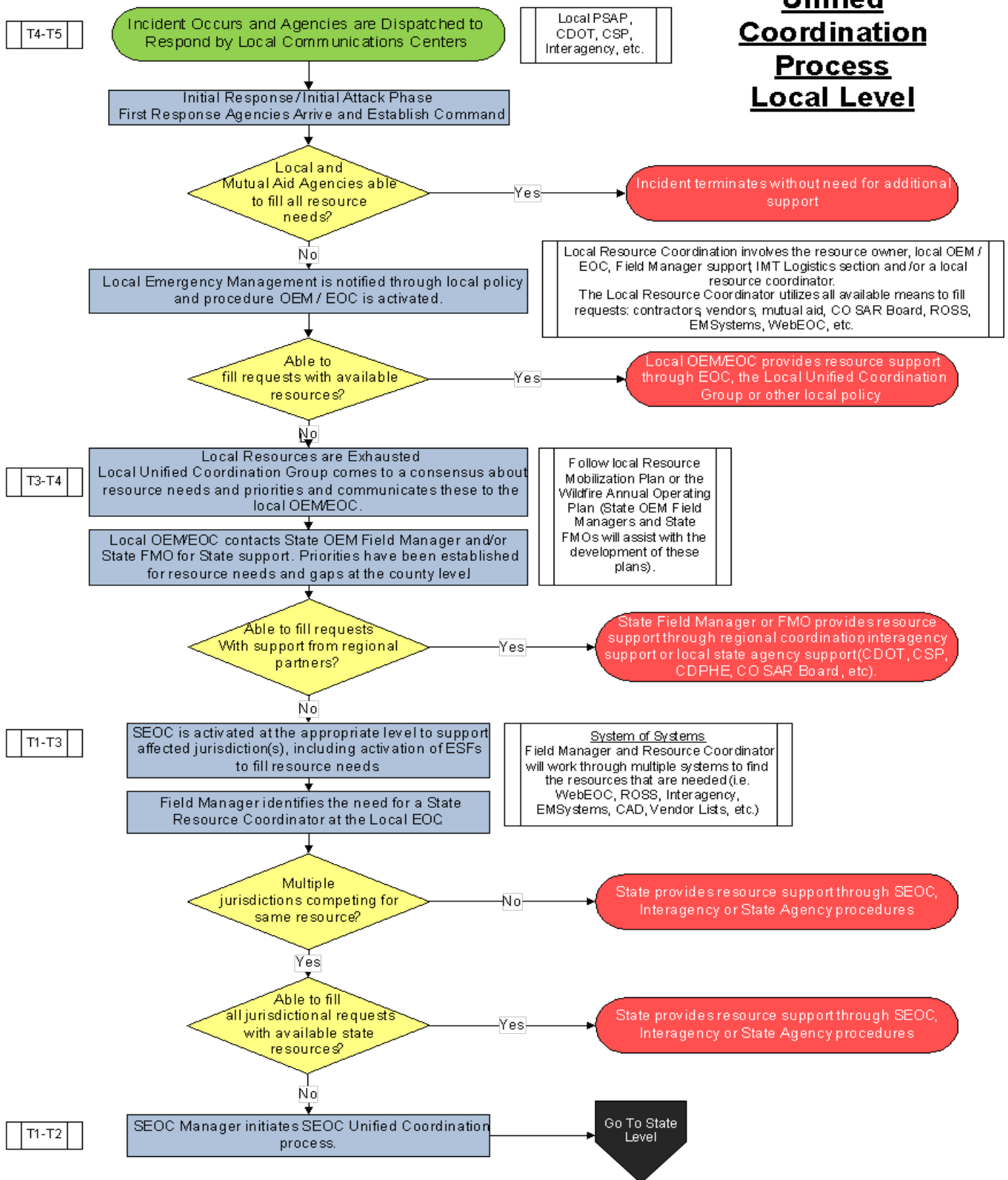


Figure 1 Unified Coordination Process – Local Level

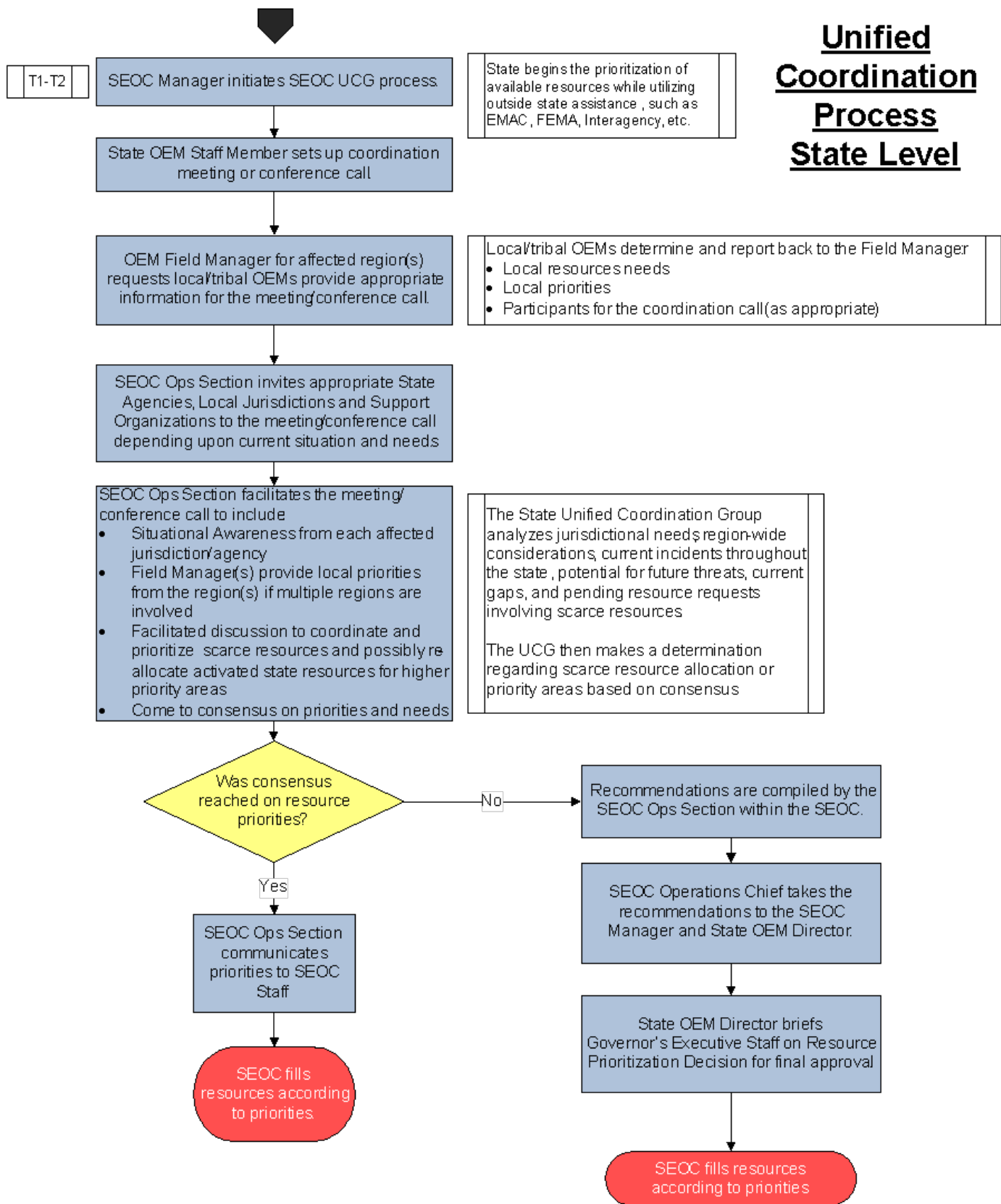


Figure 2 Unified Coordination Process – State Level

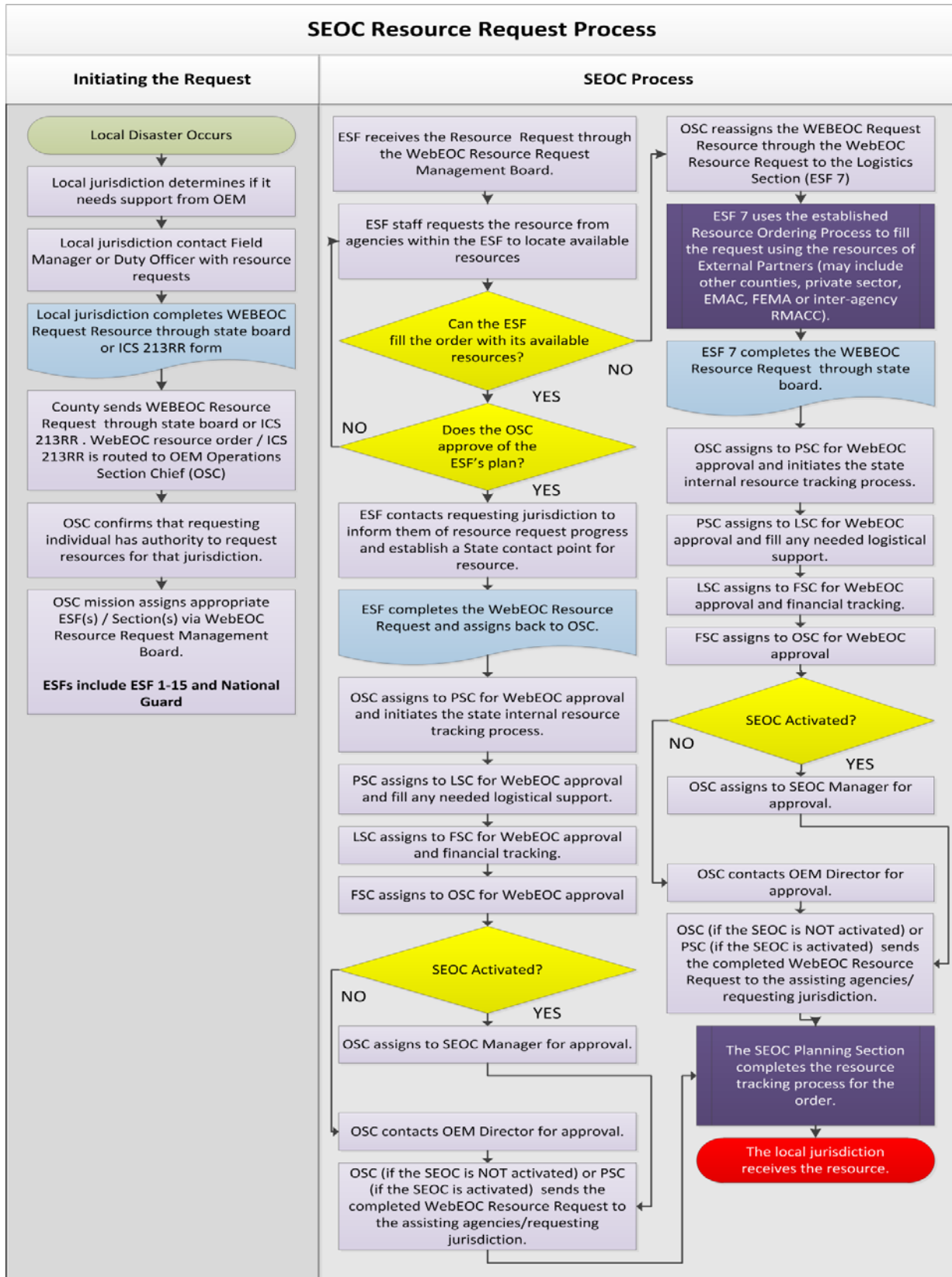


Figure 3 SEOC Resource Request Process

## Appendix A: Definitions and Acronyms

### The following are definitions of terms and acronyms used in the State of Colorado *Resource Mobilization Annex*.

**Agency Having Jurisdiction (AHJ)** – The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

**Agency Representative (AREP)** – An individual assigned to an incident from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident. In ICS, Agency Representatives report to the Incident Liaison Officer.

**Allocated Resources** – Resources dispatched to an incident.

**Annual Operating Plan (AOP)** – Sets forth standard operating procedures, agreed procedures, and responsibilities to implement cooperative wildland fire protection on all lands within a county. It is a working document compiled each year by wildland fire agencies participating in the Plan, and shall be attached to and considered part of the Interagency Cooperative Fire Protection Agreement.

**Appropriate Response** – The planned strategy for action (in terms of the type, amount, and timing of resources) on an incident which most efficiently meets incident management objectives under current and expected conditions. The response may range from a strategy of prompt control to one of containment or confinement.

**Assisting Agency (AA)** – An agency directly contributing tactical or service resources to another agency.

**Available Resources** – Resources available to respond to incidents beyond their local mutual aid area for a specified extended duration of time.

**Coordination Center** – A facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents. For the purposes of the Colorado Emergency *Resource Mobilization Annex* this refers to the Rocky Mountain Interagency Coordination Center.

**Director** – Means the director of the Office of Emergency Management as identified in C.R.S § 24-33.5-705

**Department Operations Center (DOC)** – A facility operated by a state department to coordinate departmental assets in support of an incident.

**Emergency Management Assistance Compact (EMAC)** – The adopted State to State process for ordering resources that will cross state lines during a Governor declared emergency or disaster.

**Emergency Manager (EM)** – Is the director or coordinator of the local or inter-jurisdictional disaster agency as described in section C.R.S. § 24-33.5-707 (4) or other person identified pursuant to section C.R.S. § 24-33.5-707 (6), responsible for local or inter-jurisdictional disaster preparedness and response



**Emergency Operations Center (EOC)** – EOCs are facilities that are used in varying ways at all levels of government and within private industry to provide a location for coordination, direction, and support during emergencies.

**Executive Director (ED)** – Is the Executive Director of the Department of Public Safety or designee.

**Geographical Area Coordination Center (GACC)** – The primary mission of the GACC is to serve Federal and State wildland fire agencies through logistical coordination and mobilization of resources (people, aircraft, ground equipment) throughout the geographical area, and with other geographic areas, as necessary.

**Host Jurisdiction** – Is the jurisdiction having authority over the disaster or emergency until delegated to another agency.

**Incident** – An occurrence either human caused or by natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Commander (IC)** – The individual responsible for the management of all incident operations at an incident site by delegation of authority from an AHJ.

**Incident Command System (ICS)** – A standardized on-scene emergency management concept specifically designed to allow its users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries and has the same meaning set forth and established in section 29-22.5-102 (3) C.R.S

**Incident Management Team (IMT)** – An organization of overhead personnel operating within the Incident Command System with responsibility for the management of resources to effectively accomplish objectives determined for an incident, under the direction of the Incident Commander.

**Interagency (IA) Dispatch Center** – A facility from which resources are primarily assigned to wildland fire incidents. For the purposes of the Colorado State Emergency Resource Mobilization this refers to the Dispatch Centers located in Craig, Grand Junction, Montrose, Durango, Ft. Collins, Pueblo, and the Rocky Mountain Coordination Center (Lakewood).

**Jurisdiction** – Is the State and Tribal authorities and County, City and County, Town, Special District, or other political subdivision of the State of Colorado

**Local Dispatch** – Dispatch offices representing local city/county government emergency response resources and responds to local incident requests for resources. These are also referred to as Public Safety Access Points (PSAP)

**Mobilization (MOB)** – Is the process of providing, upon request and subject to availability, emergency resources beyond those available through existing inter-jurisdictional or mutual aid agreements in response to a request from a jurisdiction in which an emergency or disaster situation or local emergency incident has exceeded or will exceed the capabilities of available local resources. The Term includes the redistribution of resources either to direct emergency incident assignments or to assignment in communities where resources are needed to provide coverage when those communities' resources have been mobilized to assist other jurisdictions.

**Mobilization Center (MOB CTR)** – An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

**Mobilization Plan (MOB PLAN)** – Means the Statewide All-Hazard Resource Mobilization Plan developed and utilized pursuant to C.R.S. § 24-33.5-705.4

**Mobilization System** – Means the Statewide All-Hazards Resource Mobilization system and processes created under section C.R.S. § 24-33.5-705.4, which system includes the Mobilization Plan and the technology and personnel necessary to mobilize resources according to the Plan.

**Multiagency Coordination (MAC)** – A process that allows all levels of government and all disciplines to work together efficiently and effectively. Multiagency coordination occurs across the different incident management disciplines, across jurisdictional lines, and across all levels of government and the private sector. During an incident or incidents, multiagency coordination is used to support incident needs, set jurisdictional policies concerning the incident, set incident priorities, and allocate critical resources. Resources performing multiagency coordination are not part of the on-scene command structure and generally are not involved in defining specific incident strategy and tactics. The scope of a MAC group is defined by geography: local, region of a state, state, multi-state region, and national. The State of Colorado uses the Unified Coordination Process as the primary guideline for multiagency coordination at the local, regional, and state level. Further definition of specific MAC processes can be found in the emergency operations plans associated with a given MAC group.

**Multiagency Coordination (MAC) Group** – Personnel that work together to perform multiagency coordination. Very often this group works out of an emergency operations center (EOC) or coordination center.

**Multi-Agency Incident** – An incident where one or more agencies assist a jurisdictional agency or agencies.

**Multi-Jurisdictional Incident** – An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation.

**Mutual Aid** – Is the emergency interagency assistance rendered pursuant to an agreement between the jurisdictions rendering and receiving assistance

**Mutual Aid Agreement** – Mutually beneficial agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment, and is non-binding.

**National Incident Management System (NIMS)** – Developed by the U. S. Department of Homeland Security Secretary, NIMS establishes standardized incident management processes, protocols, and procedures that all responders - Federal, state, tribal, and local - use to coordinate and conduct response actions.

**National Interagency Dispatch System** – The National Geographic Area Coordination centers (Regional) Eastern, Southern, Southwest, Rocky Mountain, Northern Rockies, NICC, Northwest, West Basin, North CA Ops, South CA Ops, Alaska centers for regional resource management through ROSS.

**Non-Host Jurisdiction** – Is a jurisdiction providing disaster or emergency response resources to a host jurisdiction, also known as a sending agency.

**Operational Period (O-Period)** – A defined time period, i.e 0600 to 1800 hours, in which a specific set of objectives are established for managing incident activities and for which specific resources and personnel are assigned to those activities, as determined by the incident commander.

**Preparedness Levels (PL)** – Planned levels of readiness dependent on incident activity, weather, hazard threat, and resource availability.

**Resource Kind** – A classification of resources in the incident command system which refers to function; e.g. hand crew, helicopter, engine, and dozer.

**Resource Mobilization Liaison** – The Executive Director of the Department of Public Safety or his Designee who is the Liaison to the Local Unified Coordination Group, Incident Commander, or Host /Requesting Agency.

**Resource Mobilization Fund (RMF)** - Provided under C.R.S. § 24-33.5-705.4.6, a funding source for all resources during Initial Response which must be requested in writing from the AHJ to the Executive Director of Public Safety of his designee. This funding is designed to keep incidents from becoming large enough to require other funding sources to be activated, or as a stop gap until regular funding sources can be established.

**Resource Request Order Number (O #)** – A unique number assigned by the agency dispatching the resources to the incident. Every resource requested for an incident must have an Order Number assigned to it. The resource order number provides the legal authorization for the movement of incident requested resources and is the reference for all claims.

**Resource Type** – Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource.

**Resources** – Personnel and major items of equipment available or potentially available to be assigned to incidents. Resources are described in the incident command system by kind and type.

**Resource Ordering and Status System (ROSS)** – National database for resource deployment, used at the National Interagency Dispatch, Rocky Mountain Area Coordination Group, wildland and all-hazard resources.

**Rocky Mountain Area Coordination Center (RMACC)** – One of 12 Geographic Area Coordination Centers (GACC) in the Nation. RMACC is located in Lakewood, Colorado and covers the 5 state Rocky Mountain Geographic Area (Colorado, Kansas, Nebraska, South Dakota, and Wyoming)

**Single Resource** – An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

**Staging Area (Stag)** – Locations set up at an incident where resources can be placed while awaiting a tactical assignment.

**State Emergency Operations Center (SEOC)** – A facility operated by the Colorado Office of Emergency Management to coordinate the overall response of state government agencies and assets in support of an incident.

**State Emergency Operations Plan (SEOP)** – The state level plan for actions to be taken by government and partner organizations when disaster threatens or strikes. It consists of assignment of responsibilities to state agencies, coordinating instructions, staffing, essential facilities, and general operations common to most major emergencies.

**Strike Team (ST)** – Specified combinations of the same kind and type of resources, with common communications and a leader. For example, a Type 1 Engine Strike Team generally consists of 5, Type 1 Engines (meeting the minimum equipment and manning standards) under the control of a Strike Team Leader.

**Task Force (TF)** – A combination of single resources assembled for a particular tactical need, with common communications and a leader.

**Unified Command (UC)** – An application of ICS used when there is more than one agency with jurisdiction. Agencies work together through their designated representative within the Unified Command at a single ICP to establish a common set of objectives and strategies, and a single IAP and as described in section 29-22.5-102 (8) C.R.S..

**Unified Coordination** (also known as Multi-Jurisdictional or Multi-Agency Coordination) – The involvement of multiple entities in the planning, coordination, recovery and decision-making activities of an incident or event.

**Unified Coordination Group (UCG)** – A Unified Coordination Group includes local, state, and federal partners, NGOs, volunteer organizations, the private sector, and other partners involved in response and recovery that have the policy making authority to make decisions, allocate resources, and commit funds. In some cases, it may be necessary for the UCG to function virtually, such as via teleconference or video teleconferencing to accomplish its assigned tasks based on the size and scope of the event (i.e. blizzard activities across multiple jurisdictions).

**Unified Coordination System (UCS)** – An activity or a formal system used to coordinate resources and support between agencies or jurisdictions useful for regional situations. This involves a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordination of assisting agency resources and support to agency emergency operations.

# Appendix B: System of Systems for State Resource Management

## System of Systems

There are many systems and technologies used for resource mobilization and management. The State Office of Emergency Management refers to these tools as a “System of Systems” which are used to efficiently identify, locate, status, order, track, deploy and demobilize resources. This System of Systems is used by the municipal level (CAD), local emergency manager, county emergency manager, state emergency management offices and the federal and private sector resource partnerships. The most commonly used systems in Colorado are identified below:

### Local Dispatch (CAD):

This is the local 911 communications center which is the first contact between an incident and first responders

### WebEOC:

WebEOC is a web-enabled crisis information management system that provides secure real-time information sharing to help managers make sound decisions quickly. The Colorado WebEOC system is managed by the Division of Homeland Security and Emergency Management, Office of Emergency Management. Among its other features, the Colorado WebEOC has a resource inventory and statusing function, allowing all emergency response and emergency management agencies the ability to find, order and track resources through the system. Contact the State Emergency Operations Center for access.

Web Site is <https://webeoc.colorado.gov/eoc7/>

### National Interagency Dispatch / Resource Ordering Status System (ROSS):

National mobilization system and resource database of federal, state, county, and local resources. There are 12 regional Geographic Area Coordination centers across the country, and the Rocky Mountain Area Coordination Center (RMCC) is located in Lakewood, Colorado. Within the RMCC there are 10 Interagency Dispatch Centers, 6 of which are in Colorado (Craig, Durango, Ft. Collins, Grand Junction, Montrose, and Pueblo). This system is predominately a fire service system, but it has and can be used for all-hazard incidents under certain authorities. Future versions of ROSS will be moving towards an all-hazard system. ROSS lists aircraft, hand crews, personnel, equipment, and supply resources from across the nation. State, county, and local resources from Colorado that have a valid Cooperative Resource Rate Form (CRRF) agreement with the State of Colorado are listed in ROSS. Resources are statused within ROSS for deployment and data is managed at each interagency dispatch center. This system is a Web and server database access with limited view ability without special consideration (Secured access). The system has web-based statusing, and is good for just in time statusing of resources.

Web Site is <http://ross.nwcg.gov/>

### Connect Colorado:

The State of Colorado All-Hazard Private Sector integrated Emergency Resource database which was developed by statutory requirements. This database is open to all statewide stakeholders for emergency response and emergency resource mobilization. The site includes resource typing

definitions, and drop down box search ability. Web based, any entity and agency can access the system to search for local resources as well as list their own resources in the repository.

CONNECT COLORADO, re-released in 2014, is available at

Web Site: <http://connect.state.co.us>

### **EMSystems:**

EMSystems is managed by the Colorado Department of Public Health and Environment and is divided into two distinct areas: EMResource and EMTrack.

EMResource is a communications and resource management system specific to the health and medical fields. It is used in Colorado by emergency departments in hospitals, emergency medical service facilities, local public health agencies, and dispatch centers. Incident-specific resources can be easily tracked, such as decontamination capability, ventilators, pharmaceuticals and specialty services. EMResource equips all agencies involved in emergency medical response with essential real-time communication. EMResource greatly enhances Colorado's ability to respond to mass casualty incidents (MCIs) and public health events through improved communications.

For more information about this system, please contact Aubrey Kukral at CDPHE at 303-619-8902 or by email at [Aubrey.kukral@state.co.us](mailto:Aubrey.kukral@state.co.us).

Website: <http://www.emsystem.com>

Colorado Volunteer Mobilizer - The Colorado Department of Public Health and Environment maintains a database that contains information on volunteers throughout the state.

### **Volunteers are in the system under two groups or units:**

The first units are classified as general volunteers, medical professionals and the public and environmental health professionals that are in the system listed under their home county. These volunteers only want to be activated during a disaster. Each of the 64 counties has a county administrator who would activate these volunteers.

The second units are classified as Medical Reserve Corps (MRC) units, Colorado Crisis Education Response Network (CoCERN), Community Emergency Response Teams (CERT) Search and Rescue, HAM radio operators and Radiation Response Volunteer Corps groups. These groups are more active (i.e. meetings, 9 Health Fairs etc) and would be activated by the unit or group administrator.

Volunteers can be activated by sending emergency alert notifications to home/work phones, cell phones, SMS text message, email and fax. One of the modules in the system is the mission module and can be set up and sent to appropriate volunteers, the volunteer can schedule the times they would like to volunteer and be reminded of promised volunteer time(s). The system has the ability to track volunteers' time by checking them in and out. The system will also be able to badge the volunteers.

For more information on this system, please contact Koral O'Brien with CDPHE at 303-692-2782 or by email at [koral.obrien@state.co.us](mailto:koral.obrien@state.co.us).

Website: <http://covolunteers.state.co.us/VolunteerMobilizer/login.aspx>

CDOT Systems: The Colorado Department of Transportation uses three facilities for resource deployment; Eisenhower Tunnel Facility, Traffic Management Center and Hanging Lake Center. Resources are deployed based on relative location to one of these facilities. 90% of CDOT resources are requested locally through **State Patrol Dispatch at 303-279-8855**, and 10% are requested through SEOC when activated for a declared emergency or disaster.

## Appendix C: Initial Call for State Assistance Information Process

1. To Contact the Colorado Office of Emergency Management (COEM) Duty Officer or a Division of Fire Prevention and Control (DFPC) Fire Management Officer (FMO) contact the Colorado State Patrol Dispatch on the **24-Hour Emergency Line 303-279-8855**. The information will be routed to the most appropriate agency for response.
2. The Colorado State Patrol will ask for the following information:
  - a. Incident Name
  - b. Name & Call Back Information
  - c. Organization / Jurisdiction
  - d. Current Situation
  - e. Current Actions
  - f. Any needed assistance
3. If Wildfire - CSP Dispatch will contact the area Division of Fire Prevention & Control Fire Management Officer.
4. If not Wildfire - CSP Dispatch contacts the on-call Division of Homeland Security and Emergency Management Duty Officer and provides the information from items listed above, and may also contact the below OEM Operations Staff:

**Operation Section Chief, DHSEM, Office of Emergency Management; State Emergency Operations Center**  
Work: 720-852-6626  
Cell: 720-413-6184  
chris.sorensen@state.co.us

**Logistics Section Chief; DHSEM, Office of Emergency Management; State Emergency Operations Center**  
Work: 720-852-6689  
Cell: 720-413-7914  
jeremy.utter@state.co.us
5. The State EOC and Logistics Section may be activated, and may contact the incident commander, or designee, and request the following information:
  - a. Quantity, kind and type of resources required
  - b. Specific assignment or job duties of requested resource
  - c. Specific reporting location and contact (staging area)



- d. Requested time of delivery
- e. Communications plan or needs, including travel channel
- f. Person/title making request
- g. Initial incident information forms (Appendix U)

Additional requests for resources from the incident commander will come directly to the SEOC Operations Manager and Logistics Section the County or Tribal Emergency Manager or Operations Center.

# Appendix D: Resource Request Message Form



**COLORADO**  
 Division of Homeland Security  
 & Emergency Management  
 Department of Public Safety

Pg. \_\_\_ of \_\_\_

## Request for Assistance (ICS-213RR)

Request/Task Assignment			
Incident Name:	Date/Time:	Initial Tracking #	Assigned Tracking#
Request/Task Details			
Mission Name:			
Detailed Description:			
Resource/Overhead Details: (circle one)			
Resource/Overhead #1			
Kind	Type	Qty.	
Resource/Overhead #2			
Kind	Type	Qty.	
Resource/Overhead #3			
Kind	Type	Qty.	
Resource/Overhead #4			
Kind	Type	Qty.	
Resource/Overhead #5			
Kind	Type	Qty.	
f. Requested Reporting:			
Reporting Location (Staging Area)	g. Local Order Number	h. Date Needed	i. Time needed
Address/Location:	Latitude:	Longitude:	Map Label:
Communications			
Contact	Frequency	Tone	
Suggested Source(s) of Supply – POC phone number if known and suitable substitutes.			
Originating Position		Originator Name	
POC Name:	POC Phone:	POC Email:	
Priority (circle one):			
Life Safety-Immediate/4hrs	Priority/12hrs	Routine/24hrs	Long Term/96hrs      Extended/over 96hrs
Due by: (Date & Time)		Time Completed: (Date & Time)	

## Appendix E: Colorado Incident Management Teams (IMTs)

An Incident Management Team (IMT) consists of personnel trained to perform the Command and General Staff functions of the Incident Command System. Team members are often from different disciplines and different organizations. Members of initial responding agencies should initially fill these functions as needed; however, the size, complexity, and/or duration of an incident may indicate the need for a different level of support. When activated, all IMTs work for the agency, or agencies, having jurisdiction.

### General Capabilities of Incident Management Teams

In the United States, there are four types of Incident Management Teams (source FEMA 508-2). The level of training and experience of IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors that determine the "Type", or level, of an IMT. Regardless of type, teams are deployed to assist the agency or agencies having jurisdiction (AHJ) until:

1. The incident is turned back over to the AHJ
2. A team transition occurs to a similarly typed team or one with a higher or lower level depending on incident complexity and the AHJ's approval

### Type 4 or Local Incident Management Teams or Groups

Type 4 IMTs are local level teams or groups that typically perform incident management functions for a local jurisdiction. These teams generally operate in that jurisdiction on type 4 incidents. These are incidents of a single operational period or less, and limited complexity. They generally respond with 3 to 10 members. Very often members of these teams are part of the initial response. If not, they are generally less than 60 minutes away. The team and its members can have varying levels of experience and training and are regulated / qualified at the decision of their jurisdiction. These teams can have individual members that are qualified in type 1, 2, or 3 positions through the State of Colorado or NWCG. With the exception of the NWCG type 4 Incident Commander Qualification, there are no state or federal qualifications for this level of team. If the incident is not resolved in a single operational period or the complexity increases, these teams will most likely transition to, or integrate with, a type 3 team.

### Type 3 Incident Management Teams

Type 3 IMTs are state or regional teams that generally function within a state or area. The team generally responds with 8 to 25 members (if requested as a team) and depending on location, can be on scene within 2 to 8 hours. They are activated to support incidents of type 3 complexity or greater. These are incidents or events that are expected to extend beyond one operational period, or have high complexity. These are very often fast developing incidents with lives and values at risk. Historically these incidents have had approximately 50 to 200 people assigned. Depending on the team, members can remain on an incident for between 5 to 14 days before transitioning to another team, if needed. Type 3 IMTs can respond throughout their State based on specific laws, policies, and regulations. Type 3 teams can also be deployed nationally through state and federal agreements.

In Colorado, State Type 3 IMTs are certified through the State of Colorado Resources Mobilization Working Group, IMT Subcommittee. There are five State Type 3 IMTs in Colorado: JEFFCO, Northwest, Eastern Colorado, Boulder, and Southwest. Members of type 3 teams must be certified, at minimum, at the type 3 level through the State or NWCG. There are several Interagency Zone Dispatch Teams in Colorado. These teams are generally only used on wildland fires and are under the control of their respective Interagency Zone Dispatch Board.

### **Type 2 Incident Management Teams**

Type 2 IMTs are teams that function on a state or national level. They respond with 40 to 50 members and generally can be on scene within 24 hours. They are activated to support incidents of type 2 complexity or greater. These are generally state level incidents or smaller scale national incidents. These incidents often last more than a week and have great social / economic / political consequence. Historically these incidents have had approximately 200 to 500 people assigned. Type 2 IMTs are assigned to incidents for 14 days, excluding travel. In rare cases, the teams may extend if incident need dictates. Type 2 IMTs generally can respond to incidents throughout the nation.

Type 2 IMTs can be sanctioned by either a state or the national interagency system:

- Teams sanctioned by the interagency system can only be used for complex wildland fires and incidents with a Stafford Act Disaster Declaration. Several dozen national interagency Type 2 IMTs are currently in existence, and are organized by Multi-State Interagency Coordinating Groups. These teams are ordered and mobilized through the interagency dispatch system.
- At the time of plan adoption, a type 2 team sanctioned by a state is only a planning concept. Nationally very few true State type 2 teams exist. Once developed, State sanctioned teams should be able to respond to any type of incident. Currently to fill the type 2 IMT capability gap, the State of Colorado can mobilize multiple type 3 teams as a unified team if the complexity of an incident exceeds the capabilities of a single type 3 team. All of the state's Type 3 teams have individual members that are type 1 and/or type 2 NWCG qualified.

### **National Incident Management Organization (NIMO Team)**

NIMO Teams are a form of a Type 1 IMT; they are a national interagency resource. These teams come with 8 to 10 core members. Upon arrival, they will order additional members from local or regional cadres, as needed. All of the core NIMO members are type 1 qualified and are employed by the federal government to manage incidents full-time. NIMO teams are activated to support incidents with unique complexities and/or a long duration. NIMO teams are also beneficial in situations where the incident complexity is varying back and forth over a relatively short period. NIMO teams are available for wildland fires and all hazard deployment under a Stafford Act Declaration. There are four NIMO Teams. These teams are supported by Multi State Interagency Coordination Groups, but managed by the National Interagency Fire Center in Boise, Idaho.

### **State Level Utilization of Type 3 IMTs**

These teams are available to assist local communities in disaster management and recovery. Their assistance is intended to back up local responders who are likely very busy and possibly personally impacted by the incident. The teams are also trained and experienced in dealing with State and Federal agencies, procurement of equipment and supplies, large-scale media interests, and tracking incident costs.

In the State of Colorado, Type 3 IMTs support AHJs in a number of different ways:

- The team can work for the AHJ through a delegation of authority from the AHJ: Delegations state the team's management scope through priorities, objectives, and limitations

- The team (or members of the team) can work as a part of the local command structure for that incident under the AHJ's incident commander
- The team (or members of the team) can be requested as subject matter experts or advisors for the AHJ's command team or their incident commander
- Multiple Type 3 IMTs can function as a unified team to handle complexities greater than a single team's capability

### **Basic Assumptions**

- The COEM is the lead agency charged with activation and mobilization of teams at the State Level. A team may deploy within its area of responsibility when requested locally (this may not be considered a state request, and may not be reimbursable through the state), or outside its area of responsibility through a resource request
- IMTs deployed by the COEM are to be considered State resources for financial costs
- The COEM will order an IMT and provide them with a Mission Task Order
- To create this Mission Task Order the COEM will coordinate with the AHJ to determine status of an incident and their initial needs; this information will be given to the IMT and will help determine initial staffing and specialty needs
- RFM's are the State's primary point of contact with the IMT; COEM representatives serve as the primary communication link to the State and serve as the State's on-site Agency Administrator
- The COEM is responsible for pursuing disaster funds through local/State/Federal sources
- The COEM is responsible to activate a State level Multiple Agency Coordination Center (MACC) when those resources are needed
- The COEM is responsible for coordination with other State Agencies, unless otherwise stated in the Mission Task Order
- For wildfire incidents DFPC will be the lead State agency, and IMT's will be ordered and utilized in accordance with existing agreements, operating plans and mobilization guides.

### **Purpose and Scope of the Mission Ready Package and Task Order from COEM**

When activated through COEM, the State Type 3 IMTs operate as representatives of the State of Colorado to assist local communities. In coordination with local AHJs, they will be expected to manage the overall incident response as provided in the Mission Ready Package. The IMT will coordinate all incident operations, through a Delegation of Authority from the local AHJ, the IMT will manage local agency resources either directly or in a Unified Command and the State may also be a signatory to the Delegation of Authority. The Mission Task Order to the IMT will include:

- IMT operating budget and instructions for travel, lodging, meals, etc.
- Instructions for the IMT to report to the SEOC either directly or through the on-site COEM Agency Administrator. This will include requirements for daily incident status reports and distribution requirements for Incident Action Plans.

- Minimal/initial approved team size and will include considerations for technical specialists. Expect minimum 72 hour deployment with possible total deployment of 6-8 days. Extensions for additional deployment days may be negotiated between the IMT and COEM.
- The COEM may approve additional team responders in a training role in recognition that teams have continual turnover and need to provide training for new members.
- Instructions for management of the Colorado National Guard or other State agencies, should they be deployed to the incident.
- Instructions for providing a final incident documentation package to the AHJ with copies to the COEM.

The Mission Ready Package and Task Order may include instructions regarding:

- Basic mobilization: What, Why, When, Where the team is being mobilized
- Delegation of Authority negotiation with the AHJ
- AHJ capacity building for responding to future incidents
- Demobilization from the incident and evaluation of its performance from the AHJ

Release of Delegation of Authority

- The Team will receive a release of delegation of authority from the AHJ after their service is no longer needed or they have been replaced by another team

### **Complexity Analysis**

Complexity of incidents can vary. This may be due to the scope of the incident and/or the number of responding resource. Teams responding to an incident must analyze complexity to insure safety of residents, visitors, and responding personnel. This analysis can also help justify the number of resources needed for response.

Given that incidents in Colorado will rarely reach a level sufficient for a Stafford Act (Presidential) declaration, State Type 3 IMTs will manage the majority of large incidents. It is possible that these Type 3 IMTs will manage an incident so complex that it goes beyond the scope of their training and capability. The analysis is intended to help teams recognize levels of complexity in order to react proactively and avoid serious consequences.

Teams are expected to report rising levels of complexity to the SEOC. The intent is to justify additional resources to be ordered by the team. It also will assist the COEM in justification of a request for a Stafford Act declaration.

# Appendix F: State Incident Complexity Analysis

Complete downloadable and interactive – fillable forms are available at:

<http://dhsem.state.co.us/resource/consequence-complexity-analysis-appendix-f#overlay-context=division/resource-library>

 <b>State of Colorado Consequence Complexity Analysis (Appendix F)</b>							
Incident Name				Type of Incident			
Date		Time		VAXWF=TP			
Ranking Element	Value of 0	Value of 1	Value of 3	Value of 5	Value Assigned	Weight Factor	Total Points
First Responder Safety	N/A	Low exposure with simple hazards easily mitigated.	Moderate exposure with several hazardous conditions mitigated through 215A.	High exposure which requires multiple strategies to mitigate hazards. Additional SOFRs are needed.		5	0
Public Safety	N/A	Exposure to hazards can be mitigated through public contact (ie. face - to - face meetings or via the media).	Public must be managed to limit hazard exposures, voluntary evacuations.	Public exposure to hazards are imminent. Closures or highways and evacuations are mandatory.		5	0
Environmental Impact (Air & Water Quality)	N/A	No environmental impacts	Minimal environmental impacts.	Major environmental impacts occurring which will result in the deployment of specialized resources to combat the impacts		4	0
Objectives	N/A	Objectives are easily achieved.	Objectives are moderately difficult to achieve.	Objectives are difficult to achieve or original objectives are eclipsed by new objectives. Several conflicts between objectives and constraints exist.		4	0
Anticipated duration of Resource Commitment ordered by the IC / EOC.	N/A	One to Three Days on scene	Four to Seven Days on scene	Eight Days or more on scene		4	0
Incident control / stabilization measures to be protected	N/A	No incident control measures within or adjacent to the incident. No damage anticipated.	Several control measures to be protected within or adjacent to the incident. Minimal damage to be anticipated to occur.	Numerous control measures within or adjacent to the incident. Severe and imminent damage is likely without commitment of specialized resources with appropriate skill level.		4	0
Critical Infrastructure / Key Resources (CI/KR) to be protected within the incident area.	N/A	No CI/KR within or adjacent to the incident.	Several CI/KR to be protected within or adjacent to the incident. Mitigation through planning and/or preparation is adequate. May require some commitment of specialized resources.	Numerous CI/KR within or adjacent to the incident. Severe damage is likely without commitment of specialized resources with appropriate skill level.		4	0
Evacuations needed or occurring	N/A	Not occurring, but pre-planning taking place	Small scale evacuations occurring	Both human and large animal evacuations occurring		4	0
Cultural and Natural Resource Values	N/A	No impacts to resources.	Several resource values will be impacted	Resource benefits are significant or the likelihood of negative impacts are high.		3	0

Social and economic impacts / concerns	N/A	No impacts to economic values.	Moderate economic impacts exists.	High economic impacts exists. High internal and external jurisdictional interests and concerns exist.		2	0
Media interest / Public Interest	N/A	No controversy or media interest.	Media releases are issued, but no media are present or contacting PIO	Media present or contacting PIO during operations periods. National media present or JIC activated.		2	0
Economic / Cost Benefit Analysis	N/A	Values to be protected or treated are less than costs of management actions.	Values to be protected or treated are equal to costs of management actions.	Values to be protected or treated exceed costs of management actions.		2	0
Threats to containment	N/A	Low risk of incident escaping established perimeter and active engagement or holding is required	Moderate risk of incident escaping established perimeter and active engagement or holding is required	Incident is certain to exceed established perimeter without aggressive engagement or holding actions and will result in a much more complex incident		3	0
Current Organization Performance	N/A	Current organization performing within expectations and span of control, can develop and implement the IAP.	Current Organization struggling to develop and implement IAP, beginning to see overhead extended and pushing limits of span of control	Current Organization unable to develop and implement IAP, overhead extended, exceeds span of control. Incident requires multiple, branches, groups, division or specialized operations.		3	0
Disaster declaration	N/A	Local disaster declaration has been issued.	State assistance is required, but no Governorial disaster declaration has been issued.	A State disaster declaration has been issued. Request for federal assistance is being drafted.		1	0
Multiple jurisdictions directly impacted	N/A	Incident is contained within one political jurisdiction.	Two political jurisdictions are directly impacted by incident.	Three or more jurisdictions are directly impacted by incident or are provided evacuation centers / shelters / etc.		3	0
Special / Night Operations required / Unmet Needs (Donations & Volunteer Management)	N/A	No Special / Night operations are occurring. No current unmet needs	Special / Night operations are being conducted but only to monitor the situation. Night operations do not equate to the same level of activity as day operations. Minimal unmet needs	Special / Night operations are on - going with high level of response intensity. Significant unmet needs currently being addressed		4	0
<b>POINT RANGES</b>		<b>0 to 92</b>	Consider turning back to home unit	<b>TOTAL POINTS</b>			<b>0</b>
		<b>93 to 138</b>	Consider ordering Type 3 IMT				
		<b>139 to 184</b>	Consider ordering Type 2 IMT				
		<b>185 to 230</b>	Consider ordering Type 1 IMT				
Prepared by:			Signature:			Date / Time:	
Position:			<b>EOC INCIDENT PRIORITIZATION RANKING</b>				
CDPS - Incident Complexity Analysis-9/09/15							



# Appendix F-1: EOC Incident Complexity Analysis

Complete downloadable and interactive – fillable forms are available at:

<http://dhsem.state.co.us/resource/blank-eoc-complexity-analysis-worksheet-appendix-f1#overlay-context=emergency-management/resources>

## Blank Event Support and EOC Systems Complexity Analysis Worksheet

Appendix F.1 to CO Resource Mobilization Annex

Date:

Time:

Name	Organization	Phone #

### Event Complexity Procedure:

Evaluate each section’s critical criteria by answering yes or no. During the event complexity analysis the “YES” response has a weighted value based on impact. When performing the analysis subjectively evaluate the urgency of the critical criteria (1 low – 2 high) which adds weight to the criteria value. Total the numbers in each column to achieve a sectional complexity analysis. Use this information to focus EOC efforts to address complexity in consequence management, resources, support processes, information, communications, coordination and error prevention (recognize, diagnosis, recover). The process in the event complexity analysis is based on the presence of conditions, requirements, and needs. Once the complexity analysis is completed total all of the section scores and gage the over complexity of the event by comparing values to the over- all complexity analysis scoring.

### EOC Complexity Procedure:

Evaluate each section’s critical criteria by answering yes or no. During the EOC complexity analysis the “NO” response has a weighted value based on the ability to fulfill the critical mission of the EOC based on the acronym C.R.I.S.P.E.O.C. When performing the analysis subjectively evaluate the urgency of the critical criteria (1 low – 2 high) which adds weight to the criteria value. Total the numbers in each column to achieve a sectional complexity analysis. Use this information to focus EOC efforts to address complexity in development and delivery of support services, applications, documentation, communications, decision making, human dependent systems, workload, uncertainty, data, redundancy, resources support processes and error prevention (recognize, diagnosis, recover). The process in the EOC complexity analysis is based on the lack of developing or providing and addressing needs. Once the complexity analysis is completed total all of the section scores and gage the over complexity of EOC Operations by comparing values to the over- all complexity analysis scoring.

### What does the complexity analysis provide to the EOC team?

Condition #1: Low complexity in event and EOC complexity:

If the event complexity is low and the EOC complexity is low the incident management system and the EOC organization and mission requirements are properly staffed, developed, and operating.

Condition #2: Low to medium event complexity and medium to high EOC complexity:  
 The event is not driving EOC complexity and efforts should focus on addressing the EOC complexity sections that have the higher complexity scores.

Condition #3: High event complexity and medium to high EOC complexity:  
 The event is a large scale emergency or disaster and needs to have a highly developed and efficiently operating EOC. If EOC complexity issues are addressed the event complexity should decrease. If the event complexity does not decrease proportionally or after EOC complexity decreases the emergency or disaster is a type 3 or higher incident. The EOC should prepare to expand capability in each critical mission to become resistant to future event support demands.

Condition #4: High event complexity and low EOC complexity:  
 The event is a significant emergency or low impact disaster condition that the EOC is adequately developed to support. In addition, the EOC possibly contains additional capacity to absorb future event support needs. The EOC operating systems should be evaluated for over developed areas and if so EOC components should be demobilized if not needed.

Event Complexity Analysis <b>High 63&gt;</b>	<b>Low &lt; 20</b>	<b>Medium 21&gt;&lt; 58</b>	Urgent
Total	Overall Complexity Analysis	Yes	No
A. Incident Command Support High 17>	Low <6	Medium 7>< 16	Urgent
Multiple incident command posts		Yes 1	No
Multiple operational periods		Yes 2	No
Department operations center established		Yes 2	No
Command Initial Attack operational logistical support required		Yes 3	No
Command services & supply support		Yes 1	No
Command requires situational awareness information		Yes 2	No
Incident footprint is multi -jurisdictional		Yes 1	No
Evacuations needed or occurring		Yes 3	No
Media and public information production is required		Yes 2	No

Control perimeters are required	Yes 1	No	
Damage assessment (IDRA ) needs are present	Yes 2	No	
Search and rescue needed	Yes 1	No	
Coordination needed between communication centers	Yes 1	No	
Total	Yes	No	

B. Resource Support High 12>	Low < 3	Medium 4 << 11	Urgent
County mutual aid resources needed	Yes 2	No	
Group or packed resource requests (strike teams & task forces)	Yes 3	No	
Interagency resources needed	Yes 3	No	
Out of County resources needed	Yes 3	No	
State wide resources needed	Yes 3	No	
ESF specific resources needed	Yes 2	No	
County draw down status needs monitoring	Yes 2	No	
Resource support for over 50 personnel	Yes 1	No	
Supply chain system required	Yes 2	No	
Facility acquisition and or maintenance required	Yes 1	No	
Basic needs logistical support for first responders	Yes 1	No	
Special or unique resource needs	Yes 3	No	

Total	Yes	No	
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C. Mass Care Support High 13>	Low < 4	Medium 5>< 12	Urgent
Evacuation site management	Yes 2	No	
Shelter management	Yes 3	No	
Functional needs shelter needed	Yes 3	No	
Donations management required	Yes 2	No	
Volunteer management required	Yes 1	No	
Animal evacuations and sheltering needed	Yes 1	No	
Transportation needed	Yes 2	No	
Disaster assistance center needed	Yes 1	No	
Medical reserve core needed in shelters or Alternate Care Facility	Yes 2	No	
Point of distribution system needed	Yes 3	No	
Child protective services needed	Yes 1	No	
Total	Yes	No	

D. Public Health & Environment Support High 10>	Low < 3	Medium 4>< 9	Urgent
Air quality monitoring required	Yes 1	No	
Environment being impacted by hazardous materials release	Yes 3	No	
Water quality monitoring	Yes 2	No	

Psychological impacts being reported	Yes 2	No	
Community health monitoring required	Yes 3	No	
Alternate care facility required	Yes 2	No	
Wetlands threatened or impacted	Yes 1	No	
Special natural resources are threatened or impacted	Yes 1	No	
<b>Total</b>	Yes	No	

<b>E. Infrastructure Support</b>	<b>Low &lt; 4</b>	<b>Medium 5 &gt;&gt; 10</b>	<b>Urgent</b>
High 11 >			
Power interruption	Yes 3	No	
Communication systems threatened or down	Yes 3	No	
Roads damaged or blocked	Yes 2	No	
Water treatment facilities threatened or impacted	Yes 3	No	
Storm drainage system threatened or damaged	Yes 1	No	
Bridge damage	Yes 1	No	
Sanitation sewer system threatened or damaged	Yes 3	No	
City or County facilities impacted	Yes 2	No	
Radio infrastructure threatened or damaged	Yes 3	No	
Hospitals impacted	Yes 2	No	
School facilities impacted	Yes 3	No	
Cultural or historic sites threatened or impacted	Yes 1	No	
Traffic flow management needed	Yes 1	No	
<b>Total</b>	Yes	No	

<b>EOC Complexity Analysis</b>	<b>Low &lt; 22</b>	<b>Medium 31 &gt;&gt; 76</b>	<b>High</b>	<b>Urgent</b>
85 >				
<b>Overall Complexity Analysis Total</b>	Yes	No		
<b>A. Communications Coordination</b>	<b>Low &lt; 2</b>	<b>Medium 3 &gt;&gt; 10</b>	<b>Urgent</b>	
High 11 >				
Incident command link established	Yes	No 3		
EOC objectives communicated to all positions	Yes	No 3		
ESF positions can communicate to field elements	Yes	No 2		
Communication link to Colorado State Division of Emergency Management established	Yes	No 2		

Local cities, towns and CU communications link established	Yes	No	1	
Communicate notifications – hazard information, changes in EOC status	Yes	No	2	
Policy group notifications completed	Yes	No	3	
Communicate with OEM Board event information	Yes	No	2	
Communicate event information to police, fire and sheriff commanders	Yes	No	1	
Pages- All Hazards, EOC MAC Group, & command staff	Yes	No	3	
Total	Yes	No		

B. Resource Support High 10 >	Low < 3	Medium 4 > < 9	Urgent
Logistics Section staffed properly for workload	Yes	No	2
Logistics linked to State and IC Logistics Section	Yes	No	3
Resource Capabilities not exceeded	Yes	No	3
Finance Section authorization established	Yes	No	3
Supply chain properly established	Yes	No	2
Transportation needs covered	Yes	No	1
Required facilities acquired and supported	Yes	No	1
Resource ordering positions established	Yes	No	2
Resource ordering system explained to all EOC positions	Yes	No	1
Total	Yes	No	

C. Information Management High 12 >	Low < 3	Medium 4 > < 11	Urgent
Data sources identified in the EOC	Yes	No	3
Hierarchy system for information working well	Yes	No	2
Processing of data, info, intelligence, and display systems working	Yes	No	3
Briefing system utilizes current information	Yes	No	3
Information is moving well in WEB EOC – 214 , section log, significant events board.	Yes	No	2
EOC Form system being utilized effectively	Yes	No	3
ESF 15 confirms information sources working well ( situation reports, briefings, and significant events)	Yes	No	1
Event response information sources reliable (EOC manager, IC, EOC staff, comm. Centers)	Yes	No	2
Support information sources reliable (GIS, NWS and UDFCD)	Yes	No	1
Documentation process (end of shift, periodic documentation collection, external documents, and document retrieval process)	Yes	No	2
Damage assessment IDRA information incoming to EOC	Yes	No	1
Total	Yes	No	

D. Situational Awareness & COP High 12>	Low < 3	Medium 4> < 11	Urgent
Situational Awareness components established (geographic, spatial, systems, and environmental S.A.)	Yes	No 3	
Community impacts identified	Yes	No 2	
Resource status complete	Yes	No 1	
Situation reports being completed	Yes	No 2	
Situation display completed	Yes	No 1	
EOC situation briefings held as needed	Yes	No 1	
IDRA reporting established	Yes	No 2	
Common Operating Picture confirmed with all EOC positions	Yes	No 2	
Total	Yes	No	

E. Policy Group Support High 11>	Low < 2	Medium 3> < 10	Urgent
Policy group situational awareness and COP established	Yes	No 2	
Disaster declaration coordinated	Yes	No 2	
Policy group advised of resource capabilities and needs	Yes	No 3	
Policy group advised of community impacts and needs	Yes	No 3	
Legal advice support provided	Yes	No 1	
Finance section reports provided	Yes	No 1	
Policy directives communicated	Yes	No 3	
Recovery Guidance provided	Yes	No 2	
Recovery tasking briefing scheduled	Yes	No 3	
Policy group briefings routinely provided	Yes	No 2	
Total	Yes	No	

F. Event Management Coordination High 6>	Low < 1	Medium 2> < 5	Urgent
MAC Group positions established to meet event support requirements	Yes	No 3	
Policy directives established addressing event support needs	Yes	No 2	
Community event support and task needs routed to the correct ESF positions	Yes	No 2	
Logistics support plan developed to address event support needs	Yes	No 1	
Total	Yes	No	

G. Operations Support High 7>	Low < 2	Medium 3> < 6	Urgent
Incident Action Plan obtained from command structures	Yes	No 1	
Operational resource needs identified	Yes	No 3	

Logistics support plan developed to address operational support needs	Yes	No	1	
Communications plan incorporates ICS 205	Yes	No	2	
Policy directives established addressing operational support needs	Yes	No	2	
Total	Yes	No		

H. Continuity of Government Support High 5>	Low < 2	Medium 3 > < 4		Urgent
Government impact assessment provided to policy group	Yes	No	3	
Emergency Plan implementation status confirmed	Yes	No	1	
Continuity of Operations Plan status confirmed	Yes	No	1	
Continuity of Government determined by Policy Group	Yes	No	2	
Policy group directives provided to City and County departments	Yes	No	3	
Total	Yes	No		

I. EOC Systems Evaluation High 11>	Low < 4	Medium 5 > < 10		Urgent
EOC organizational structure created	Yes	No	3	
Briefing systems and schedule working properly	Yes	No	2	
Delegation of Responsibility process established	Yes	No	1	
Delegation of resource ordering from communications center completed if required	Yes	No	3	
EOC back-up system ready to be implemented if needed (EOC forms)	Yes	No	1	
EOC Logistics Section ordering system working properly	Yes	No	3	
EOC Planning Section systems working properly	Yes	No	2	
EOC medical plan developed by Logistics?	Yes	No	1	
EOC communications plan completed?	Yes	No	1	
Contingency system plan developed and recorded?	Yes	No	3	
Demobilization plan for the EOC is developed?	Yes	No	2	
Recovery tasking completed?	Yes	No	3	
All coordination and support links are addressed before closing down the EOC?	Yes	No	3	
Total	Yes	No		



## Appendix F-2: DFPC Form 2 Complexity Analysis

Complete downloadable and interactive – fillable forms are available at:

<http://dhsem.state.co.us/resource/complexity-analysis-guideline-appendix-f2#overlay-context=emergency-management/resources>

### COMPLEXITY ANALYSIS GUIDELINE

#### How complex must a situation be in order to qualify for an Incident Management Team?

The following chart should be used as a guideline for deciding the level of incident management team needed for an incident.

It is designed to help analyze the complexity or predicted complexity of a given fire situation.

Assumptions are:

1. When a fire escapes initial attack, it is automatically considered for an incident management team. A Type 4, Type 3, Type 2, or a Type 1 team should manage it, depending on complexity level.
2. As a fire situation becomes more complex, so does the need for a Type 1 team to handle a predicted Type 1 situation.

Instructions for using this guideline:

1. Carefully analyze each secondary element under the listed primary factors, and check response column either yes or no.
2. Decisions should be based on the number of yes answers under the primary factors. As a rule of thumb, if the majority of the seven primary factors have secondary elements answered with a "yes," the complexity is great enough to warrant a Type I effort. If the majority of the seven primary factors do not have two or more secondary elements answered with a "yes," the complexity should remain at the IMG or Type II level.

It should be emphasized that this analysis is based on predictions for the next burning period. Obviously, if the analysis is on the present situations and one of the primary factors is checked, a Type 1 situation already exists.

A. SAFETY	Yes	No
1. Fixed wing and helicopters both involved.	_____	_____
2. More than one fuel type involved.	_____	_____
3. Extended exposure to risk or unusually hazardous line conditions.	_____	_____
4. Serious accident or fatality.	_____	_____
Subtotal:	_____	_____

B. MULTIPLE OWNERSHIPS	Yes	No
1. Fire burning on more than one land ownership.	_____	_____
2. Disputed fire responsibility/authority.	_____	_____
3. Potential for claims.	_____	_____
Subtotal:	_____	_____

C. PERSONNEL AND OTHER RESOURCES COMMITTED	Yes	No
1. 200 or more people per shift.	_____	_____
2. Two or more divisions.	_____	_____
3. Multi-support agencies involved.	_____	_____
4. Local resources (personnel and equipment) not available or in condition suitable for initial attack.	_____	_____
Subtotal:	_____	_____

D.	CONTAINMENT COST		<b>Yes</b>	<b>No</b>
	1. \$50,000 or more per day.	Subtotal:	_____	_____
E.	FIRE BEHAVIOR			
	1. Flame length of 6 feet or greater.		_____	_____
	2. Duration uncontrolled - 2 or more burning periods.		_____	_____
	3. Severe or extremely variable topography.		_____	_____
	4. 1 Hr. fuel moisture 5% or less.		_____	_____
F.	Eye-level wind forecast greater than 20 mph.		_____	_____
G.	Active crowning/spotting expected.		_____	_____
		Subtotal:	_____	_____
H.	CULTURAL RESOURCES		<b>Yes</b>	<b>No</b>
	1. Urban interface.		_____	_____
	2. Summer homes.		_____	_____
	3. Other developments.		_____	_____
		Subtotal:	_____	_____
I.	POLITICAL PROBLEMS			
	1. Controversial fire policy.		_____	_____
	2. Poor relationship between ownerships.		_____	_____
	3. Pre-existing controversies.		_____	_____
	4. Local organization unable to establish positive media relationships.		_____	_____

Subtotal: \_\_\_\_\_

**GRAND TOTAL:** \_\_\_\_\_

Recommended  
Management Level

Total # of "Yes" answers:

- 0 - 2 Reinforced attack
- 3 - 7 Local Type 4 or 3 Team
- 8 - 13 Type 2 team
- 14+ Type 1 team

Note: Other considerations may influence decision on which Management Level team to request. If Management Level used is different than above indicates, use space below or back of this sheet for documentation.

## Appendix G: Colorado Land Search and Rescue Annex

In Colorado, the County Sheriff has the statutory authority to manage ground searches within their jurisdiction. Calls for assistance must be from the Sheriff or his designee.

OEM has a longstanding Memorandum of Agreement with the Colorado Search and Rescue Board (CSRB) that authorizes CSRB to act on OEM's behalf as the state point of contact for ground search and rescue requests for assistance. For consistency with the National SAR Plan, the position they fill is referred to as the "State SAR Coordinator". By agreement, the State SAR Coordinator is required to notify OEM Duty Officer when they are managing SAR resources on our behalf.

Mutual aid for all types of ground/wilderness search and rescue assistance can be made by a Sheriff or his designated representative directly to the State SAR Coordinator (1-800-593-2772).

If Sheriffs or their representatives call OEM directly, they will be referred to the state SAR coordinator (800-593-2772). Fixed and rotary wing aircraft, ground search and rescue personnel, search and rescue dogs, mantrackers, ATV's, snowmobiles, etc. can be requested. The State SAR Coordinator will activate and dispatch these resources on OEM's behalf and notify the OEM Duty Officer.

If the request is for federal assets (such as helicopters), the County Sheriff or agent can call the Air Force Rescue Coordination Center (AFRCC) directly (800-851-3051) or they can call the State SAR Coordinator (800-593-2772). The State SAR Coordinator is authorized to request federal assets on behalf of OEM or County Sheriffs. If the requestor calls AFRCC directly, the agreement between Colorado and AFRCC requires AFRCC to call the State SAR Coordinator that they are processing the request.

AFRCC can provide access to a wide range of federal resources. The most frequent requests here in Colorado are for helicopters or Civil Air Patrol (CAP) fixed wing aircraft. AFRCC is capable of providing helicopters from a variety of sources including the Colorado National Guard at Buckley AFB and the High Altitude Aviation Training Site (HAATS) at Eagle, Ft Carson, Kirtland AFB, NM, and Warren AFB, WY. Nearly always (and assuming that there are no local resources that can perform the mission), AFRCC will dispatch these air resources promptly and directly under a federal mission number. Federal rules usually preclude federal mission aircraft from being authorized for body recoveries. Exceptions can be granted in certain situations, such as when the safety of the ground rescue personnel is at risk.

In the rare event that it becomes necessary to mobilize the CONG under State Active Duty (SAD) authorization, the resources must be authorized through the Governor's office and an Executive Order issued. This authorization will be coordinated by OEM, the Adjutant General, and the Colorado National Guard Joint Operations Center (JOC).

SAR coordinators have extensive SAR experience and can often provide guidance and advice to assist local SAR coordinators, when asked. State SAR coordinators are nominated by their individual SAR teams, endorsed by their respective county sheriffs, appointed by CSRB, and credentialed by State OEM. State SAR coordinators each have in excess of 20 years of individual experience managing large land search and rescue incidents. Individual coordinators are on duty 24 hrs/day for a 7 day period, starting at noon on Friday, and should respond to calls to the 800 number within 10-15 minutes. Each coordinator typically handles 1 or 2 mutual aid requests (and/or AFRCC coordination calls) during each weekly duty period.

# Appendix H: Delegation of Authority from the Agency Having Jurisdiction (AHJ)

## Purpose and Scope of the Delegation of Authority

The purpose of the Delegation of Authority is for the IMT to manage the incident from objectives provided by the requesting AHJ (i.e. legal command and incident decision authority) to the recipient of the delegation, in this case to a designated Incident Commander (IC). The Delegation of Authority is a written delegation for management of the incident to the designated IC. Control and management of the incident will be in accordance with prescribed instructions and limitations.

The Delegation of Authority provides:

1. Delegation (from the Requesting Agency(s) having Jurisdiction) of full or partial responsibility and authority for incident management under prescribed terms and conditions.
2. Terms, conditions and limitations of the authority granted.
3. Local policy (established in view of legal, financial, and political considerations).
4. Delineation of line of authority (source of continuing local direction).
5. Special considerations for control and management
6. Direction for unified command.
7. Documentation requirements.
8. Direction for media relations and approval of releases.
9. Termination conditions.
10. Other terms and conditions established by the AHJ administrator.
11. COEM will appoint an agency representative

A Delegation of Authority may only be granted by official action of the political governing body of the AHJ. However, it may, by appropriate resolution, entrust the power to make that delegation to a specified jurisdiction official (e.g. city manager, mayor, police or fire chief or Sheriff) upon certain conditions, thus assuring timeliness and continuity of effective management and control. For maximum effectiveness, a procedure for the timely granting of a Delegation of Authority should be in place as an emergency planning measure.

Understand that a Delegation of Authority is not an abdication of responsibility or authority, but rather a means of assurance in an unusual emergency setting by providing for an assignment with prescribed conditions and limitations. The authority granted must be broad enough to ensure that local policy and priorities can be effectively and feasibly implemented. Accountability must be provided for, limitations as to scope, time and/or incident may be included, and the power of review and termination retained in the Delegation of Authority.

## Example Delegation of Authority

---

*(Incident Name)*

\_\_\_\_\_ is assigned as \_\_\_\_\_  
*(Name of designee)* *(Position delegated)*

As Incident Commander, you are hereby delegated full authority and responsibility for managing the emergency activities within the framework of law, agency policy, and direction provided.

Your primary responsibility is to organize and direct your assigned resources for efficient incident management.

Specific considerations for this incident covering control and management and other concerns are:

This Delegation of Authority shall terminate upon written notice from the undersigned granting authority.

---

Local Incident Commander

---

Title

---

Agency

---

Date/Time

# Appendix I: Emergency Management Assistance Compact (EMAC)

## Emergency Management Assistance Compact (EMAC)

EMAC is a national disaster-relief compact, ratified by Congress and adopted by Colorado Statute; CRS 24-60-2901. Since ratification and signing into law in 1996 (Public Law 104-321), 50 states, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands have enacted legislation to become EMAC members.

EMAC offers assistance during governor-declared states of emergency through a system that allows states to send personnel, equipment, and commodities across state lines, to help disaster relief efforts in other states.

The strength of EMAC lies in its governance structure; its relationship with federal organizations, states, counties, territories, and regions; the willingness of states and response and recovery personnel to deploy; and the ability to move any resource one state wishes to utilize to assist another state. Colorado has adopted the thirteen Articles of Agreement, available at <http://emacweb.org>. EMAC establishes a firm legal foundation. Once the conditions for providing assistance to a requesting state have been set, the terms constitute a legally binding contractual agreement that makes affected states responsible for reimbursement. The EMAC legislation solves the problems of liability and responsibilities of cost and allows for credentials, licenses, and certifications to be honored across state lines.

The EMAC Process:

- Governor of requesting State issues declaration of state emergency
- Requesting State assesses resources in state and determines need for out-of-state resources
- Requesting State activates an A-Team to find, cost, and determine availability of resources
- Requesting State requests resources through EMAC process
- States with available resources contact Requesting State with availability
- Resource and Requesting State negotiate cost of resources
- States complete a Requisition-A Form (REQ-A) with agreed upon costs and mission duration
- Assisting State deploys resources for agreed upon duration and cost
- Requesting State returns resource at completion of agreed upon mission
- Assisting State submits State Reimbursement Package to Requesting State
- Requesting State reimburses Assisting State for resources Concept

The State of Colorado Division of Homeland Security and Emergency Management; Office of Emergency Management EMAC Coordinator will be responsible for maintaining a database of trained EMAC A-Team deployable members, training files and deployment records as well as being the State point of contact for all incoming and outgoing requests and coordination.



## Appendix J: Code of Conduct

It is the duty of personnel mobilized under the *Resource Mobilization Annex* to maintain high standards of performance and conduct that will promote public trust and provide the best possible service to the citizens of Colorado. Personnel are expected to demonstrate cooperation, efficiency, integrity, and accountability in the performance of their duties. It is expected that all mobilized resources will conduct themselves in a professional manner, meet the performance standards of their position and comply with all local, State and federal laws.

Your actions, attitude, and work ethic will be scrutinized by those with whom you work and interact and by the citizens being served. You represent the State of Colorado, your county, your city, or your department as an individual and as a team member. Work hard, learn as much as you can, and come home safe.

### Specific expectations:

- Adhere to applicable safety standards. All mobilized individuals have a responsibility to each other to be alert to and communicate all safety hazards and near misses to the immediate supervisor or the incident management team safety officer. All injuries incurred while mobilized must be immediately reported to the immediate supervisor.
- Adhere to the chain of command, become familiar with whom you are working, follow directions, and keep your supervisor informed. You are responsible for understanding your assignments and instructions. If in doubt, immediately ask for clarification.
- Drive vehicles in a safe and courteous manner at all times. Use all appropriate safeguards, including backing guides.
- Wear your PPE when assigned and an appropriate uniform when on the incident.
- Harassment of any kind against co-workers, supervisors, citizens, contractors or others based on race, color, national origin, age, gender, disability, religion, marital status, or any other class protected by civil rights laws will not be tolerated and will result in immediate demobilization.
- Misconduct, insubordination, refusal to follow orders or directives, dishonesty, inattention to duty, carelessness or any conduct that you know or should know is improper behavior will not be tolerated and may result in immediate demobilization from the incident, and notification of the home agency.
- Know and follow the procedures in the *Resource Mobilization Annex*.
- Alcohol and non-prescribed medication other than over-the-counter-medication shall not be transported or consumed. This includes during transit to and from your home departments.
- Firearms are not allowed unless it is a requirement of your assigned position.
- You are required to report to your immediate supervisor any medical condition that may arise that will interfere with your ability to safely perform your assigned tasks.

## Appendix K: Statutory References

The following statutes were used to develop the *Resource Mobilization Annex*.

- 24-33.5.705.3 – Statewide Database
- 24-33.5-705.4 – Mobilization System Creation
- 24-33.5-705.4.6 – Financing Resource Mobilization Fund

### **24-33.5-705.3 Statewide all-hazards resource database - creation - definitions**

(1) For purposes of this section: (a) "Private sector agencies and organizations" means any private sector or nonprofit agency or organization that has resources useful in a disaster or emergency that it desires to list in the private sector portion of the database. (b) "Tribal, state, and local all-hazards response agency" means any all-hazards response agency of a tribe, the state and any of its subdivisions, and any town, city, and city and county, regardless of whether the personnel serving such department, district, or agency are volunteers or are compensated for their services.

(2) (a) Not later than June 30, 2013, the office of emergency management, using existing computer resources, shall develop and maintain a centralized computer database that includes a listing of all all-hazards response resources located within Colorado. (b) The database created pursuant to paragraph (a) of this subsection (2) shall contain resource inventories, personnel counts, resource status, such other information relevant to the efficient tracking and allocation of all-hazards response resources, and a listing of all supplemental funding sources available to tribal, state, and local all-hazards response agencies. The information in this database shall be included with the information required to be collected and maintained pursuant to section 25-1.5-101 (1) (p), C.R.S. No data gathered for or stored in this database shall contain personally identifying information without prior notice to the involved individual. The database is not intended to be used in place of the existing interagency wildland fire dispatch system.

(3) (a) The office of emergency management shall encourage tribal, state, and local response agencies to enter the information described in paragraph (b) of subsection (2) of this section into the database via the internet and provide a means for such data entry. All data entered into the database shall be verifiable by the office of emergency management. The office of emergency management shall encourage participating tribal, state, regional, and local response agencies to update the data as necessary. (b) The database shall be accessible via the internet to all tribal, state, regional, and local response agencies for the purpose of efficiently tracking and allocating response resources in the event of a disaster or local incident that requires more resources than those available under any existing inter-jurisdictional or mutual aid arrangement.

(4) The office of emergency management shall establish guidelines for the development and maintenance of the database created pursuant to subsection (2) of this section so that tribal, state, regional, and local response agencies can easily access the database. The guidelines shall be developed with input from tribal, state, regional, and local response agencies and private sector agencies and organizations.

### **24-33.5-705.4 All-hazards resource mobilization system - creation - plan - duties - reimbursement for expenses incurred by mobilized entities - eligibility - resource mobilization fund - creation - definitions - legislative declaration**

(1) (a) The general assembly hereby finds, determines, and declares that the statewide all-hazards resource mobilization system, which provides for efficient mobilizing, tracking, allocating, and

demobilizing emergency resources and ensures that a requesting unit of government receives proper equipment and qualified personnel, is necessary to provide resources to any emergency incident beyond local capabilities and thus necessary to protect life, property, the environment, and cultural and economic resources. The general assembly further finds and declares that the need to ensure that the state is adequately prepared and able to address large-scale emergencies and disasters requires a mechanism to reimburse state agencies, tribal governments, and local jurisdictions that respond to requests for help from other jurisdictions in times of need. It is therefore necessary to:

(I) Formulate the policy and organizational structure for large-scale mobilization of emergency resources in the state through creation of a statewide all-hazards resource mobilization system;

(II) Establish the means by which state agencies and tribal and local jurisdictions may be reimbursed for expenses they incur when mobilized by the executive director pursuant to the mobilization plan; and

(III) Provide a procedure to reimburse a host jurisdiction when it has exhausted or will exhaust all of its own resources and the resources of its local mutual aid network available under a mutual aid or inter-jurisdictional agreement.

(1) (b) In accordance with section 24-33.5-713, it is the intent of the legislature to encourage political subdivisions to enter into mutual aid and other inter-jurisdictional agreements. Such agreements produce enhanced emergency response and are thus essential to protecting the public peace, safety, health, and welfare, including the lives and property, of the people of the state of Colorado.

(2) As used in this section, unless the context otherwise requires: (a) "Director" means the director of the office of emergency management created in section 24-33.5-705. (b) "Emergency manager" means the director or coordinator of the local or inter-jurisdictional disaster agency, as described in section 24-33.5-707 (4), or other person, identified pursuant to section 24-33.5-707 (6), responsible for local or inter-jurisdictional disaster preparedness and response. (c) "Executive director" means the executive director of the department of Public Safety or the executive director's designee. (d) "Host jurisdiction" means the jurisdiction having authority over the disaster or emergency. (e) "Incident command system" has the meaning set forth in section 29-22.5-102 (3), C.R.S. (f) "Jurisdiction" means state and tribal authorities and county, city, city and county, town, special district, or other political subdivisions of the state. (g) "Mobilization" means the process of providing, upon request and subject to availability, emergency resources beyond those available through existing inter-jurisdictional or mutual aid agreements in response to a request from a jurisdiction in which an emergency or disaster situation or local emergency incident that has exceeded or will exceed the capabilities of available local resources. The term includes the nonhost jurisdiction's authorization and approval for redistribution of resources either to direct emergency incident assignments or to assignment in communities where resources are needed to provide coverage when those communities' resources have been mobilized to assist other jurisdictions.

(h) "Mobilization plan" means the statewide all-hazards resource mobilization plan developed and utilized pursuant to this section. (i) "Mobilization system" means the statewide all-hazards resource mobilization system created under this section, which system includes the mobilization plan and the technology and personnel necessary to mobilize resources according to the plan. (j) "Mutual aid" means emergency interagency assistance rendered pursuant to an agreement between the jurisdictions rendering and receiving assistance. (k) "Nonhost jurisdiction" means a jurisdiction providing disaster or emergency response resources to a host jurisdiction. (l) "Unified command" has the meaning set forth in section 29-22.5-102 (8), C.R.S.

(3) Powers and duties. (a) The director shall develop and maintain a statewide all-hazards resource mobilization plan that sets forth procedures for mobilization, allocation, deployment, coordination, tracking, cost accounting, and demobilization of resources during disasters and other large-scale emergencies and local incidents that require more resources than those available under any existing inter-jurisdictional or mutual aid agreement. In developing the mobilization plan, the director shall consult with and solicit recommendations from the homeland security and all-hazards senior advisory committee created in section 24-33.5-1614 and other appropriate representatives of state, tribal, and local governmental and private sector emergency management organizations. The director shall ensure that the mobilization plan is consistent with, and incorporated into, the Colorado state emergency operations plan. (b) (I) The executive director is responsible for implementing the mobilization plan, coordinating the mobilization of resources, and making a determination as to post-mobilization reimbursement to state and nonhost jurisdictions, in accordance with this section, other applicable laws, and the mobilization plan, when the executive director determines it is necessary to do so to protect life, property, the environment, and cultural and economic resources.

(II) The executive director shall serve as state resource mobilization liaison when the mobilization plan is implemented.

(4) Mobilization. (a) (I) The executive director may order the implementation of the state resource mobilization plan pursuant to this section only if he or she receives a request to do so from the governor, sheriff, emergency manager, or other authorized person identified in the state resource mobilization plan. (II) The executive director shall grant a mobilization request made pursuant to subparagraph (I) of this paragraph (a) if the executive director determines that the request is in response to a large-scale emergency, disaster, or other local incident that exceeds or will exceed the capabilities of available local resources and those resources available through existing mutual aid agreements. (III) Upon receiving a request for mobilization and finding that the request complies with the approval requirements established in the mobilization plan and that either the local jurisdiction has exhausted or will exhaust all available resources, or that the complexity or severity of the incident requires resources not otherwise available to the local jurisdiction, the executive director shall determine whether to implement mobilization in accordance with the mobilization plan. If so, the executive director shall mobilize state and nonhost jurisdictions in accordance with the mobilization plan. (IV) The executive director may consider resources that have already been deployed to address an incident to be mobilized for the purpose of reimbursement or cost-sharing under the mobilization plan.

(b) Upon and for the duration of mobilization: (I) The executive director shall serve as a resource mobilization liaison to the local unified coordination group, incident commander, or the host jurisdiction's disaster agency under unified command to support the mobilization effort consistent with the incident command system and mobilization plan and procedures; (II) The resources, including those of the host jurisdiction and those of nonhost jurisdictions that responded earlier under an existing inter-jurisdictional or mutual aid or other agreement, may remain mobilized, based on capability to do so and pursuant to agreement between the executive director, the incident commander, and the host jurisdiction or nonhost jurisdiction that provided the resources; (III) The reassignment or reallocation of resources due to multiple concurrent incidents or other situations of resource scarcity shall be prioritized pursuant to the policies and procedures specified in the mobilization plan. (IV) Any limits on or exemption from liability to which the jurisdictions providing resources in response to a mobilization effected under this section are entitled under law apply as though the jurisdictions were operating under their normal statutory authorities within their jurisdictional boundaries.

(c) The executive director, in consultation with the local incident commander, shall determine when mobilization is no longer required and, at that time, shall declare the end to the mobilization.

(5) Reimbursement. (a) The director, in consultation with the office of state planning and budgeting created in section 24-37-102, shall develop procedures to facilitate reimbursement to state agencies and jurisdictions from appropriate federal and state funds when state agencies and jurisdictions are mobilized by the executive director pursuant to the mobilization plan. The director shall ensure that these procedures provide reimbursement in as timely a manner as possible.

(b) (I) In order to be eligible for support under the mobilization plan, a jurisdiction must be mobilized pursuant to subparagraph (III) of paragraph (a) of subsection (4) of this section and must be participating in an inter-jurisdictional or mutual aid agreement entered into pursuant to this part 7. (II) All mobilized nonhost jurisdictions are eligible for expense reimbursement from the time of the mobilization declaration through demobilization.

(6) Resource mobilization fund. (a) There is hereby created in the state treasury the resource mobilization fund, which fund shall be administered by the executive director, in accordance with paragraph (b) of this subsection (6), to provide reimbursement to state agencies and jurisdictions mobilized by the executive director pursuant to this section. The executive director is authorized to seek and accept gifts, grants, reimbursements, or donations from private or public sources for the purposes of this section. The fund consists of all moneys that may be appropriated thereto by the general assembly, moneys that may be transferred pursuant to section 24-33.5-706 (4.5), and all private and public funds received through gifts, grants, reimbursements, or donations that are transmitted to the state treasurer and credited to the fund. All interest earned from the investment of moneys in the fund shall be credited to the fund. The moneys in the fund are hereby continuously appropriated for the purposes indicated in this section. Any moneys not expended at the end of the fiscal year shall remain in the fund and shall not be transferred to or revert to the general fund.

(b) The executive director shall use the moneys in the resource mobilization fund to provide reimbursement to state agencies and jurisdictions for incidents in accordance with the terms of the mobilization plan. (c) Repealed.

(7) (a) Nothing in this section limits the powers of the governor during a disaster under 24-33.5-704. (b) Except as expressly provided in this section, nothing in this section limits the eligibility of any nonhost jurisdiction for reimbursement of expenses incurred in providing resources for mobilization. (c) Nothing in this section precludes a state or local governmental entity from seeking public assistance funding pursuant to the federal "Robert T. Stafford Disaster Relief and Emergency Assistance Act", as amended, 42 U.S.C. sec. 5121 et seq.

**24-33.5-705.6 Disaster Emergency Fund Financing** - legislative intent - repeal. (1) It is the intent of the general assembly and declared to be the policy of the state that funds to meet disaster emergencies shall always be available.

(2) (a) A disaster emergency fund is hereby established, which shall receive moneys appropriated by the general assembly. Moneys in the disaster emergency fund shall remain in the fund until expended.

(b) (I) The governor may make a one-time transfer of up to six hundred thousand dollars from the disaster emergency fund to the wildfire emergency response fund created in section 23-31-309, C.R.S. The governor shall notify the revisor of statutes in writing promptly after making the transfer. (II) This paragraph (b) is repealed, effective upon the revisor of statute's receipt of the notice.

(3) The council shall review in detail each expenditure of disaster emergency moneys.

(4) It is the legislative intent that first recourse be to funds regularly appropriated to state and local agencies. If the governor finds that the demands placed upon these funds in coping with a particular disaster are unreasonably great, the governor may, with the concurrence of the council, make funds available from the disaster emergency fund. If moneys available from the fund are insufficient, the governor, with the concurrence of the council, may transfer and expend moneys appropriated for other purposes.

(5) The director of the Division of Homeland Security and Emergency Management is authorized to establish, pursuant to article 4 of this title, the rules and regulations which will govern the reimbursement of funds to state agencies and political subdivisions and to promulgate such regulations.

(6) Nothing in this section limits the governor's authority to apply for, administer, and expend grants, gifts, or payments in aid of disaster prevention, preparedness, response, or recovery.

**29-22-110 Colorado State Patrol to Provide Information** - The Colorado State Patrol shall compile and maintain information on the emergency response capabilities of public and private agencies throughout the state to enable the state patrol to answer any inquiry concerning the nearest agencies or entities available to contribute equipment and personnel to aid in the emergency response to any hazardous substance incident. The State Patrol shall also compile and maintain information regarding which local, state, or federal agencies or entities should be notified of any hazardous substance incident. The State Patrol shall establish, maintain, and publicize a telephone service to make such information available to the public twenty-four hours each day and shall notify each emergency response authority designated in or pursuant to section 29-22-102 as responsible for the emergency response to a hazardous substance incident of such service. With respect to the powers and duties specified in this section, the State Patrol shall have no rule-making authority and shall avail itself of all available private resources. The State Patrol shall coordinate its activities pursuant to this section with the Department of Public Health and Environment and the Department of Local Affairs.

# Appendix L: Colorado State Emergency Operations Center (SEOC)

Day to Day Operations – Office of Emergency Management (COEM) monitors conditions throughout the State primarily through the Operations Section, Field Managers and Duty Officer.

- The Focus is to provide customer service to all levels of emergency management, supporting partners and agencies while maintaining situational awareness across the state

**Level IV** – An expanding incident occurs that may require state assistance. The State EOC may open virtually or physically depending on the nature and complexity of the incident.

- OEM Field Manager(s) are in contact with the impacted jurisdiction(s)
- SEOC Operations Section, Resource Unit and Situation Unit activated
- ESF-7 Logistics Section and ESF-15 External Affairs notified and maybe activated depending on complexity
- Notifications to impacted Emergency Response Coordinators (ERC's) are made to maintain situational awareness

**Level III** – Partial Activation in support of a complex incident(s) or multiple jurisdictions which may have multiple operational periods. Incident involves average amounts of damage resulting in local disaster declarations requiring state assistance.

- OEM Field Manager(s) are in contact with the impacted jurisdiction(s)
- Partial Command Staff activated to include ESF-15 External Affairs
- SEOC Operations Section Chief and Operations Officer activated
- SEOC Plans Section Chief, Resource Unit and Situation Unit activated, other units such as GIS may be activated depending on incident
- Logistics Section Chief & ESF-7 Logistics Section activated
- Notifications to affected ERC's are made to maintain situational awareness
- Core ESF's (1,4,7,8,13,14,15, NG) are alerted and activated either physically or virtually
- SEOC Common Operating Picture developed.

**Level II** – Full Activation in support of a complex incident(s) and / or involving multiple jurisdictions which will have multiple operational periods and a higher complexity. Incident involves moderate to high damage resulting in local disaster declarations requiring state assistance. State emergencies or declarations declared with federal assistance required. Level II activation may require 24-hour operational periods.

- OEM Field Manager(s) in contact with the impacted jurisdiction(s)

- Full Command and General Staff Sections activated to include Situation Unit, Resource Unit and GIS
- Full Recovery Section activated
- All Core ESF's are activated and incident specific supporting ESF's activated
- Federal partners and support positions are notified and activated depending on incident
- SEOC Common Operating Picture developed.

**Level I** –Full activation in support to complex incidents(s) and / or involving multiple jurisdictions or regions to include multiple operational periods and high complexity. Incidents involve high to significant damage resulting in local / state declarations requiring federal assistance and Stafford Act declarations. Level I Activations will most likely require multiple 24-hr. operational periods.

- OEM Field Manager(s) are in contact with the impacted jurisdiction(s)
- Full Command and General Staff Sections activated to include Situation Unit, Resource Unit and GIS
- Full Recovery Section activated (State Recovery Task Force may be activated)
- All ESF's activated
- Other supporting State agency liaisons activated as required
- All Federal positions activated (FEMA Liaison, Defense Coordinating Officer (DCO), Emergency Preparedness Liaison Officer (EPLO)).
- SEOC Common Operating Picture developed.

**Primary Telephone contacts:**

- Operations Section                    720-852-6656/6657
- Communications Office                720-852-6603
- Public Information Officer            720-852-6654
- Plans Section                            720-852-6605/6691
- Logistics Section                        720-852-6670/6674
- SEOC fax                                 720-852-6753
- SEOC fax (back-up)                    720-852-6754



## Appendix M: Roles and Responsibilities of Primary State Agencies

Agencies L = Lead S = Supporting	ESF 1 - Transportation	ESF 2 – Communications	ESF 3 - Public Works & Engineering	ESF 4 - Firefighting	ESF 5 – Emergency Management	ESF 6 – Mass Care, Emergency Assistance Housing and Human Services	ESF 6a - Care of Companion and Service Animals	ESF 7 - Resource Support	ESF 8 – Public Health and Medical Services	ESF 8a - Mental Health & Substance Abuse	ESF 9 – Search and Rescue	ESF 10 – Oil and Hazardous Materials Response	ESF 11 – Agriculture and Natural Resources	ESF 12 - Energy	ESF 13 – Public Safety and Security	ESF 15 – External Affairs
Agriculture					S			S	S				L		S	S
Corrections					S			S					S		S	S
Education					S			S					S			S
Health Care, Policy & Finance					S	S		S	S							S
Higher Education					S	S		S								
Human Services					S	L	L	S								S
Labor and Employment					S			S								S
Law					S			S							S	S
Local Affairs					S			S								S
Military and Veterans Affairs	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Natural Resources					S			S					L		S	S
Personnel and Administration					S			S		S						S
Public Health & Environment		S			S	S		S	S	S	S	S	S	S	S	S
Natural Resources			S		S			S	S		S	S	L	S	S	S
Personnel & Administration		L			S	S		S	S	S						S
Public Health & Environ		S			S	S		S	L	L		S	S		S	S
Public Safety		S		L	S	S		S	S		S	L	S	S	L	S
CSP												L				
DFPC				L												
DHSEM	S	L	S	S	L	S	S	L	S	S	L	S	S	S	S	L
Regulatory Agencies					S			S						L		S
Revenue					S			S								S
Transportation	L		L	S	S	S		S				S		S		S
Treasury					S			S								S
Governor's Offices		S			S			S						S		S
American Red Cross					S	S		S	S	S			S			S
The Salvation Army					S	S		S	S	S			S			S
COVOAD					S	S		S	S	S			S			S
CSRB					S			S			S					S
Private Sector	S	S			S	S	S	S	S		S	S		S		S

Figure 4 Primary State Agency Responsibilities Matrix

### **Office of the Governor**

If a major incident were to occur, prepare to issue a Governor's Executive Order declaring a disaster emergency has occurred. Depending upon the situation, the Executive Order will activate the State Emergency Operations Plan (SEOP), identify which agency will lead State response and recovery activities, identify State resources which will be available to respond, temporary suspension of applicable rules and regulations, and/or make available State funding to assist in resolving the incident. If an incident were to occur, the Governor's Office will assume the lead in all information relayed to the public (ESF #15).

The Office of Information Technology (OIT) will lead ESF #2 efforts through the development and maintenance of a multi-agency communications infrastructure that will allow all agencies to communicate with their personnel as well as the appropriate contacts for all other agencies directly involved. OIT/Telecom engineers and technicians will be on call 24/7 to respond to any DTRS (Digital Trunked Radio Systems) issues as necessary. The Office will also be responsible for providing Geographic Information System support to the SEOC during activations.

### **Department of Agriculture**

Along with the Department of Natural Resources (DNR), the Department of Agriculture's primary responsibility will be to co-lead ESF #11 efforts. This shall include multi-agency collaborations that are responsible for assurance of the safety and security of the commercial food supply in conjunction with the United States Department of Agriculture (USDA), Food and Drug Administration (FDA), Colorado Department of Public Health and Environment (CDPHE) and the Colorado Department of Agriculture (CDA) which will share the responsibility of food safety, to include processing, distribution, retail and food service steps of inspection. In addition, CDA shall collaborate with USDA – Food and Nutritional Services (FNS), Colorado Department of Human Services, county human service departments and boards and Non-governmental Organization (NGO) food service providers to assure the provision of nutritional assistance as needed. CDA shall assume the lead in response to animal and plant disease and pest response and coordinate with the Division of Wildlife, the emergency management programs (EMP) section within the Colorado Veterinary Medical Association/Foundation and CDPHE to assure consideration of non-livestock species. The Colorado Veterinary Medical Foundation – EMP will aid in the establishment of on-site care and sheltering facilities for companion and service animals as provided for under the Pets Evacuation and Transportation Standards Act of 2006 and as supported by FEMA Disaster Assistance Policy 9523.19 under guidance set forth in Colorado ESF #6a. Should a disease outbreak constitute a zoonotic event, CDPHE shall assume the lead role with CDA only addressing livestock issues per defined statutory authority. CDA will support the DNR in incidents impacting the state's natural resources. CDA shall further collaborate with other State and Tribal agencies, governmental entities and private organization to assure appropriate response actions to protect, rehabilitate, recover and restore cultural and historic assets within the state.

### **Department of Corrections**

The Department's primary responsibility will be providing support to the local police department, or Sheriff's Office, and the Colorado State Patrol by supplying personnel and equipment in support of ESF #13. Duties will include mass processing, crowd control, transportation, and rapid response.

### **Department of Human Services**

The Department of Human Services is responsible for the support of ESF #6. This primarily includes providing Mass Care services in the event of an incident occurring that requires evacuation, sheltering, and/or mass feeding, due to a no-notice event which includes (but is not limited to) natural disasters and acts of terrorism. Work with non-governmental agencies to assist with ESF #6 activities. This will include: The American Red Cross (ARC) who will serve

as the primary source for coordination of evacuation points, sheltering and feeding operations. The ARC liaison is authorized to assign, task and/or deploy resources. They will provide drinking water, snacks and blankets to meet the needs of the evacuees, staff, and manage shelters including mental health workers (in coordination with CoCERN). The Southern Baptist Convention (SBC), in conjunction with the ARC the SBC will be prepared with staff and supplies to provide meals within 12 hours of activation by the SEOC. The Salvation Army will support surge capacity feeding.

#### **Department of Law**

The Colorado Department of Law and the Office of the Attorney General will provide legal advice and craft the Intergovernmental Agreement (IGA) and/or Memorandum of Understanding (MOU) with internal and external stakeholders. The Office will be actively involved in all Colorado Open Records Act (CORA) issues.

#### **Department of Military & Veteran Affairs**

The 8th Civil Support Team will be positioned in direct support of the Federal Bureau of Investigation.

The Colorado National Guard will provide support to Federal, State, and local agencies in the form of personnel and equipment. Chemical, Biological, Radiological/Nuclear, and Explosive (CBRNE) – Colorado Enhanced Response Force Package (CERFP) are available through CERFP.

#### **Department of Natural Resources**

Along with the Department of Agriculture, the Department of Natural Resources has three Divisions; Division of Water Resources, Division of Wildlife, and Colorado State Parks dedicated towards the co-leading of ESF #11. Division of Water Resources will be working closely with the Department of Agriculture providing protection to the State's Natural Resources. The Division of Wildlife and the Colorado State Parks currently has certified peace officers.

#### **Department of Public Health & Environment**

The Department of Public Health and Environment's primary focus is the support, staffing, and leadership of functional groups and units within the Environmental Health, Public Health and Medical branches. They will be the lead State agency for ESF #8 related issues. Specific areas of responsibility will include:

- Environmental Health
  - Air Quality Group
  - Community Air Monitoring Unit
  - Forecasting and Modeling Unit
  - Environmental Hazards Group
  - Environmental Investigations Group
- Food Safety Unit
  - Drinking Water Safety Unit
- Public Health - Laboratory Group
- Medical. Technical advice will be provided to multiple groups and units within the medical branch. They will additionally be heavily involved in planning.

- Shall be prepared to exercise mission assignment tasking authority over Federal ESF-8 assets when requested.
- As a contingency, the CoWARN structure will monitor events and be prepared to support any water/waste water facilities that may be experiencing problems with their system.

## **Department of Public Safety**

### **The Division of Homeland Security; Office of Emergency Management**

DHSEM's mission is to support the needs of local government and partner with them before, during, and after a disaster and to enhance preparedness statewide by devoting available resources toward prevention, protection, mitigation, response, and recovery, which will ensure greater resiliency of our communities. The Division is comprised of the: Emergency Management Branch [to maintain its connection to State Statutes, this branch is also referred to as the Office of Emergency Management (OEM)], Support Branch, and the Colorado Information Analysis Center.

Under the guidance contained in the State Emergency Operations Plan (SEOP), and using the Incident Command System, the State Emergency Operations Center (SEOC) will be staffed as needed and lead overall State preparatory efforts. In the event of activation of the State Emergency Operations Plan, COEM will be responsible for the conduct, command, and control of the State EOC. If the primary SEOC becomes uninhabitable, OEM will be prepared to activate at the alternate location.

#### **Recovery:**

The Recovery Branch of the State EOC, coordinated by COEM, may initiate actions in support of local governments during the response phase. Initial recovery actions may be coordinated through the ESF structure and could involve resource requests submitted through the SEOC Operations Unit. Recovery support actions can extend months or years following the incident, known as the intermediate and long-term phases of recovery. During intermediate and long-term recovery, many efforts initiated through the ESF organizational structure will be assumed by interagency working groups organized according to Recovery Support Functions (RSFs).

Initial recovery actions could include supporting local damage assessment, debris management, donations and volunteer coordination, assistance center, behavioral health, interim housing, and other operations. All actions will be coordinated in partnership with local jurisdictions, appropriate Emergency Support Functions or Recovery Support Functions as identified in the State of Colorado Recovery Plan, and when applicable, FEMA and other federal partners.

### **Office of Budget and Finance**

The Office of Budget and Finance provides a full range of budget, finance, procurement and grant administrative services for the division. The office assists all Subgrantees by ensuring that the reimbursements requested and documentation submitted are complete and eligible within each of the grant programs administered by the division. This section also staffs the Finance and Administration section in the Incident Command System (ICS) structure when the State Emergency Operations Center is activated.

The services provided by the office include:

- Assisting all division programs with contract and grants management
- Creating and maintaining finance and procurement policies and procedures for the division

- Designing, maintaining and adjusting, as necessary, all grant and Subgrant processes.
- Accounts payable/receivable
- Purchasing
- Budget analysis and forecasting for each program and the division as a whole
  - Providing projection and calculations for Subgrant amounts available to each Subgrantee for the annual Local Emergency Manager Support (LEMS) program. This is based on the applications received and the projected total Emergency Management Performance Grant (EMPG)
- Financial reporting for all federal or state grants received by the division
- Financial grant application preparation and submission to the various federal or state agency grant systems
- Assisting all programs with Subgrant preparation and issuance to our Subgrantees
- Assisting with financial or grant eligibility issues throughout the life of the grant

The office ensures that all financial transactions for the division are correctly recorded in the state's financial reporting system (COFRS) and maintains the Oracle grants database for all of the division's Subgrants. During disaster activations, and throughout the recovery for any disasters, the finance section assists the Recovery Section. The office ensures that potential and actual Subgrantees, for any available federal or state programs, are aware of the requirements of the programs and understand the financial and grant portions of the recovery from the disaster.

#### **Colorado Bureau of Investigation**

As directed will provide support to the lead ESF #13 agency. Shall be responsible for individual check-in at the SEOC to insure the appropriate personnel are authorized access.

#### **Colorado State Patrol**

Shall assume the responsibility for coordinating State-level ESF #10 and #13 responsibilities such as: Capital Complex security, civil disturbance support, Dignitary protection, and mansion security. Action will be coordinated with local and federal law enforcement agencies.

#### **Division of Fire Prevention and Control**

As the lead agency for ESF #4, the DFPC coordinate fire response and interaction with the National Interagency Fire System. If a major incident were to occur, the division will be prepared to discuss the possible availability and deployment of a Incident Management teams to assist in managing incident response/recovery operations.

#### **Department of Regulatory Agencies/Governor's Energy Office**

Will lead ESF#12 Activities through the continuous monitoring of the energy critical infrastructure sector and utilizing the SEOP and the Energy Emergency Response Plan. These activities shall include: tracking shortages (Aviation Fuel, Coal, Electricity, Motor Fuel, Natural Gas, and Propane); and using the following factors to determine if an energy emergency is emerging. The factors are: cause, depth of energy shortage, distribution of the shortfall among customers, fuels affected, likely duration of the shortage, nature & capabilities of the energy distribution system (especially infrastructure), nature of energy use system, perception of the public, and time of year (weather factors).

**Department of Transportation**

Shall lead ESF #1 and #3 activities through the provision of planning and the deployment of personnel, equipment, and resources in support of the local government that is responsible for the incident. Shall include the identification of issues related to rolling closures, crashes, congestion, commercial vehicles, stalled vehicles, unplanned events, construction, and traveler notifications.

**Other State Departments/Divisions/Offices/Programs**

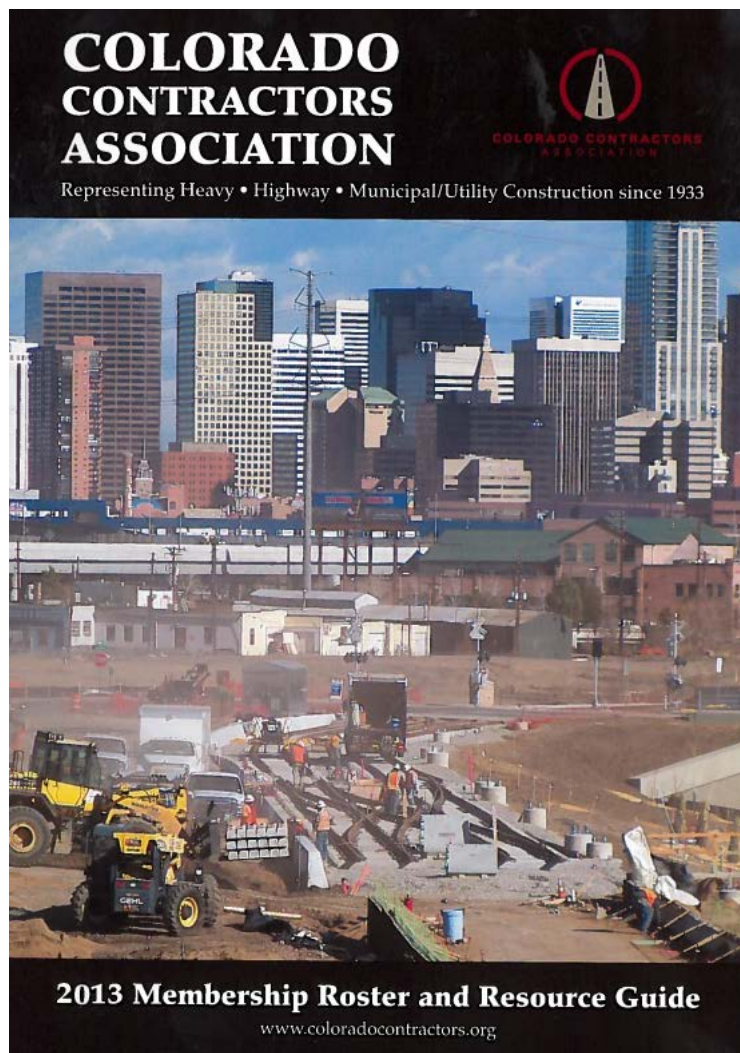
Entities that do not have any identified responsibilities will be on call to the Division of Emergency Management and Homeland Security and subject to mission assignment by the SEOC CRS 24-33.5-701 (24-33.5-704 (7) (c)).

## Appendix N: Colorado Contractors Association

The CCA Emergency Assistance Program directory is published by the Colorado Contractors Association, Inc. The purpose of the directory is to provide public works entities with a convenient means of utilizing the resources of the construction industry when combating natural or man-made emergency situations. This information was put together in response to various requests from the entities that anticipated a need for assistance.

The information included in the directory is intended to provide a “one point contact source” so that assistance can be obtained as quickly as possible during any time of the day. By having specific information (such as names, equipment available and phone numbers), direct contact can be made with contractor representatives as the need arises.

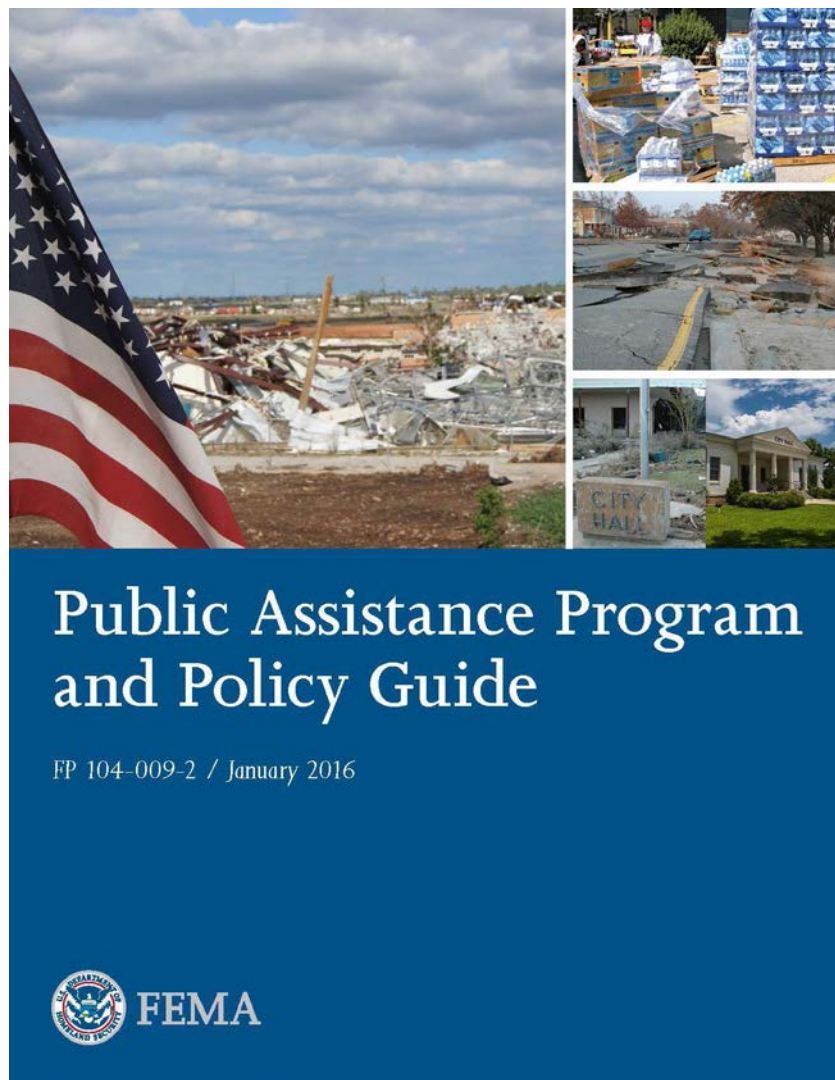
The Colorado Contractors Association, Inc. (a heavy engineering, highway, municipal-utility chapter of the Associated General Contractors of America) and its members have been involved in providing emergency assistance to various public works entities in Colorado for many years. In the past, responses have been made to requests for assistance with fires, floods, explosions, snow removal, train derailments, tornadoes and heavy winds. More information is available at [www.coloradocontractors.org](http://www.coloradocontractors.org)



## Appendix O: FEMA Public Assistance Programs

The *FP 104-009-2 Public Assistance Program and Policy Guide* (PAPPG) is a comprehensive, consolidated program and policy guidance for Public Assistance program grants.

Public Assistance policy and guidance materials allow the whole community to maintain a greater working knowledge of the Agency's processes and enhance the Nation's level of resilience and preparedness. For all disasters declared on or after January 1, 2016, the PAPPG will supersede all previous policies and publications. The document in its entirety may be accessed at: [http://www.fema.gov/media-library-data/1450731692803-0f8b5acf29b7812b46d342b168f5be68/PA\\_Program\\_and\\_Policy\\_Guide\\_12-21\\_Update.pdf](http://www.fema.gov/media-library-data/1450731692803-0f8b5acf29b7812b46d342b168f5be68/PA_Program_and_Policy_Guide_12-21_Update.pdf)





# Appendix P: Colorado State Unified Coordination System & Procedures

## PURPOSE:

The purpose of this document is to provide background information for developing Unified Coordination Systems (UCS) from the local jurisdictional level through to the State Emergency Operations Center (SEOC). This policy is derived from and consistent with Colorado law and established emergency response plans. It has been developed to provide a mechanism for regional resource coordination to more rapidly assist impacted communities when local jurisdictions are overwhelmed and state-level coordination is needed.

## UNIFIED COORDINATION CENTERS

A **Unified Coordination Center (UCC)** is a facility that is utilized to facilitate unified coordination activities. This facility is sometimes co-located with an Emergency Operations Center, but can also be a Department Operations Center (DOC), a Joint Field Office (JFO), a Joint Information Center (JIC), one of the Interagency Dispatch Centers, or others.

**Example:** The State Emergency Operations Center (SEOC) is also a Multi-Agency Coordination Center. The facility is able to handle the needs of an EOC, with technology and equipment, while also allowing for multiple agencies (local, state and federal) to work together and make decisions.

COORDINATION CENTERS
Coordination Entities
Crisis Action Teams
Policy Groups
MAC Group
Joint Field Office Coordination Group
Interagency Incident Management Group
Emergency Management Committees
Emergency Operations Centers

Figure 5 Examples of Coordination Centers

The table above outlines some examples of the various different Coordination Centers that may be involved in emergency planning and operations. The coordination centers are the facilities that are utilized to enhance coordination. For example, on any one incident this may involve multiple local Emergency Operations Centers, Department Operations Centers, a Joint Information Center, and the State EOC. Any one of these can also be designed as a Unified Coordination Center.

## UNIFIED COORDINATION GROUPS

A **Unified Coordination Group (UCG)** consists of Agency Administrators or their designees who are authorized to commit agency resources and funds. This may include local agencies or jurisdictions that meet to work through unified coordination issues, including department heads, city/county policy makers, chiefs, special district representatives, private sector partners, NGOs,

ESFs, etc. The purpose of the UCG is to *manage the coordination* of public agencies and other organizations, at a level above the incident scene response, to optimally support the ICS organization that is directly managing the incident. The area represented by a Unified Coordination Group can be a city, town, county, operational area, geographical area, Tribe, or statewide through the State EOC.

The primary functions of Unified Coordination Groups are to:

- Support incident management policies and priorities
- Facilitate logistical support and resource management
- Establish resource priorities among competing incidents / agencies
- Allocate funding
- Coordinate and resolve interagency and intergovernmental issues regarding incident management policies, priorities, and strategies
- Establish and maintain a common operating picture

<b>COORDINATION GROUPS</b>
<b>Coordination Centers</b>
Emergency Operations Centers
Joint Operations Center
Joint Field Office
Joint Information Center
Regional Response Coordination Center
National Response Coordination Center
Homeland Security Operations Center

Figure 6 Examples of Coordination Groups

As the table above illustrates, Colorado is made up of multiple different coordination entities or groups. This involves coordination before, during and after an emergency or disaster. During an incident these entities may be more formalized into task forces, such as a Recovery Task Force, that is designed to support recovery operations throughout the incident.

### **UNIFIED COORDINATION SYSTEMS**

The function of unified coordination has shown to be most effective when it takes place in a preplanned and organized Unified Coordination System (UCS). While ad-hoc arrangements among agencies and jurisdictions can be made to work, it is more effective to establish UCS procedures in advance.

A **Unified Coordination System** is a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordination of assisting agency resources and support to emergency operations. Unified Coordination Systems are comprised of EOCs and coordination entities or groups.

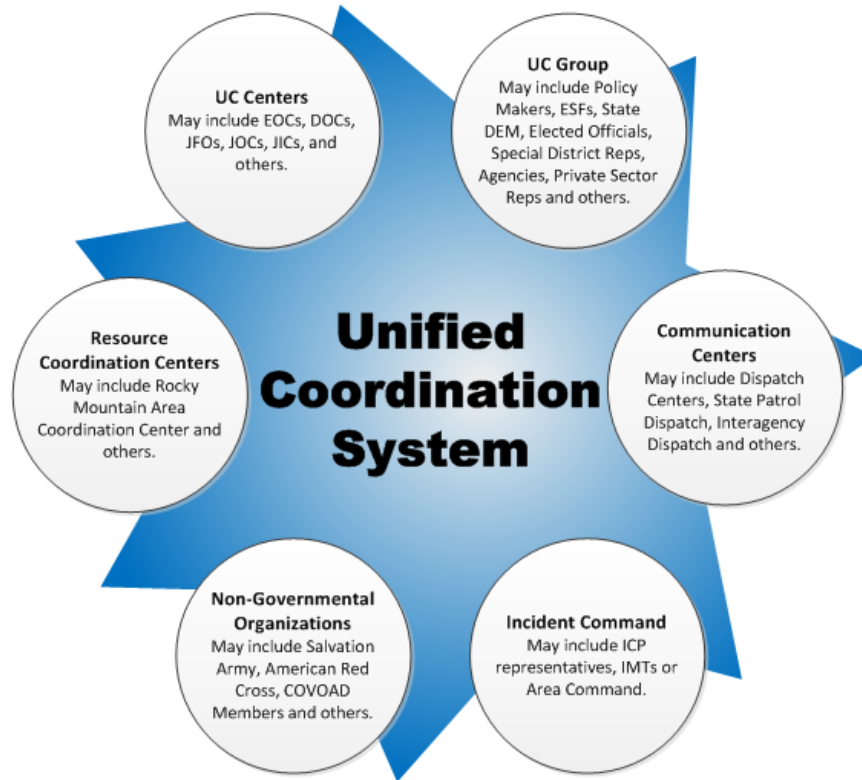


Figure 7 Unified Coordination System

### Unified Coordination System Functions:

- Evaluate new incidents and prioritize (Life threatening situation, real property threatened, high damage potential, incident complexity)
- Ensure resource situation status is current, ensure a common operating picture
- Determine specific agency resource requirements and resource availability
- Allocate scarce resources to incidents based on priorities
- Anticipate future agency/regional resource needs
- Communicate “decisions” back to agencies/incidents
- Review policies/agreements for resource allocations
- Review need for other agencies or jurisdictions involvement in the coordination system

### LOCAL-LEVEL UNIFIED COORDINATION SYSTEM

At the local jurisdictional level, the emergency manager is often utilized as a facilitator and a convener. It is their responsibility to get the right people together to make necessary decisions. Emergency managers do not typically have complete authority in their jurisdictions to get needed resources and make legal or financial decisions. Instead, they convene those who can best assist during the event and facilitate a conversation amongst all agencies and departments that do have that authority in order to come to consensus and create common goals and objectives. Because of

this involvement with the community, the emergency manager is also commonly utilized to create a coordinating group or to develop the local coordination system. They are the hub between all of the private, public and non-profit partners who may be able to assist the community. Therefore, for incidents involving one jurisdiction or mutual aid partners, the Unified Coordination Group is typically facilitated by the local emergency manager.

**Local Coordination Process:**

The Unified Coordination Group may be formed well before an emergency or disaster occurs to work through coordination and resource prioritization issues. These groups may have regular monthly or quarterly meetings to develop plans and procedures. The local jurisdiction may also utilize their coordination group during pre-planned events, such as large gatherings, fairs, parades, concerts or other special events. The local jurisdiction may also have formal notification procedures for the group in the event of an emergency or disaster.

Unified Coordination Group representatives are top management level personnel who are knowledgeable of available resources and response capabilities, and are fully authorized to commit their agency resources and funds. They, as a group, will prioritize incidents and allocate scarce resources based on resource requests and availability, policies and agreements, and situation status in conjunction with incident command and emergency management. This shall be coordinated through the local emergency management organization.

The design and development of the coordination group at the local jurisdictional level is up to the local emergency manager and their authorities. The structure and function of the group should be able to work within the guidelines outlined in this document for state-level support. In order to ensure that all levels are able to coordinate effectively, the local emergency manager should develop and gain approval for clear policies and procedures involving all local entities involved in incident management and support.

**The importance of Unified Coordination Groups at the local / tribal level**

All Disasters Are Local. When disasters and emergencies occur, the local first responders will establish command and begin to mitigate the situation. This happens on a daily basis with multiple local jurisdictions working together on an emergency scene. This is also why agreements and policy direction are often more solidified at this level. Local / tribal jurisdictions have worked through a process to determine what is best for the communities they serve.

The need for unified coordination at this level is absolutely vital to the success of any incident, small or large. It is recommended that all emergency management organizations within the State of Colorado develop relationships with their neighbors and partners to ensure all available local resources are recognized prior to an event occurring.

**Local example:** Many cities and counties in Colorado have regular meetings with their emergency services providers to determine agreements, procedures and policy to better ensure a coordinated response when an emergency occurs (such as an Emergency Services Council). Law enforcement resources are controlled by the sheriff or police chief, fire service resources are controlled by the department or district fire chief, public works resources are controlled by the department and EMS resources are controlled by the department, district or a private entity. All of these organizations must come together regularly to determine priorities and set goals. This group of people is an example of a Unified Coordination Group since their mission is to better coordinate activities during an emergency or disaster and to efficiently manage resources, and they consist of those who have the authority to set policy and agreements for the area.

Initially the Incident Command/Unified Command may be able to provide all needed coordination at the scene. However, as the incident grows in size and complexity, off-site support and coordination may be required. The following is a graphical representation of how multi-agency coordination (Unified Coordination) works from the incident scene all the way up to the various coordination centers and groups.

## **REGIONAL-LEVEL UNIFIED COORDINATION**

Colorado is divided into nine all-hazards emergency management regions. Each region has an assigned Field Manager through the State Office of Emergency Management (COEM). The Field Manager is responsible for coordinating efforts within their region to support local Incident Command in cooperation with the local Emergency Operations Centers, Emergency Managers, and the SEOC, by assisting with the identification and deployment of resources. This involves bringing the decision-makers from the affected and assisting jurisdictions together with available partners and state agencies to discuss regional coordination issues and facilitate resource prioritization. The primary contact to facilitate this coordination will be the Field Managers and the local emergency managers. Additionally, State Agencies will be included as necessary to provide the appropriate coordination and resource allocation. It will be up to the local emergency managers to invite other members of the community to the coordination meetings/calls as necessary to make decisions and prioritize resources.

**Example:** In 2006, Colorado experienced back-to-back winter storms creating blizzard conditions and heavy snowfall, blocking roads and collapsing buildings. Multiple regions within Colorado were affected and regional coordination was needed to set priorities and determine policy considerations. The Field Managers helped coordinate conference calls between state agencies and jurisdictions within each of the affected regions to ensure all needs were met.

If the event exceeds the resources available at the local level, the emergency manager should coordinate requests for additional out-of-area resources with the Regional Field Manager and the SEOC. The Field Manager, through the State Emergency Operations Center, may request additional local or state agency personnel for coordination in response to requests from local EOCs (i.e. Colorado Department of Transportation local and regional operations personnel or Colorado State Patrol Captains). All resource tasking will be performed in coordination with local EOCs using the SEOC's Resource Management System.

The Field Manager will coordinate with the local emergency managers to determine which agencies and entities should be involved in the coordination meetings/calls for the incident(s). This may include:

- State Agencies
- Non-profit / Non-Governmental agencies
- Volunteer Groups and Partners
- Primary First Response Disciplines
- Other regional disciplines or entities

## **Policy and Financial Considerations**

Reimbursement for costs associated with resources ordered for the affected jurisdiction is the responsibility of the requesting agency. Reimbursement decisions will be made per local plans, agreements (IGAs, Mutual Aid, MOUs, etc.), and/or provisions of the local disaster declaration. The Request for Assistance form may also be utilized to order a resource and agree on reimbursement terms with the assisting agency. Costs for state assets will be borne by the local requesting agency unless the state agency communicates that they are bearing the cost within their budget, or provisions are outlined clearly by the Governor within the Executive Order declaring a disaster or emergency.

## **STATE UNIFIED COORDINATION SYSTEM**

### **Colorado State Authority**

The Governor, through Colorado State Statute, assumes direct operational control over all or any part of the emergency management functions during a state of emergency or disaster declared through an Executive Order and has the ultimate responsibility for major disasters affecting the State of Colorado.

- The Governor, through an Executive Order designates a State Coordinating Officer, usually the Colorado Office of Emergency Management Director.
- The SEOC will be activated at the appropriate level in support of State operations, along with the State Emergency Operations Plan. All necessary Emergency Support Functions (ESFs) will be activated according to SEOC policies and procedures.
- The SEOC is also designated as a State Multi-Agency Coordination Center (MACC).

### **SEOC Support Entities**

To facilitate effective operations, the SEOC has adopted a functional approach that groups the types of assistance into 15 Emergency Support Functions (ESFs), each headed by a lead state agency or organization which has been selected based on its authority, resources and capabilities in that functional area. The primary agency appoints an Emergency Response Coordinator (ERC) to manage that function in the SEOC. Each ESF is led by a state agency, but is supported by a large number of support agencies. These support agencies may be other state agencies, volunteer agencies, private sector partners, non-profits, or associations which are prepared to assist with personnel or equipment.

### **State Emergency Operations Center / Multi-Agency Coordination Center**

Upon activation, the SEOC also operates as a State-level Unified Coordination Center called a MACC. This is accomplished in many ways. Primarily, the SEOC involves entities from across the state, including state agencies, non-profits, non-governmental organizations, and the private sector. Each of these entities works within the 15 ESFs outlined in the SEOC policies and procedures. During any given incident, multi-agency coordination occurs within the SEOC to ensure adequate support to local jurisdictions.

The SEOC primary responsibilities include, but are not limited to:

- Providing assistance, guidance and support to local, state and tribal agencies and jurisdictions

- Providing guidance to the Governor’s Office and other political entities on policy issues related to the event and ensuring information on state decisions is communicated to local and tribal jurisdictions
- Gathering and maintaining statewide situation status information
- Enhancing state and federal disaster assistance efforts
- Reviewing the need for participation of other agencies or jurisdictions in state Unified Coordination Group conversations
- Providing necessary liaison with out-of-state facilities or agencies as appropriate
- Recommending improvements for statewide coordination
- Determining agency/jurisdiction resource availability (available for out-of-jurisdiction assignment)
- Developing statewide resource priorities and strategies
- Evaluating incidents based on the following factors:
  - Life Threatening Situations
  - Real Property Threatened
  - High Damage Potential
  - Incident Complexity
  - Potential for timely containment in order to free up resources for other incidents
- Prioritizing incidents statewide and allocating resources based on operational need
- Anticipating future agency/statewide resource needs and develop geographic strategies and contingency plans
- Communicating decisions and situation back to local jurisdictions, other state agencies and tribal governments
- Initiating and filling liaison positions to facilitate communication as needed (DEM Staff, state agency representatives, FEMA, etc.)

In order to ensure that the local jurisdictions and those with incident management authority are involved in the Unified Coordination Group, conference calls and meetings will be organized by COEM staff as needed. This will ensure that the Agency Having Jurisdiction (AHJ) is able to provide a situation assessment and voice concerns or priorities to all support entities. The COEM staff member facilitating the conversation will depend upon the stage of the event and the items that are under discussion. For example, if the incident is in recovery, the COEM Recovery Manager may be the one facilitating the meetings and conference calls. Typically, the COEM Field Manager will be the first point of contact and will begin this process as needed to support the local jurisdiction. The purpose of these calls is to:

- Receive timely updates on incident activity and resource status
- Outline potential resource needs
- Discuss and establish statewide incident and resource allocation priorities

- Identify and resolve gaps or concerns

When multiple jurisdictions, counties, or regions are involved, these meetings or conference calls allow the state to get situational awareness on a broad level and to determine all priorities throughout the state. COEM Staff will then facilitate the conversation to bring about consensus about priorities and resource tasking. In the event consensus cannot be reached, the Field Manager will refer the available information and discussion to the SEOC who will then make a recommendation to the Governor for final determination.

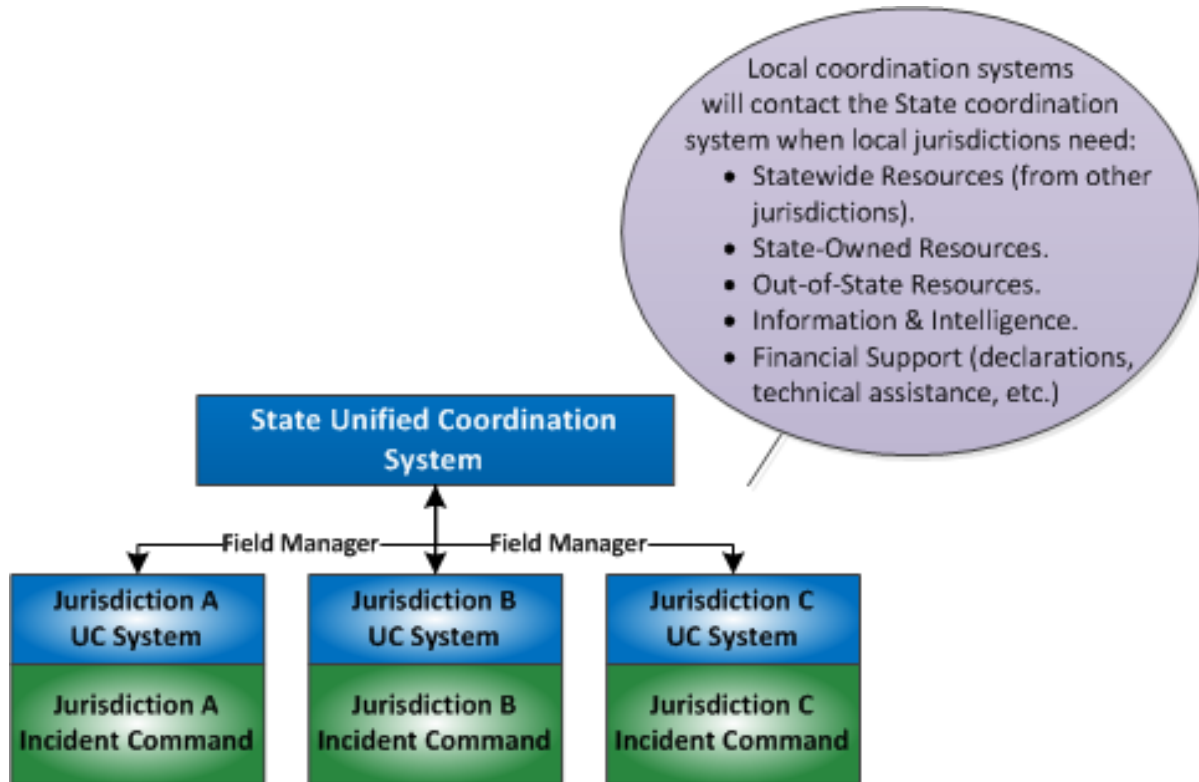


Figure 8 SEOC and Local Unified Coordination System

**CATASTROPHIC INCIDENTS:**

In Colorado, it is rare that we will see the types of incidents that exceed the capabilities of the state to support or manage through the SEOC or the typical State Unified Coordination System. There are a few instances, however, where the State of Colorado system will be insufficient to support local needs, or will need to be enhanced to support multiple state and federal partners.

**Example 1:** A power outage affecting a large population within Colorado for a prolonged period would create significant resource requirements and resource prioritization that would exceed state capabilities.



**Example 2:** A large influx of people is expected or begins to arrive from another state due to a large-scale disaster evacuation or shelter operation. For example, if the State of Utah had a massive earthquake affecting a large percentage of their population, the State of Colorado could be impacted with both a surge of people, and a need to support the incident in Utah.

In these instances, the typical State coordination procedures will still occur according to this document. Several additional considerations may be required, however, to ensure support where needed:

- Multiple regions will likely be affected creating an added layer of coordination amongst the Regional Field Managers and the SEOC. Therefore, in addition to the calls and meetings that will occur within each region to determine jurisdictional needs and priorities, there will be coordination calls between Regional Field Managers and the State Unified Coordination Group to ensure priorities are coordinated throughout the state.
- The SEOC will need to depend upon other state or federal partners in order to facilitate unified coordination. Therefore, a coordination structure will be established to ensure state-to-state coordination as well as state-to-federal coordination. Due to the nature of these events, most of the coordination functions will occur virtually or by conference call
- The state-to-state coordination will typically occur through a conference call with all affected/supporting Governors (or their designated representative) to determine policy and resource priorities. This will include a discussion of the current situation, state concerns, and where resources would best be utilized in a manner that will ensure the greatest good for the greatest number of people
- The state-to-federal coordination will typically occur through a conference call with both state and federal agencies to determine policy and resource priorities
- The Emergency Management Assistance Compact (EMAC) will become a key function within the SEOC to order resources from outside the State of Colorado.

At this level of response, the local Unified Coordination Group structure and the ability of jurisdictions to work closely with other communities, the state, and federal agencies is critical. Resources will not be available to everyone right away. The key will be to do the greatest good for the greatest number of people. Coordination will be more complex and will occur at multiple levels.

- Local Jurisdictional Coordination Level – Policy decisions and resource coordination will be more difficult as outside resources will not typically be available to assist. Local MACG collaboration will be the key to ensure the safety of those citizens.
- Regional Coordination – The Regional Field Managers will facilitate coordination calls and meetings within each region amongst multiple local jurisdictions to determine priorities. The Field Managers will also coordinate together to outline region-wide priorities determined by the group.
- State Unified Coordination Level – The SEOC/MACC will gather information from all regions within the state that require support and determine priorities at a state level.

These priorities will always be based upon life safety and property preservation as the primary goals.

- FEMA Region VIII Level – When multiple states are involved, whether affected or supporting an incident, FEMA Region VIII will begin coordination activities to determine Region VIII priorities and federal support needs. If only Colorado is affected, this may occur as part of the State MACC.

# Appendix Q: Travel Kit and Deployment Recommendations

## Recommended Strike Team/Task Force Travel Kit

In the event of state mobilization for any reason, responding personnel must remember that the minimum state mobilization time commitment is 72 hours (three days) and at least the first day should be viewed as one without logistical support provided at the incident.

The minimum equipment and supply inventory for a state mobilization response will depend on the nature of the incident, the task assignment, and the duration of the incident.

Most of the recommended inventory is common and can be prepackaged and ready for quick response.

A backpack is recommended for use as an easy to transport, 24-hour survival kit in the event that crews are immediately deployed without the benefit of setup time in base camp. All other items should be placed in a durable duffle bag; suitcases are not recommended.

## Recommended Minimum Items for Wildfire / Interface Operations NWCG Fireline Handbook (NFES 0065)

1. Generally, the total weight limit per individual is 55 pounds (35 pounds for personal equipment and 20 pounds for web gear or briefcase)
2. Tags or markings are recommended for identifying personal gear
3. External frame packs should not be used due to their bulk
4. Personal protective equipment required:
  - Wildfire:* Fire shelter, flame-resistant clothing, hardhat (with chinstrap and headlight clips)
  - Interface Operations:* In addition to wildfire equipment above, complete structural personal protective equipment
5. Small backpack and other web gear for working on the fireline
6. Work gloves
7. Leather boots (lace-up, heavy duty)
8. Socks (heavy duty)
9. Jackets: One heavy, one light, of cotton, wool, or flame-resistant material
10. Agency-approved fire shirts and trousers
11. Underclothes (non-synthetic fabric)
12. Handkerchiefs
13. Personal toilet gear
14. Watch
15. Optional: Sunglasses, writing paper, envelopes, and stamps

Cameras are not recommended for fireline personnel.

## **General Recommendations for Individual Resource, Strike Teams, Task Force Travel Kit**

### **Personal**

- *Clothing:* Underwear (two sets); Outerwear (one set); Socks; Jackets
- *Optional:* Rain gear; Hat; Sweatshirt or sweater
- *Protective Clothing:* Required personal protective equipment; Accountability tags
- *Personal Hygiene Supplies:* Toilet kit; Towel; Lip balm; Lotion; Sunscreen; Sleeping bag
- *Food:* MRE's or other food and water items for 8 hours.
- *Miscellaneous:* Medical Information Card; Red Card (or other certified training record); Sunglasses; Watch; Pocket knife

### **Team Supply**

- Toilet paper, tissues, paper towels, garbage bags, flares
- Binoculars
- Batteries (flashlight and radio), battery charger
- Water (bottled)
- Food (72 hours)

### **Strike Team / Task Force Leader**

- Appropriate ICS Forms
- Hazardous Materials Guidebook
- Accident report forms
- Legal pads, pens, clipboard
- Map(s)
- Cellular or satellite telephone

### **Individual and Team Sheltering**

Be able to arrange or supply your own personal shelter while on deployment. Teams and Supervisors should ensure shelter is provided for the deployed group. Availability may range from personal tents to hotel accommodations.

# Appendix R: State of Colorado Financial Reimbursement Documents

## SEOC Reimbursement Process

When Resources are requested, activated, and deployed to an incident through the State Office of Emergency Management, the following process and forms shall be completed and is the responsibility of the assisting agency to complete for fastest reimbursement through the State Financial system. The most current documents can be found at

<https://sites.google.com/a/state.co.us/dfpc/programs-2/emergency-management/wildland-fire-management/wildland-fire-billing>

### Reimbursement Forms:

- Cooperator Reimbursement Guidelines
- Supplemental/Volunteer Pay Rate Matrix
- Personnel Resource Status Report
- Standard Incident Assignment Invoice
- Standard Individual Salary Breakdown
- Standard Personnel Summary
- Standard Individual Travel Breakdown
- Standard Travel Expense Summary
- Standard Equipment Use Summary
- Standard Fuel Summary
- Standard Equipment Transport Summary
- Standard Invoice Preparation Expense
- Standard Repair/Replacement Expense
- Cooperator Reimbursement Checklist
- Standard Equipment Rates
- Current CRRF copy

Following SEOC approval, when an assisting agency sends equipment and or personnel the following documents must be submitted within 30 (thirty) days after the assisting agency resources have officially demobilized and returned to their home unit.

- W-9 Document: Used for both Individual Overhead resources and Agency utilized equipment or services.
- Individuals: This document should be completed if the individual is seeking reimbursement for salary, Per-Diem, billeting, or costs NOT reimbursed by the Home agency. This document must include the individuals Social Security Number.
- Agency: This document must be completed for any agency that is requesting reimbursement for equipment or services, administrative costs and overhead costs.
- Department Invoice: A department invoice must be submitted to the State for all items that are being considered for reimbursement. The invoice should be as detailed as possible to include copies of receipts (Exception is full day Per-Diem costs). Overhead costs need to include Hourly cost dollar, overtime cost dollar, benefits costs. (Ex: Hourly rate is \$10.00 / OT rate is \$14.00 Benefit cost \$6.00 = Hourly paid to the agency is \$16.00 per hour / OT rate paid to agency is \$20.00). Agencies reimbursement to personnel may include tax amounts for expenses to the State, with the assumption that the Overhead will receive an IRS form 10-99. If the State reimburses the Overhead directly, the amount will not be taxable.
- If overtime costs are requested, a copy of the department's overtime policy must be attached.

**Note:** Any and all damage to property or injury to personal for resources deployed through the State Emergency Operations Center must be reported to the Incident Finance Section - Comp and Claims unit and not submitted to the State for financial reimbursement.

**Colorado Department of Public Safety (CDPS)**  
**Division of Fire Prevention & Control (DFPC)**  
**Division of Homeland Security & Emergency Management (DHSEM)**

**2015 Cooperator Incident Reimbursement Guidelines**

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## **A. General Information**

This document provides guidelines for Colorado State cooperators during the incident assignment and reimbursement process. The Colorado Resource Rate Form (CRRF) is the basis for the reimbursement process. CRRFs are completed prior to the fire season as part of county Annual Operating Plans (AOPs). All current CRRFs are effective from date of signature through April 30, 2017.

Departments must have an approved CRRF to be available in ROSS for out of local area dispatch. Resources from a department without a current CRRF assigned to a Colorado Emergency Fire Fund (EFF) state-responsibility fire will be reimbursed using standard state cooperator equipment rates. Cooperator equipment should not be signed up at an incident using an Incident-Only Emergency Equipment Rental Agreement (EERA). See Attachment 14 for current Colorado Standard Cooperator Rates.

Additional information regarding Colorado cooperators can be found in the current Rocky Mountain supplement to Chapter 50 of the Interagency Incident Business Management Handbook (IIBMH). Annual supplements are posted on RMACC Incident Business website [http://gacc.nifc.gov/rmcc/administrative/fire\\_business.html](http://gacc.nifc.gov/rmcc/administrative/fire_business.html).

Standard CDPS reimbursement forms have been developed to facilitate completion and review of expense documentation for reimbursement from both fire and all-hazard incidents. Utilization of these forms will facilitate prompt payment of reimbursement requests. Copies of 2015 forms are included at the end of this document and electronic versions are posted on both DFPC and DHSEM websites:

**DFPC:** <http://www.dfpc.state.co.us/programs-2/emergency-management/wildland-fire-management/wildland-fire-billing>.

**DHSEM:** <http://dhsem.state.co.us/emergency-management/operations/resource-mobilization/reimbursement-packet>.

Any expense reimbursed to a department by CDPS but disallowed by the incident agency payment office will be billed back to the cooperator.

Resource order documentation is required for incident reimbursement. A resource order with completed "fill" information (not showing "pending") should be requested from the dispatch center prior to beginning travel to the first incident. Request copies of resource orders for subsequent incidents, but the initial resource order can be used for all incidents during a single mobilization. Provide written explanation if no resource order is included with an invoice. Both ROSS and WebEOC resource orders will be accepted on Colorado EFF state-responsibility fires.

Reimbursement for personnel time and equipment use will be based on all official incident documentation of on-shift time (i.e., work, travel and ordered standby) as defined in Chapter 10 of the IIBMH.



**Mutual aid** time for local personnel and equipment should be reported and recorded at the incident and documentation included with the invoice request submitted for reimbursement, but expense for mutual aid time should not be included in the total amount requested.

Do not include performance evaluations with reimbursement request documentation. These should remain with the employee and home unit for qualification and certification. If sent, DFPC will return any evaluation copy to the department for return to the individual.

Reimbursement invoices for **fire incidents** should be sent to:

Division of Fire Prevention & Control  
5060 Campus Delivery  
Building 1049  
Fort Collins, CO 80523-5060

Reimbursement invoices for **State all-hazard incidents** should be sent to:

Division of Homeland Security & Emergency Management  
Logistics Unit  
9195 East Mineral Avenue, Suite 200  
Centennial, CO 80112

## **B. Incident Reimbursement Process Overview**

### 1. Cooperator responsibilities:

- Pre-mobilization
  - have current approved CRRF
  - ensure equipment and personnel meet NWCG standards
  - status resources in ROSS with appropriate dispatch center
- Mobilization
  - accept incident assignment
  - request copy of "filled" resource order
  - travel safely to incident; **keep record of travel time and expense**
  - work/rest (2/1) applies; 10 hour driving time/person/day
  - travel not recommended between 2200 and 0600 hours
- Check in at incident
  - request pre-use inspection for equipment
  - provide copy of CRRF and CTR/ST for travel to finance personnel
- On incident
  - turn time in daily (CTR and ST)
  - notify and document injuries or illnesses promptly
  - notify and document equipment loss or damage promptly
- Demobilization
  - check out through proper channels on incident
  - get **original** payment documents from finance
  - travel home safely; **keep record of travel time and expense**
  - work/rest (2/1) applies; 10 hour driving time/person/day

- travel not recommended between 2200 and 0600 hours
- Submit reimbursement request documentation **within 30 days of return**
  - separate invoice for **each** incident
  - resource order copy
  - deduct mutual aid time and expense, when applicable for local incident
  - **original** finance documents from incident
  - expense documentation for personnel, travel, equipment, fuel
  - explanation for any missing required documentation
  - submit directly to appropriate CDPS Division office

2. DFPC responsibilities:

- Email notification of receipt of completed invoice
- Payment process
  - preview for completeness
  - review and approval
  - payment authorized
  - copy of adjustments emailed to cooperator
  - payment by State of Colorado warrant (check) or EFT
    - warrant is recommended based on check description information
    - contact DFPC for EFT vendor self-service instructions

### **C. Personnel**

Cooperators will be reimbursed for personnel payroll expenses incurred for payments to employees from incident assignments. Reimbursement to the cooperator for full-time or part-time employees will be at current department pay rates. If a portion of the time documented is for mutual aid, no reimbursement should be requested for those hours.

Acceptable personnel costs for reimbursement may include:

- a. Salary as direct compensation to assigned personnel, for both regular and overtime/premium pay.
- b. Salary for backfill employees needed to cover for full-time employees on an incident assignment.
- c. Benefits, including health, life & disability; unemployment; Medicare; workers compensation insurance; retirement, leave/vacation, etc.

Backfill expense is allowable for full-time personnel on the deployed firefighter's regular work days.

Benefits charged should include, at a minimum, the department cost of workers compensation coverage, but cost of other benefits can be reimbursed if provided to the employee. Expenses for training, operating, PPE, annual physicals, overhead, administrative fees, etc., for department personnel are not considered direct employee compensation and will not be reimbursed.

Pay rates for personnel paid on an incident-only basis (volunteers and supplemental resources) will be reimbursed based on the assigned position at the rate identified in the

current Supplemental Resource/Volunteer Pay Rate Matrix (Attachment 1), unless otherwise approved by DFPC in advance. Rates are based on each incident assignment, not the highest qualification of an individual. See Section D and Attachment 1 for current supplemental resource program details and pay rates. Volunteers may be compensated at the position pay rates as assigned or at department-established volunteer rates for FFT2, FFT1 and ENGB positions.

No portal to portal reimbursements (i.e., in pay status 24 hours/day from time of departure to time of return to home unit) will be approved, without specific incident documentation and explanation. If the incident authorizes and documents a period of 24-hour pay status, the department may be reimbursed for that expense.

The Personnel Resource Status Report (Form 2) should be submitted by April 1 or included with the first invoice submitted for the calendar year. This documentation is kept in DFPC files only as supporting documentation of pay rate structure and benefits for reimbursement.

Remember that work/rest guidelines (1 hour rest for each 2 hours of work) apply to travel time and driving regulations limit an individual's driving time to 10 hours per day.

When a member of one department is assigned as a crew member on equipment belonging to a second department, each department should pay its own expense and will bill for its own costs. The first department will bill for the cost of its assigned employee (payroll, applicable travel, etc), and the second department will bill for the costs of its assigned employee(s) (payroll, applicable travel, etc) and costs of the equipment. The member of the first department does not become an "employee" of the second department when filling a crew position on the second department's apparatus.

Cooperators should request the **original** of the Emergency Firefighter Time Report (OF-288) when demobing from an incident. The form should be signed by both the firefighter and the incident. Provide written explanation if original documents are not received from the incident agency.

**Social security numbers are never needed for incident documentation, and should not be written on any OF-288 or other incident documentation.**

The original Crew Time Reports (SF-261, CTR) will be retained by the incident; they are not required to be submitted with the OF-288 for reimbursement. Employees should retain the yellow CTR copies.

Remember, an individual should **not** sign a CTR (or OF-288) to authorize their own time. Time for fire assignments recorded on the CTR or OF-288 should be signed as approved by the immediate incident supervisor, not by home unit/department personnel.

Do not make changes to OF-288s after the document has been reviewed and signed by incident finance personnel. Exception: travel time should be filled in if left open by

incident personnel when being released from the incident or corrected to actual travel times if estimated at the incident.

Return travel time recorded on the OF-288 should be left open by the incident. If **estimated return travel time** is recorded on the OF-288 at the incident prior to demobilization, **actual return travel time** must be recorded on a CTR (including meal breaks) signed by the home department and included with reimbursement request. Meal breaks taken should be shown during travel.

If an error is discovered on the OF-288 after returning from an incident, submit a copy of the appropriate signed CTR with the reimbursement request and an explanation of correction(s) needed. DFPC staff will review and document the requested correction.

Time spent by crew member(s) to rehab engines, tenders or ambulances upon return from the incident may be included in the reimbursement request. Up to four (4) hours of personnel time may be reimbursed if needed for equipment rehab. The personnel expense should be identified separately at the individual's hourly rate. (A rehab maintenance factor has already been included in the standard state cooperator equipment rates, so no additional equipment time will be reimbursed for the equipment.)

For both volunteers and supplemental resources, the workweek should begin when travel to an incident commences. Overtime compensation applies after 40 hours in the 7-day workweek, either after the first 40 hours or after 8 hours/day for the first 5 days and overtime for hours on days 6 and 7.

When OF-288s and OF-286s are not prepared by the incident agency, time worked on local assignments should be documented with signed original CTRs (SF-261) and equipment Shift Tickets (OF-297) and these original time-keeping documents should be submitted to DFPC for reimbursement. Do not create the OF-288 or OF-286 documents at the home department if not initiated by the incident staff.

Cooperators must submit an annual Personnel Resource Status Report ( Form 2) to DFPC by April 1 of each year. If not submitted prior, the Personnel Resource Status Report should be included with the first invoice of the season. Once submitted, this documentation does not need to be included with each invoice. Periodic reviews of department documentation may be completed by DFPC staff.

#### **D. Supplemental Resource Guidelines**

There are situations when additional support personnel are necessary for national mobilization and the need can be filled by supplemental personnel available to the department. When this situation arises, resources will be mobilized via the process outlined here and documented with the current Colorado Resource Rate Form (CRRF) component of the Statewide Annual Operating Plan (SAOP) and in each county AOP.

When mobilizing Supplemental Resources outside of the fire district, the following will apply, based on **NWCG Memo #004-2009 dated 2/6/09**. For purposes of this exhibit, the following definition of Supplemental Resources will apply:

“Supplemental Fire Department Resources - Overhead tied to a local fire department generally by agreement who are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff.”

While on assignment, these individuals are department employees and the department will be reimbursed for their actual costs as defined in this document.

#### D.1. Mobilization

Mobilization will follow established ordering procedures as identified in the National, Geographic, and Local Mobilization Guides. Resources will be mobilized by the Host Dispatch Zone in which the department is located. Personnel will be provided a copy of the resource order request after confirmation of availability and prior to departure from their home jurisdiction. Resource orders shall clearly indicate incident assignment, incident location, expected incident arrival time, and any additional special needs or equipment authorizations (e.g., laptops, rental vehicles, etc.). Contact DFPC to confirm reimbursement eligibility for unique authorizations.

#### D.2. Reimbursable Costs

Reimbursable costs for personnel include compensation rates for hours worked, benefits, transportation, and per diem. It is the intent of this provision that the Supplemental Resource be paid a regular compensation rate for all hours worked plus an overtime compensation rate for actual overtime hours worked, including travel. Reimbursable costs shall not include portal to portal pay or the employee portion of benefits. Travel and per diem reimbursements will be based on the Federal Travel Regulations or established travel program rates of the hiring department.

Backfill is not reimbursable for personnel hired as Supplemental Resources.

An indirect cost allowance equal to ten percent (10%) of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) is allowed (per OMB Circular A-87).

#### D.3. Personnel Qualifications

All personnel will possess an active Incident Qualification System (IQS) Incident Qualification Card commensurate with all current and applicable NWCG 310-1 standards for training and qualifications. Personnel will be qualified for their assigned positions. Each department is responsible for annually certifying and

maintaining the qualifications of their Supplemental Resources. Each department will bear the cost of training for their Supplemental Resources.

Any personnel to be mobilized under this exhibit will be identified on the annual Personnel Resource Status Report ( Form 2) by name and position(s), and identified as a single resource. This Form 2 will be maintained by the DFPC Fort Collins office. While on assignment, these individuals are department employees and each department will be reimbursed for their actual costs.

#### D.4. Rate Determination

The basis for the computation of base hourly rate is the classification level of the position filled according to the Colorado Supplemental Resource/Volunteer Position Pay Rate Matrix (Attachment 1). Personnel are hired at the rate of the position being filled on each assignment, not their highest qualification.

The hourly compensation rates identified in the AOP are computed as follows:

1) Regular Compensation Rate: The rates listed include base hourly rate determined above plus employee benefits. Employee benefits include those costs actually incurred by the department for the employment of these individuals, such as employer liability, workers compensation, employer share of social security, etc.

2) Overtime Compensation Rate: Overtime compensation rates are paid based on a seven (7) day work week beginning on day one (1) of mobilization.

Compensation rates are paid at either:

- Time and a half of the base hourly rate for all hours worked in excess of eight (8) hours per day for the first five (5) days and full time and a half for all hours worked during the remainder of the work week; **OR**
- Time and a half of the base hourly rate for all hours worked in excess of the first 40 hours.

Compensation includes travel time.

3) Hazard Pay Rate: While the NWCG direction provides for hazard pay premium compensation, as the sponsoring agency, DFPC's standard business practices do not include hazard pay for state employees or cooperators. Therefore, hazard pay will not be afforded to supplemental resources.

#### D.5. Days off at Incident

Days off at the incident will be paid for eight (8) hours. Work/rest guidelines will be followed and mandatory days off will follow current guidelines (IIBMH Chapter 10). Once travel to the home unit commences, days off will not be paid.

#### D.6. Transportation and Per Diem

Per diem reimbursements will be based on the GSA Federal Travel Regulations or established travel program rates of the hiring department. The payment rate

for privately-owned vehicles (POVs) used to support Supplemental Resources shall be at the current Federal Travel Regulation rate.

### ***E. Days Off and Assignment Extensions***

All personnel should be prepared for 14 days on assignment, unless released earlier by the incident and not reassigned. Departments should not rotate personnel prior to the end of the 14-day assignment, except in emergency circumstances. Crew swaps or rotations will be coordinated through the incident agency and processed through the interagency dispatch system. Any department replacement earlier than requested by the incident agency will be at the department's expense and not reimbursed, except for circumstances requiring emergency demobilization.

The incident may request to keep resources longer than 14 days. Assignment Extension procedures as defined in the National Mobilization Guide and IIBMh will be followed. The cost of crew rotation/swaps (payroll and travel expense) at the request of the incident will be reimbursed to the cooperator.

Personnel are entitled to two (2) days off following return to their home unit from a 14-day assignment, **exclusive of travel**, according to current IIBMh guidelines (Chapter 10, page 10-21):

“Day 1” occurs on “the first full operational period at the first incident or reporting location...”

The department **may** be reimbursed for expense of paid days off for full-time personnel only, provided that day(s) off are regular work days and occur on the calendar day(s) immediately following return travel.

If days off are provided during the assignment and occur on the employee's regular work days, department expense for those base/regular hours will be reimbursed.

When the firefighter is provided days off during the incident and extends for another 14 days (i.e., 14 days of work, 2 days off, 14 days of work, exclusive of travel), and when the entire assignment covers 30 days, then the employee will be entitled to an additional two (2) days off upon return to the home unit.

If day(s) off (either at the incident or after return travel) occur on an employee's regularly scheduled day(s) off, no personnel expense will be reimbursed. Supplemental resources and volunteers will be compensated for 8 hours on days off when given at the incident, but are not entitled to paid days off after return from an incident.

## ***F. Travel Expense***

Travel expenses will be reimbursed to the cooperator for eligible expenses paid to their employees. An Individual Travel Breakdown (Form 6) should be completed for each traveler, identifying overnight locations and applicable per diem rate(s). Standard Continental US (CONUS) per diem meal rates, **based on overnight location**, will be the maximum reimbursed. Per diem on the last travel day will be based on the firefighter's home unit location. Current per diem rates can be found at <http://www.gsa.gov/portal/content/104877>.

Per diem meal rates will be used to reimburse **only meals purchased** during travel to and from an incident, **not** actual costs or 75% of the daily rate for the first and last days of travel, unless otherwise dictated by the hiring department's established travel program. Meal receipts are not required for per diem reimbursement. Itemized receipts are required when reimbursing actual costs based on a department's established travel program.

Reimbursement for meals or lodging should **not** be claimed when assigned to an incident base where food and sleeping areas are provided. Providing a meal when the quality or quantity is considered to be insufficient is not reimbursable. When all meals and lodging are provided by the incident, firefighters are entitled to the Incidental portion of the daily per diem rate (currently \$5/day) for each day on the incident. See GSA website above for current information.

Provide an explanation or IMT documentation when asked to provide own meals and/or lodging during the incident (commonly called subsistence).

Itemized receipt copies are required for lodging and other miscellaneous expenses. Credit card receipt copies alone are not acceptable documentation for reimbursement. Lodging taxes are reimbursable. There is no maximum lodging limit – **the GSA lodging maximum does not apply to state and local cooperators**. Actual lodging expense will be reimbursed without additional rate justification. When cost of overnight lodging is claimed, additional add-on room expenses (movies, personal phone calls, laundry, etc.) are not reimbursable.

Personal items, such as ice, pop, coffee, snacks, postcards, film, etc., are not reimbursable. Those miscellaneous personal expenses are included in the daily Incidental reimbursement.

Commercial airline bag charges for a maximum of two bags will be reimbursed with appropriate receipts. Typically, **overweight and oversized** baggage fees for commercial flights will **not** be reimbursed by DFPC, unless the traveler has specific resource order authorization for these additional charges. (See National Interagency Mobilization Guide, Chapter 10 for current weight allowances and exceptions.) If an airline has lower maximum bag weight allowances (i.e., less than 50 pounds per bag), provide appropriate documentation with request for excess weight fee reimbursement. Airline seat upgrade fees are not reimbursable. Baggage fees for shipping by means



other than commercial airline flights are not reimbursable.

Use of an employee's privately owned vehicle (POV) for travel to an incident should be authorized by the ordering dispatch center at the time of dispatch, and noted on the resource order. Personal vehicles are reimbursed at the current mileage rate (see GSA website above) as a travel expense. A Shift Ticket (OF-297), signed by the incident supervisor, should be completed with odometer readings (to the nearest whole mile) to document POV use on the incident, but no OF-286 Equipment Use Invoice is required. Include documentation of start and stop locations for mileage reimbursement. Privately owned vehicles should not be signed up on a CRRF or Incident-Only EERA.

Fuel costs will not be reimbursed for POV use. Cost of fuel for POVs provided by an incident should be posted to the OF-288 as a commissary deduction. The mileage reimbursement provides compensation for fuel. The amount of the fuel is entered on the Individual Travel Breakdown (Form 6) as a deduction from the mileage reimbursement.

Use of a POV on an operational (line) assignment is at the discretion of the owner, if requested for other than traveling to and from the incident. The incident should provide suitable transportation for line assignments or transportation needed during the assignment. When an individual is compensated for POV mileage, any damage that occurs during that assignment will be the responsibility of the owner. It is recommended that employees consult their insurance company to confirm appropriate coverage for business use of personal vehicles, even for travel to and from an incident.

Minimize the cost of airport parking whenever possible. Use long term parking instead of higher cost, close parking. POV mileage reimbursement for round trip both to and from airports is acceptable in place of airport parking. Document both odometer readings and mileage (to the nearest whole mile) on shift tickets for POV usage.

Return travel time for personnel must be documented on a CTR or ST signed by the home department. Incident recorded travel time estimates will **not** be reimbursed without the CTR or ST.

#### F.1. Rental Vehicles

Expense for a rental vehicle will only be reimbursed when authorized on the original resource order, or through a support resource order issued by the incident. Fuel purchased for rental vehicles will be reimbursed with receipt copies.

Use of a personal credit card is at the discretion of the traveler. The cost of insurance coverage provided by the rental agency is reimbursable. But, since off-road use may invalidate the rental agency insurance coverage even when paid, the normal insurance coverage offered may not cover damage if used off-road. Typically only vehicles acquired by the incident agency for use through the Ground Support Unit on an incident are covered for off-road use. Personnel performing line assignments (off-road) should not rent vehicles themselves but should utilize or request incident-provided rental vehicle for use.

## **G. Equipment**

When traveling to or from the incident, the Minimum Daily Guarantee for equipment does not apply on the first or last days. Payment is for the actual hours of travel and work only on the first and last days.

Engines, tenders and ambulances may be transported to incidents over 300 miles from their home unit location. If the department chooses instead to drive to an incident over 300 miles from their home location, they may be reimbursed \$1.00 per mile over 300 miles to the incident. The incident will determine whether transport will be provided for the return trip. If engines, tenders and ambulances are driven home from an incident, the \$1.00 per mile rate will apply for all miles over 300 back to their home unit.

Engines, tenders and ambulances being transported to an incident will be reimbursed at the work rate for the hours being hauled in travel status, not to exceed the Minimum Daily Guarantee. Engines, tenders and ambulances driven to an incident are compensated at the established work rate for all hours of driving.

If an engine, tender, ambulance or rescue vehicle with a standard hourly work rate is used solely for transportation to and from an incident, it shall be reimbursed at the appropriate daily rate based on type of vehicle.

No additional use charges will be reimbursed for tools and equipment included on engine inventory listing.

Specialized items may be reimbursed separately if ordered and tracked by the incident. No travel days will be reimbursed for these items (e.g., ATVs, pumps, chainsaws, ALS/BLS kits, etc.). These additional charges can be added to Form 8 Equipment Use Summary.

Normally, cooperators will not be reimbursed for equipment staffing exceeding Rocky Mountain Area standards, unless requested and approved by the incident on the resource order.

Equipment assigned to a Colorado EFF state-responsibility fire but not listed on an approved CRRF will be reimbursed at the current standard state cooperator rates. A DFPC representative may assist incident personnel to complete a CRRF for that incident.

Original Emergency Equipment Use Invoice (OF-286) **and** pink copies of Shift Tickets (OF-297) should accompany all requests for reimbursement. All documents should be signed by both the cooperator and incident personnel. If the incident does not prepare an Emergency Equipment Use Invoice, the pink copies of all STs are required for reimbursement.

Cooperator equipment STs are not required to show meal breaks while on-shift at an

incident. The CTR for personnel assigned to that piece of equipment should show breaks as taken or provide documentation for compensable meal breaks as required by the IIBMH.

If equipment is not available on an incident due to breakdown or mechanical difficulty, the daily guarantee will apply on the day of breakdown. Equipment will be paid for actual hours on-shift or the daily guarantee, whichever is greater. No reimbursement will be made for any additional days while out of service. Crew personnel are entitled to the daily guarantee on days when equipment is out of service.

Equipment is not entitled to the daily guarantee on days off when given at the incident.

If return travel time is estimated at the incident prior to demobilization, a Shift Ticket with **actual** travel time must be included with reimbursement request.

Department vehicles will be reimbursed at the appropriate standard state cooperator daily rate. Actual fuel expense will be reimbursed with copies of receipts. Vehicles with a standard daily rate are not entitled to mileage reimbursement.

Up to four (4) hours of actual time may be reimbursed for crew members to rehab engines, tenders or ambulances as needed after return from an assignment. **No additional equipment time will be reimbursed.**

#### G.1. Lowboy Transportation

Complete Equipment Transport Summary (Form 10) for reimbursement of transport expense or mileage reimbursement.

For incident destinations **beyond 300 miles** from the cooperator's home unit, transportation by lowboy is preferred for all engines, tenders, and ambulances.

Department may request lowboy transportation from dispatch center as needed when accepting engine or tender assignments. If necessary, department may make its own arrangements for lowboy transportation for incidents over 300 miles from home unit, and DFPC will reimburse the cost with copy of paid receipt. Transport should be released when equipment has been delivered to the incident. Return transportation may be arranged by the incident when equipment is released. Copy of a **paid** receipt for private contract lowboy transport to the incident **must** be included with reimbursement request. If a department- or county-owned transport is used, the equipment must be listed on the appropriate CRRF, and will be reimbursed according to standard state cooperator rates.

If lowboy resources are not available for transport of **engines, tenders and ambulances** to the incident, an additional **special rate of \$1.00/mile** will be allowed for driving distances **over 300 miles** from home unit to incident and return to home unit. In addition to hours driven, the odometer readings (to nearest whole mile) should be recorded on Shift Tickets to document total miles driven. Mileage

reimbursement does not apply when traveling on or between incidents during the same mobilization. If mileage information is not recorded to the incident, a printout of map mileage documentation may be provided for reimbursement documentation.

Normally, the cost of a chase vehicle will not be charged to an incident, unless authorized by the dispatch center and incident agency on the resource order.

### G.2. Inspections

If equipment is inspected prior to leaving for an incident and does not pass inspection, the equipment should not be sent to the incident. Local interagency dispatch center will be notified of failure to pass inspection.

Equipment that does not pass a pre-use inspection performed by the benefiting agency upon arrival at an incident may be rejected and the cooperator may not be compensated. At the option of the incident agency, the cooperator may be given a specified time to complete needed repairs, at cooperator's own expense. If the equipment cannot be repaired to pre-use inspection standards, the equipment and associated personnel will be released and the cooperator may not be compensated for any time (personnel or equipment) or expense incurred.

### G.3. FEPP Engine Use

When a cooperator takes a state-assigned FEPP (yellow) engine to a reimbursable incident, DFPC will reimburse the cooperator \$50 per day for department owned tools on the engine when included on the invoice. Original pink Shift Tickets and original Equipment Use Invoices for these engines must be provided to the DFPC for appropriate billing to the incident.

**Complete separate Cooperator Incident Assignment Invoices (Form 3) to submit 1) the engine use (due to DFPC) and 2) the personnel, travel and other expense (due to the department).**

### G.4. State-owned Engine Use

When the cooperator staffs a state-owned (white) engine, reimbursement will only be for the department personnel that operate the engine. There is no \$50 per day allowance for these state engines. Original pink Shift Tickets and original Equipment Use Invoices for these engines must be provided to the DFPC for appropriate billing to the incident.

**Complete separate Cooperator Incident Assignment Invoices (Form 3) to submit 1) the engine use (due to DFPC) and 2) the personnel, travel and other expense (due to the department).**

## **H. Fuel Expense**

All Colorado state and local cooperator equipment is assigned dry (i.e., all fuel to be provided by the incident). Fuel costs incurred for equipment during the incident assignment will be reimbursed based on copies of fuel receipts. Fuel Summary form

(Form 9) should be completed to record expense and submitted with copies of receipts.

If receipts are lost or illegible, a copy of a credit card statement showing dated transaction(s) may be acceptable documentation for reimbursement, with explanation of why no receipt is available.

Fuel costs for POV use are **not** eligible for reimbursement. Instead the POV mileage reimbursement should be included on the **Individual Travel Breakdown** form (Form 6).

## **I. Requests for Lost or Damaged Equipment**

All circumstances of lost or damaged department-owned equipment **must** be properly reported and documented at the incident. An estimate of damage replacement or repair may be made at the incident, but this estimate or reimbursement allowance does not guarantee approval of reimbursement and will not be used as sole documentation for resolution. If finance positions are not staffed at the incident, the reimbursement request documentation should be provided to the Incident Commander or local agency Fire Management Officer, Incident Business Advisor or Administrative Officer.

Use the Repair/Replacement Expense (Form 12) to request reimbursement for loss of or damage to department equipment. Incident report and authorization documentation, copy of resource order and copy of paid invoice for actual expense **must** accompany all requests for reimbursement of replacement or repair expense. Final reimbursement payment determination will be made by DFPC staff. It is not necessary to hold an invoice for personnel and equipment expense until repair or replacement is completed and paid; a separate invoice can be sent for the repair or replacement expense when payment documentation is available.

Replacement of tires and windshields will generally not be reimbursed by the incident, as these are considered to be “normal wear and tear”. Requests for damage that appear to be outside of “normal wear and tear” should be properly documented at the incident. Air filters, oil changes, fuses, bulbs, etc. are also included as normal wear and tear and are not typically reimbursable expense.

Some lost or damaged cooperated equipment may be replaced by the incident through the Supply Unit. If the item(s) cannot be replaced at the incident, the Supply Unit may issue an Incident Replacement Requisition or resource order for replacement after return to home unit. A copy of this documentation, along with actual paid invoice copies for items replaced, **must** be included with all reimbursement requests. Replacement of non-standard cache items may not be authorized for charging to incident. If not documented and authorized by incident agency, DFPC will not reimburse department expense.

Repair of damage to engines, tenders or other agency vehicles may be reimbursed without an incident assigned resource order number. It is required that the damage be reported and documented at the incident with a copy of the report detailing circumstances attached to the request for reimbursement of actual repair cost. **No**

**reimbursement will be allowed without copy of incident reporting documentation.** Typically, damage to department-owned equipment that occurs while in travel status to or from the home unit will not be reimbursed to the department, as this is considered to be covered by insurance.

Any amounts received from insurance for covered damage should be noted and deducted from the request for reimbursement. Reimbursement request should only be for expense not covered by insurance.

Loss or damage to personally owned items will be dealt with on a case-by-case basis, but such property should be taken on an assignment at their own risk.

## **J. Miscellaneous Expenses**

Additional miscellaneous expenses associated with an incident assignment may be reimbursed when properly documented. The expenditure must be directly related to the incident and expense approved by the incident via resource order. A copy of the paid invoice and corresponding resource order should accompany reimbursement request for each expense, except for actual department administrative expense.

1. Actual department administrative expense for invoice documentation preparation may be added to cooperator billing invoices. Local unit dispatching time is not an eligible reimbursable expense. Charges for personnel costs should be identified by number of hours and hourly rate and shown on the **Invoice Preparation Expense** (Form 11). A percentage administrative or indirect charge is not eligible for reimbursement.
2. Current standard state rates allow for reimbursement of ALS/BLS kits when documented specifically on the resource order. Note these daily charges on the **Equipment Use Summary** (Form 8).

Other position-specific kits and personal equipment will not be reimbursed at a daily rate but may be covered by reimbursement for loss, replacement of supplies used, repair or one-time cleaning/rehab charge. Authorized use on the incident, and any additional expense reimbursement, must be documented on the resource order. Firefighters take personal equipment on incident assignment at their own risk.

## **K. Tips & Hints for Completing Standard Forms**

Supplying all the proper documentation will facilitate prompt payment of eligible claimed expenses to the cooperator. Invoices for all assignments during a single mobilization should be submitted together for review and payment.

Deductions should be shown for **mutual aid** time when applicable for a local response and no reimbursement should be requested.

## **Form 2 Annual Personnel Resource Status Report**

- Due by April 1 for each calendar year, or include with first invoice of the season.
  - Not required for subsequent invoices.

## **Form 3 Cooperator Incident Assignment Invoice**

- Submit one invoice for each incident during mobilization.
- Single resource assignments should not be billed together on same invoice unless all individuals are assigned to same incidents (crew, engine, IMT members); not when dates of assignments are different.
- Must include a department signature for payment to be processed. If the invoice includes reimbursement request for the person that normally signs the invoices, a second person in the department **must** sign instead.
- Complete separate Cooperator Incident Assignment Invoices (Form 3) to submit for FEPP or DFPC State engine use (due to DFPC) and the personnel, travel and other expenses (due to the department).
- If expense is not included with the initial invoice and needs to be reimbursed, please include **only that additional amount** on a new invoice with appropriate documentation and a note that new invoice includes expense not previously submitted. **Do not submit a new invoice with the revised total expense.**

## **Form 4 Individual Salary Breakdown**

- Complete one form for each individual assigned to an incident.
- Backfill expense is allowable for full-time personnel on the deployed firefighter's regular work days.
- Attach the original OF-288 from the incident
- A signed CTR with **actual return travel time** must be included with reimbursement request, whether return travel is left open or estimated back to home unit.
- Meal breaks taken should be shown during travel.
- For volunteers and supplemental resources, the work week begins when travel to an incident commences.
  - Overtime compensation applies after 40 hours in the 7-day work week, either the first 40 hours or after 8 hours per day for the first five (5) days and on days 6 and 7.
- Lower right block for 10% Indirect is **ONLY** allowable for department volunteer or supplemental employee(s) paid using Position Pay Rates (Attachment 1).
  - Calculation is 10% of the base hours times the base hourly rate **without benefits**.
- If adding additional lines to account for assignments longer than 2 weeks, make sure the subtotal formulas include **ALL** lines.
- Base and OT Billing Rate boxes are meant to show the calculation of the base and OT rates plus benefits, **NOT** to calculate the total base and OT amounts being requested for reimbursement.

### **Form 5 Personnel Summary (Optional)**

- Use to summarize personnel expense for multiple individuals assigned to the same incident (i.e., handcrew members, engine crew members).

### **Form 6 Individual Travel Breakdown**

- To be used unless an alternate format has been approved by DFPC incident business staff.
- Per diem is determined based on overnight location.
  - Per diem on the last travel day will be based on the firefighter's home unit location.
- Only meals purchased will be reimbursed.
  - Meal receipts are NOT required when using per diem rates.
- DO NOT use 75% of per diem rate for first or last day.
- If your department has a different schedule of travel reimbursement rates, it **must** be indicated on the form.
- Amount of fuel shown as Commissary Deduction on OF-288 should be entered as deduction from POV mileage reimbursement.
  - Fuel receipts are not reimbursable when requesting POV mileage.
- Receipts copies are required for lodging and all other travel expense reimbursement.

### **Form 7 Travel Expense Summary (Optional)**

- Use to summarize travel expense for multiple individuals assigned to the same incident (i.e., handcrew members, engine crew members).

### **Form 8 Equipment Use Summary (Optional)**

- Use when multiple pieces of equipment are included on a single invoice.
- Include requests for use of ALS or BLS kits, which must be authorized on the resource order.
- **Signed** Shift Tickets and OF-286 (if created at the incident) are required for equipment reimbursement, whether or not Form 8 is utilized.

### **Form 9 Fuel Summary**

- Copies of receipts required for reimbursement.

### **Form 10 Equipment Transport Summary**

- Include Shift Tickets with odometer readings and miles driven or website mapping documentation for mileage over 300 miles.
  - Include to and from locations (city and state). Round mileage to the nearest whole mile.
- If transported via private contract lowboy, include copy of the **paid** receipt.
- If transported via county- or department-owned lowboy, equipment must be listed on the appropriate CRRF and will be reimbursed accordingly.
- Complete separate Cooperator Incident Assignment Invoices (Form 3) to submit for FEPP (yellow) or DFPC State engine (white) use (due to DFPC) and the



personnel, travel and other expenses (due to the department).

**Form 11 Invoice Preparation Expense**

- Include hours and hourly pay rate for invoice preparation.
- A percentage charge for administrative or indirect expense is not reimbursable.
- Local unit dispatching time is not a reimbursable expense.
- Divide total time spent on a single mobilization evenly between each incident included.

**Form 12 Repair/Replacement Expense**

- Attach all requested documentation
  - Copies of pre- and post-use inspections
  - All backup documentation from the incident
  - **Paid** receipts for repair/replacement
- Do not hold personnel and equipment reimbursement while waiting for repair/replacement to be completed; submit repair/replacement on a separate invoice.
  - Include copy of resource order.

**Form 13 Reimbursement Documentation Checklist**

- Include contact information and email address(es).
  - Confirmation of receipt, notice of payment, and any scanned changes will be emailed to the address(es) listed on this form.

Reimbursement requests with complete supporting documentation should be submitted to the appropriate CDPS Division office within 30 days after return from an incident.

Send all documentation for **fire assignments** to:

Colorado Division of Fire Prevention & Control  
5060 Campus Delivery  
Building 1049  
Fort Collins, CO 80523-5060

Send all documentation for **State all-hazard assignments** to:

Division of Homeland Security & Emergency Management  
Logistics Unit  
9195 East Mineral Avenue, Suite 200  
Centennial, CO 80112

Confirmation of invoice receipt will be sent if email address is provided on **Reimbursement Documentation Checklist** (Form 13). If no notification has been received within two weeks, please contact the DFPC Fort Collins office at 970-491-8538 or DHSEM at 720-852-6689. Payment requests are reviewed by CDPS Division staff and processed on a “first come, first served” basis. Copies of final payment adjustments will be scanned and emailed back to cooperator when payment requests are submitted.

Questions regarding fire payment status can be sent to [wildlandfire@state.co.us](mailto:wildlandfire@state.co.us) or addressed to DFPC staff directly:

Front Desk, 970-491-8538

Other questions, comments or concerns may be directed to:

Erin Claussen, Incident Finance Manager  
970-491-8497 or [erin.claussen@state.co.us](mailto:erin.claussen@state.co.us)

Janell Ray, Incident Business Specialist  
970-491-1063 or [janell.ray@state.co.us](mailto:janell.ray@state.co.us)

Jeremy Utter, DHSEM Logistics Section Chief  
720-852-6689 or [jeremy.utter@state.co.us](mailto:jeremy.utter@state.co.us)

## **L. 2015 Attachments and Forms**

Attachment 1. 2015 Supplemental Resource/Volunteer Position Pay Rate Matrix

Form 2. Annual Personnel Resource Status Report

Form 3. Cooperator Incident Assignment Invoice

Form 4. Individual Salary Breakdown

Form 5. Personnel Expense Summary

Form 6. Individual Travel Breakdown

Form 7. Travel Expense Summary

Form 8. Equipment Use Summary

Form 9. Fuel Summary

Form 10. Equipment Transport Summary

Form 11. Invoice Preparation Expense

Form 12. Repair/Replacement Expense

Form 13. Reimbursement Documentation Checklist

Attachment 14. Standard Cooperator Equipment Rates

Excel versions of all forms are posted on the DFPC and DHSEM web pages (see page 2 for direct URLs).

**SUPPLEMENTAL RESOURCE/VOLUNTEER POSITION PAY RATE MATRIX - 2015**  
 Colorado Department of Public Safety  
 Division of Fire Prevention & Control, Wildland Fire Management Section

Colo DFPC Level	Area Command	Command	Operations	Aviation	Planning	Logistics	Finance	Support	2015 Colorado Rates	
									Base Pay Rate	Overtime Pay Rate
1						RADO			13.15	19.73
2			FFT2	ABRO RTCM	DPRO	SECG SEC2		EDRC	14.82	22.23
3			FALA FFT1	HECM		EQPI		CDER DRIV	16.64	24.96
4		ICT5	ENOP WTOP	TOLC	SCKN WOBS	BCMG EQPM INCM ORDM RCDM SECM	CLMS CMSY EQTR INJR PTRC		18.62	27.93
5		ICT4	CRWB DOZB ENGB FALB FELB FIRB STAM TRPB WHSP	AOBS DECK RAMP	DOCL FOBS TNSP	COMT		BUYM County ESF4 EDSD	20.75	31.13
6		PIOF		HMGB MXMS SEMG	GISS IARR	COCO EMTB IMSA IMST	ICPI	COTR CREP GMEC INTS IRIN	23.06	34.59

**SUPPLEMENTAL RESOURCE/VOLUNTEER POSITION PAY RATE MATRIX - 2015**

Colorado Department of Public Safety

Division of Fire Prevention & Control, Wildland Fire Management Section

Colo DFPC Level	Area Command	Command	Operations	Aviation	Planning	Logistics	Finance	Support	2015 Colorado Rates	
									Base Pay Rate	Overtime Pay Rate
7		SOFR	DZOP	ATBM	CTSP	AEMF	COMP	ACDP	25.54	38.31
			STCR	HEB2	DMOB	COML	COST	EDSP		
			STDZ		FEMO	EMTF	TIME	IADP		
			STEN		HRSP	EMTI		Instructor 300 & below		
			STLM		RESL	FACL		IMSM		
			STPL		SITL	FDUL				
			TFLD			GSUL				
			TPOP			MEDL				
						SPUL				
8			FALC	HEB1	PSC3	LSC3	FSC3	INVF	28.21	42.32
			OSC3	HLCO			PROC	READ		
				SEAT Coordinator				Lead Instructor 300 & below		
9		ICT3	DIVS	ASGS	FBAN	EMPF		CORD	31.06	46.59
			STPS	ATGS	LTAN	EMTP		Instructor 400 & above		
				MAFF				INTL		
								PETM		
10		LOFR	OPBD	AOBD	PSC2	LSC2	FSC2	ARCH	34.13	51.20
		MILO	OSC2		SOPL	SUBD		AREP		
		PIO2				SVBD		Lead Instructor 400 & above		
		SOF2						MCCO		
								PETL		

**SUPPLEMENTAL RESOURCE/VOLUNTEER POSITION PAY RATE MATRIX - 2015**

Colorado Department of Public Safety

Division of Fire Prevention & Control, Wildland Fire Management Section

Colo DFPC Level	Area Command	Command	Operations	Aviation	Planning	Logistics	Finance	Support	2015 Colorado Rates	
									Base Pay Rate	Overtime Pay Rate
11	ACAC	ICT2	OSC1		PSC1	LSC1	FSC1		40.91	61.37
	ACLC	Deputy ICT2					INBA			
	ACPC	PIO1								
		SOF1								
12	ACDR	ICT1							48.65	72.98
		Deputy ICT1								

2015 Personnel Resource Status Report Colorado Division of Fire Prevention & Control  
Colorado Division of Homeland Security & Emergency Management

Cooperator Name: \_\_\_\_\_

Benefit Breakdown Detail:	FT/PT		Supp Resources
	Employees	Volunteers	
	% or \$	% or \$	% or \$
Benefits			
Workers Compensation			
Medicare			
Social Security Retirement			
<b>Total</b>	0.000%	0.000%	0.000%

This form to be submitted annually to DFPC Fort Collins office (email [janell\\_rav@state.co.us](mailto:janell_rav@state.co.us) or fax 970-491-3445) by April 1, or sent with first reimbursement request invoice of the fire season.

All employees of the above cooperator department are designated as personnel resources. While on incidents, these individuals are department employees and the department will be reimbursed for actual payroll costs. Please mark the option below that describes how personnel are compensated and billed for wildland fire assignments.

\_\_\_\_\_ 1. All individuals paid by this department are full or part time permanent employees and will be billed and reimbursed at their established base and overtime payrates for wildland fire assignments. By signing below, the cooperator verifies that these rates are also paid for other activities and services, in addition to incident assignments.

\_\_\_\_\_ 2. All individuals paid by this department are volunteers paid per the department's established pay schedule (attach copy of rates).

\_\_\_\_\_ 3. All individuals paid by this department are volunteers or supplemental employees and will be paid per the current Colorado Position Pay Rate Matrix (DFPC Form 01) based on each assignment (posted at <http://www.dfpc.state.co.us/programs-2/emergency-management/wildland-fire-management/wildland-fire-billing>). Reimbursement will NOT be based on an individual's highest qualification.

\_\_\_\_\_ 4. This department has a mix of members with established salaries, volunteers and/or supplemental resources as identified above (attach list of names in each category. Individual pay rates are not required.)

Required Signature: Chief or Designee \_\_\_\_\_

\_\_\_\_\_ Title

\_\_\_\_\_ Date

**Cooperator Incident Assignment Invoice - 2015**

CDPS Division of Fire Prevention & Control  
 CDPS Division of Homeland Security & Emergency Management

-----For Office Use Only-----

CORE Doc ID # \_\_\_\_\_

DFPC Log/Inv # \_\_\_\_\_

\_\_\_\_\_  
 From Cooperator/Department Date

\_\_\_\_\_ of \_\_\_\_\_

Incident Name: \_\_\_\_\_  
 Incident Number: \_\_\_\_\_  
 Incident Financial Code: \_\_\_\_\_  
 Resource Request # & Name/Equip ID: \_\_\_\_\_  
 Incident Assignment Dates: \_\_\_\_\_

For local incidents only.  
 Mutual aid applies?  
 Yes or No

-----For Office Use Only-----

Total Personnel: \$ \_\_\_\_\_  
 Total Travel: \$ \_\_\_\_\_  
 Total Equipment: \$ \_\_\_\_\_  
 Total Fuel: \$ \_\_\_\_\_  
 Total Equipment Transport: \$ \_\_\_\_\_  
 Total Invoice Preparation: \$ \_\_\_\_\_  
 Total Repair/Replacement: \$ \_\_\_\_\_  
**Total Reimbursement Request: \$ \_\_\_\_\_ 0.00**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Send payment to:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that this request and the documentation included for reimbursement are correct and accurate.

\_\_\_\_\_

\_\_\_\_\_

**Required Signature:** Chief or Authorized Representative

**Date**

For Office Use Only

Vendor ID # \_\_\_\_\_

DFPC # \_\_\_\_\_ Coding: 27B0 - RCAA - CCRF - RCBPNCRRF - 2820 - \_\_\_\_\_ - \_\_\_\_\_ \$ \_\_\_\_\_  
FUND UNIT APPR T.O. PRGM

DFPC # \_\_\_\_\_ Coding: \_\_\_\_\_ - RCAA - \_\_\_\_\_ - \_\_\_\_\_ - 2820 - \_\_\_\_\_ - \_\_\_\_\_ \$ \_\_\_\_\_

DFPC # \_\_\_\_\_ Coding: \_\_\_\_\_ - RCAA - \_\_\_\_\_ - \_\_\_\_\_ - 2820 - \_\_\_\_\_ - \_\_\_\_\_ \$ \_\_\_\_\_

DFPC # \_\_\_\_\_ Coding: \_\_\_\_\_ - RCAA - \_\_\_\_\_ - \_\_\_\_\_ - 2820 - \_\_\_\_\_ - \_\_\_\_\_ \$ \_\_\_\_\_





## Personnel Summary - 2015

CDPS Division of Fire Prevention & Control

CDPS Division of Homeland Security & Emergency Management

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Cooperator/Department

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Incident Name & Number

Optional: Use this form when including more than one Individual Salary Breakdown.

	Name	Individual Salary Breakdown Total
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
Total Personnel Expense		\$ -

**Individual Travel Breakdown - 2015**  
 CDPS Division of Fire Prevention & Control  
 CDPS Division of Homeland Security & Emergency Management

<b>From Cooperator/Department</b>	<b>Incident Name</b>	<b>Traveler's Name</b>

PER DIEM WEB SITE: [www.gsa.gov](http://www.gsa.gov)  
 \*Per diem rate based on overnight location (use home unit location for last travel day). Claim only meals purchased.  
 Note here different schedule of travel reimbursement rates used by department:

Date	Travel Location(s)		Per diem Rate*	Claim only meals purchased				Total Per Diem Reimb	Total Lodging		
	From:	To:		B	L	D	I				
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
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								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
								0.00			
<b>Subtotals Per Diem &amp; Lodging Expense:</b>								\$	-	\$	-

<b>Personal vehicle (POV) used on this incident:</b> (include Shift Ticket copies if available) (round to nearest whole mile)				
Date:	Driven from where to where:	# miles	Rate	Total
	From/To:			0.00
	During assignment:			0.00
				0.00
	From/To:			0.00
				0.00
<b>Total POV Mileage Claimed:</b>		<b>0</b>		<b>\$0.00</b>
Less Commissary deduction for POV fuel:				
<b>Subtotal POV Mileage Claimed:</b>				<b>\$0.00</b>

<b>Other Travel Expenses:</b> (receipts must be included) Expense	
Rental vehicle	
Rental vehicle fuel	
Parking	
Tolls	
Shuttle/taxi	
Baggage fees	
<b>Subtotal Other:</b>	<b>\$0.00</b>

<b>TRAVEL EXPENSE SUMMARY</b>	
Per Diem	\$ 0.00
Lodging	\$ 0.00
POV Mileage	\$ 0.00
Other Travel Expense	\$ 0.00
<b>TOTAL TRAVEL REQUEST</b>	<b>\$ 0.00</b>

Comments:

## Travel Expense Summary - 2015

CDPS Division of Fire Prevention & Control

CDPS Division of Homeland Security & Emergency Management

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Cooperator/Department

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Incident Name & Number

**Optional:** Use this form when including more than one Individual Travel Breakdown.

	Name	Individual Travel Breakdown Total
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
	Total Travel Expense	\$ -

CDPS Form 7 - 2014





## Equipment Transport Summary - 2015

CDPS Division of Fire Prevention & Control

CDPS Division of Homeland Security & Emergency Management

Cooperator/Department

Incident Name & Number

### REIMBURSEMENT REQUEST FOR TRANSPORT, MILEAGE, OTHER CHARGES

<b>A. Engine/Tender/Ambulance was transported to incident: ___yes or ___no</b>		(max=daily guarantee)
Date(s) on transport (record hrs on STs):		
Transport/lowboy expense (must include paid invoice copy): \$		
<b>A</b>		
<b>B. Engine/Tender/Ambulance driven to incident over 300 miles from home: ___yes</b>		
Mileage reimbursement is <b>only allowable for engines, tenders or ambulances</b> when driven to an incident more than 300 miles from home unit. Include documentation for number of miles requested, i.e. shift tickets, online mileage calculation, etc. Mileage between incidents or on an incident is <b>not</b> reimbursable. <b>Round to nearest whole mile.</b>		
To incident:	Total miles to incident:	
From city & state:	Subtract the first 300 miles:	-300
To city & state:	Mileage reimbursement @ \$1/mile:	-\$300
Home from incident:	Total miles home from incident:	
From city & state:	Subtract the first 300 miles:	-300
To city & state:	Mileage reimbursement @ \$1/mile:	-\$300
Total Mileage Reimbursement:		-\$600
<b>B</b>		
<b>C. When state-assigned FEPP equipment is used, \$50 per day reimbursement to the department may be requested. Engine use is retained by DFPC.</b>		
# days on incident		
Total FEPP Engine Reimbursement:		# days x \$50/day \$0.00
<b>C</b>		
<b>TOTAL A, B and C EXPENSE:</b>		<b>-\$600.00</b>

CDPS Form 10 - 2015

## Invoice Preparation Expense - 2015

CDPS Division of Fire Prevention & Control

CDPS Division of Homeland Security & Emergency Management

\_\_\_\_\_  
From Cooperator/Department

\_\_\_\_\_  
Incident Name & Number

### Department Invoice Preparation Expense

Identify number of hours and hourly payrate for time spent on incident invoice preparation.  
Local unit dispatching time is not a reimbursable expense.

_____			<b>\$0.00</b>
Name	# hrs	hrly pay rate	Subtotal
_____			<b>\$0.00</b>
Name	# hrs	hrly pay rate	Subtotal
_____			<b>\$0.00</b>
Name	# hrs	hrly pay rate	Subtotal
_____			<b>\$0.00</b>
Name	# hrs	hrly pay rate	Subtotal

Total Invoice Preparation Expense **\$0.00**

CDPS Form 11 - 2015

## Repair/Replacement Expense - 2015

CDPS Division of Fire Prevention & Control

CDPS Division of Homeland Security & Emergency Management

\_\_\_\_\_  
From Cooperator/Department

\_\_\_\_\_  
Incident Name

### Request for Lost or Damaged Tools and Equipment

Request for reimbursement can be included with other incident costs. If copy of paid repair invoice is not available, submit separate Cooperator Incident Assignment Invoice when documentation is available.

- Copies of pre-/post-use inspection(s) when completed by incident.
- Attach all reporting documentation from incident.
- Copy of paid invoice(s) for reimbursement.
- Include resource order from assignment.

Invoice(s) to be reimbursed:	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Repair/Replacement Request: **\$0.00**

COMMENTS:

CDPS Form 12 - 2015



**DPS Reimbursement Documentation Checklist (2015 Fire Season)**

Please include one checklist with all documentation from each mobilization. Complete a separate Invoice for each incident assignment during the mobilization. DFPC/DHSEM personnel will acknowledge receipt of reimbursement requests if email address is provided below.

Cooperator Name: \_\_\_\_\_ Date: \_\_\_\_\_

Incident Name(s): \_\_\_\_\_

\*\*\*\*\*  
DOCUMENTATION NEEDED WITH REQUEST FOR REIMBURSEMENT INVOICE:

- Signed Cooperator Incident Assignment Invoice for each incident.
  - Indicate whether **Mutual Aid** applies to this resource for this incident or not.
- Resource Order copy for initial mobilization. If no resource order is provided, explain why.
- Individual Salary Breakdown form for each individual. If there are expenses for more than one Individual, include Personnel Summary form.
  - Identify base and overtime hours OR overtime and backfill hours for each day.
  - Include hourly rates and benefits.
  - Indicate specific regular schedule for permanent employees.
- Original Emergency Firefighter Time Report (OF-288) from each incident.
  - Original Crew Time Reports (SF-261) are NOT required unless an OF-288 is not issued by the incident.
  - Include explanation if original incident documents are not included.
  - Signed CTR is required for return travel.
- Individual Travel Breakdown form for each individual. If there are expenses for more than one Individual, include Travel Expense Summary form.
  - Copies of lodging receipt(s) are required.
  - Copy of rental vehicle receipt - MUST have resource order authorization.
  - Shift Ticket for POV mileage documentation, if appropriate.
- Original Emergency Equipment Use Invoice(s) (OF-286) and pink copies of Emergency Equipment Shift Tickets (OF-297) for each piece of equipment from each incident. If there is more than one Emergency Equipment Use Invoice, include Equipment Use Summary form. Signed ST is required for return travel.
- Fuel Summary form with copies of itemized fuel receipts.
- Equipment Transport Summary form for each piece of equipment. Include transport documentation when engine, tender or ambulance is hauled via lowboy transport or driven to incident beyond 300 miles from home unit.
- Invoice Preparation Expense form for administrative processing time.
- Repair/Replacement Expense form for lost or damaged tools and equipment. A request for reimbursement for repair or replacement of tools or equipment requires additional documentation:
  - Copies of Vehicle/Heavy Equipment Safety Inspection Checklist(s) (OF-296) (both pre- and post-use) when completed by incident.
  - Copy of incident report documenting circumstances of loss or damage.
  - Copy of paid receipt(s) showing actual cost of item(s) purchased or repaired.
- Current approved CRRF copy (1<sup>st</sup> page & assigned equipment page only).
- Comments and additional expense documentation included:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department contact(s) for questions:		Send invoices to appropriate office: <b>DFPC</b> for fire assignments or <b>DHSEM</b> for state all-hazards assignments
Name	Phone #	
Email	Fax #	

CDPS Form 13 - 2015

Full document available at <http://dhsem.state.co.us/emergency-management/operations/resource-mobilization/reimbursement-packet>







## Colorado Cooperator Resource Standard Rates Schedule - 2014-2017

EQUIPMENT	SPEC	SEE	HP	NOTES	UNIT	RATE	DAILY QUANTITE
Trailer, CTR	10' x 32'				Each	\$ 52.00	-
Trailer, Water	4000 gal				Each	\$ 130.00	-
Trailer, Water	6000 gal			Includes a cordless sump with sump and a reel w/holder.	Each	\$ 160.00	-
Trailer, Water	10000 gal			Includes a cordless sump with sump and a reel w/holder.	Each	\$ 200.00	-
Trailer, Water	14000 gal			Includes a cordless sump with sump and a reel w/holder.	Each	\$ 240.00	-
Truck, Crew Carrier	12 cy	b- 300			Each	\$ 112.00	\$ 660.00
Truck, Crew Carrier	6 cy	b- 220			Each	\$ 92.00	-
Truck, Dump	10 cy	b- 520			Each	\$ 53.00	\$ 424.00
Truck, Dump	12 cy	b- 600			Each	\$ 61.00	\$ 544.00
Truck, Dump	15 cy	b- 600			Each	\$ 61.00	\$ 780.00
Truck, Dump	18 cy	b- 600			Each	\$ 61.00	\$ 1,170.00
Truck, The Leader	10000 gal	b- 400			Each	\$ 187.00	\$ 1,480.00
Truck, The Leader	12000 gal	b- 370			Each	\$ 224.00	\$ 1,792.00
Truck, Tractor	15000 lb	b- 300			Each	\$ 60.00	-
Truck, Tractor	18000 lb	b- 370			Each	\$ 81.00	-
Truck, Utility	28 cy	b- 750			Each	\$ 52.00	\$ 660.00
Truck, Utility	32 cy	b- 520			Each	\$ 42.00	\$ 588.00
Truck, Utility	12 ton				Each	\$ 24.00	-
Truck, Utility	20 ton				Each	\$ 40.00	-
Truck, Utility	25 ton				Each	\$ 50.00	-
Truck, Utility	30 ton				Each	\$ 60.00	-
Truck, Utility	35 ton				Each	\$ 70.00	-
Truck, Utility	40 ton				Each	\$ 80.00	-
Truck, Utility	45 ton				Each	\$ 90.00	-
Truck, Utility	50 ton				Each	\$ 100.00	-
Truck, Utility	55 ton				Each	\$ 110.00	-
Truck, Utility	60 ton				Each	\$ 120.00	-
Truck, Utility	65 ton				Each	\$ 130.00	-
Truck, Utility	70 ton				Each	\$ 140.00	-
Truck, Utility	75 ton				Each	\$ 150.00	-
Truck, Utility	80 ton				Each	\$ 160.00	-
Truck, Utility	85 ton				Each	\$ 170.00	-
Truck, Utility	90 ton				Each	\$ 180.00	-
Truck, Utility	95 ton				Each	\$ 190.00	-
Truck, Utility	100 ton				Each	\$ 200.00	-
Truck, Utility	105 ton				Each	\$ 210.00	-
Truck, Utility	110 ton				Each	\$ 220.00	-
Truck, Utility	115 ton				Each	\$ 230.00	-
Truck, Utility	120 ton				Each	\$ 240.00	-
Truck, Utility	125 ton				Each	\$ 250.00	-
Truck, Utility	130 ton				Each	\$ 260.00	-
Truck, Utility	135 ton				Each	\$ 270.00	-
Truck, Utility	140 ton				Each	\$ 280.00	-
Truck, Utility	145 ton				Each	\$ 290.00	-
Truck, Utility	150 ton				Each	\$ 300.00	-
Truck, Utility	155 ton				Each	\$ 310.00	-
Truck, Utility	160 ton				Each	\$ 320.00	-
Truck, Utility	165 ton				Each	\$ 330.00	-
Truck, Utility	170 ton				Each	\$ 340.00	-
Truck, Utility	175 ton				Each	\$ 350.00	-
Truck, Utility	180 ton				Each	\$ 360.00	-
Truck, Utility	185 ton				Each	\$ 370.00	-
Truck, Utility	190 ton				Each	\$ 380.00	-
Truck, Utility	195 ton				Each	\$ 390.00	-
Truck, Utility	200 ton				Each	\$ 400.00	-
Truck, Utility	205 ton				Each	\$ 410.00	-
Truck, Utility	210 ton				Each	\$ 420.00	-
Truck, Utility	215 ton				Each	\$ 430.00	-
Truck, Utility	220 ton				Each	\$ 440.00	-
Truck, Utility	225 ton				Each	\$ 450.00	-
Truck, Utility	230 ton				Each	\$ 460.00	-
Truck, Utility	235 ton				Each	\$ 470.00	-
Truck, Utility	240 ton				Each	\$ 480.00	-
Truck, Utility	245 ton				Each	\$ 490.00	-
Truck, Utility	250 ton				Each	\$ 500.00	-
Truck, Utility	255 ton				Each	\$ 510.00	-
Truck, Utility	260 ton				Each	\$ 520.00	-
Truck, Utility	265 ton				Each	\$ 530.00	-
Truck, Utility	270 ton				Each	\$ 540.00	-
Truck, Utility	275 ton				Each	\$ 550.00	-
Truck, Utility	280 ton				Each	\$ 560.00	-
Truck, Utility	285 ton				Each	\$ 570.00	-
Truck, Utility	290 ton				Each	\$ 580.00	-
Truck, Utility	295 ton				Each	\$ 590.00	-
Truck, Utility	300 ton				Each	\$ 600.00	-
Truck, Utility	305 ton				Each	\$ 610.00	-
Truck, Utility	310 ton				Each	\$ 620.00	-
Truck, Utility	315 ton				Each	\$ 630.00	-
Truck, Utility	320 ton				Each	\$ 640.00	-
Truck, Utility	325 ton				Each	\$ 650.00	-
Truck, Utility	330 ton				Each	\$ 660.00	-
Truck, Utility	335 ton				Each	\$ 670.00	-
Truck, Utility	340 ton				Each	\$ 680.00	-
Truck, Utility	345 ton				Each	\$ 690.00	-
Truck, Utility	350 ton				Each	\$ 700.00	-
Truck, Utility	355 ton				Each	\$ 710.00	-
Truck, Utility	360 ton				Each	\$ 720.00	-
Truck, Utility	365 ton				Each	\$ 730.00	-
Truck, Utility	370 ton				Each	\$ 740.00	-
Truck, Utility	375 ton				Each	\$ 750.00	-
Truck, Utility	380 ton				Each	\$ 760.00	-
Truck, Utility	385 ton				Each	\$ 770.00	-
Truck, Utility	390 ton				Each	\$ 780.00	-
Truck, Utility	395 ton				Each	\$ 790.00	-
Truck, Utility	400 ton				Each	\$ 800.00	-
Truck, Utility	405 ton				Each	\$ 810.00	-
Truck, Utility	410 ton				Each	\$ 820.00	-
Truck, Utility	415 ton				Each	\$ 830.00	-
Truck, Utility	420 ton				Each	\$ 840.00	-
Truck, Utility	425 ton				Each	\$ 850.00	-
Truck, Utility	430 ton				Each	\$ 860.00	-
Truck, Utility	435 ton				Each	\$ 870.00	-
Truck, Utility	440 ton				Each	\$ 880.00	-
Truck, Utility	445 ton				Each	\$ 890.00	-
Truck, Utility	450 ton				Each	\$ 900.00	-
Truck, Utility	455 ton				Each	\$ 910.00	-
Truck, Utility	460 ton				Each	\$ 920.00	-
Truck, Utility	465 ton				Each	\$ 930.00	-
Truck, Utility	470 ton				Each	\$ 940.00	-
Truck, Utility	475 ton				Each	\$ 950.00	-
Truck, Utility	480 ton				Each	\$ 960.00	-
Truck, Utility	485 ton				Each	\$ 970.00	-
Truck, Utility	490 ton				Each	\$ 980.00	-
Truck, Utility	495 ton				Each	\$ 990.00	-
Truck, Utility	500 ton				Each	\$ 1,000.00	-

## Colorado Cooperator Resource Standard Rates Schedule - 2014-2017

EQUIPMENT	PIECES	SIZE	HP	NOTES	UNIT	RATE	DAILY QUANTITIES
CRAN					Crk	\$ 360.00	
CRANE TRUCK		60 IN		501110 Generator	Crk	\$ 601.00	
Crane				Truck with 2000 Gallon Tank	Crk	\$ 441.75	
Crane				Truck with 2000 Gallon Tank	Crk	\$ 404.67	
CRTR				444 Ton Axle, Truck Transport	Crk	\$ 768.00	
Crane				Truck	Crk	\$ 703.07	
CH-187				100 Ton Crane Truck	Crk	\$ 670.00	
CH-1				Truck, Loader	Crk	\$ 495.07	
<b>Fire and Wildland</b>							
C-13				Structural 1/2 engine	hourly	\$ 1,701.00	
Booby Wilson					hourly	\$ 601.00	
CH-47D				Crane	hourly	\$ 10,170.00	
CH-47F				Truck	hourly	\$ 5,463.00	
CH-47A				Truck	hourly	\$ 4,654.00	
CH-45B				Truck	hourly	\$ 3,656.00	
CH-45H				Truck	hourly	\$ 2,781.00	



**COLORADO RESOURCE RATE FORM (CRRF) 2014 -2017**

Colorado Department of Public Safety (CDPS)

Division of Fire Prevention and Control (DFPC)

Division of Homeland Security and Emergency Management (DHSEM)

<b>1. ORDERING OFFICE</b> Ordering of Cooperator resources is outlined in the Annual Operating Plan for the county shown in Block 2 and the State of Colorado Emergency Operations Plan.	<b>2. COUNTY</b>	<b>3. INTERAGENCY DISPATCH CENTER</b>
Agency References: NPS Agreement F1249110016 BLM Agreement BLM-MOU-CO-538 USFS Agreement 11-FI-11020000-017 BIA Agreement A11PG00030 F&WS Agreement none FEMA Agreement none	<b>4. EFFECTIVE DATES</b> - May 1, 2014 through April 30, 2017	
	<b>5. COOPERATOR</b> Unit Identifier: CO- Vendor ID: Name: Address: City: State: CO Zip Code: Admin Email: Admin Phone: Fax: Dispatch / 24 hour Phone:	
<b>6. CONTACTS – FIRE</b> DFPC Business staff (970) 491-8538 <a href="http://dfpc.state.co.us/">http://dfpc.state.co.us/</a>	<b>7. PAYMENT OFFICE – FIRE INCIDENTS</b> Colorado Division of Fire Prevention & Control Building 1049, 5080 Campus Delivery Fort Collins, CO 80523-5080	
<b>8. CONTACTS – ALL HAZARD</b> DHSEM Main Office (720) 852-8889 <a href="http://dhsem.state.co.us/">http://dhsem.state.co.us/</a>	<b>9. PAYMENT OFFICE – ALL-HAZARD INCIDENTS</b> Colorado Division of Homeland Security and Emergency Management – Logistics Unit 9195 East Mineral Avenue – Suite 200 Centennial, CO 80112	
<b>10. COOPERATOR EMERGENCY CONTACT ( Name, Phone, and Fax)</b>		
<b>11. SPECIAL PROVISIONS</b>		
<b>12. BILLING INFORMATION</b> Originals of all payment documents should be given to the cooperator at time of release from incident. Incident agency should keep the file copies only. Cooperators must submit <u>original payment documents</u> to the appropriate payment office listed above for reimbursement. DFPC or DHSEM will bill the appropriate incident jurisdictional agency.  Personnel time will be documented and billed at actual cost for incident assignments. All cooperator personnel will be compensated at established rates as documented with the Colorado DPS.		

This document provides the agreed upon costs associated with the listed resources and creates no obligation to either party. As a Cooperator, this identifies costs associated with the listed resources. Availability of these resources is not guaranteed. If available when requested, these resources will be supplied under the above conditions at the indicated cost subject to the conditions detailed in the attached CRRF Use and Conditions document. I certify that the equipment listed here is either Cooperator-owned, or placed under agreement with the State of Colorado. All Cooperator personnel have cooperator-provided workers compensation coverage.

As a Cooperator, I certify by signing this document that neither the Cooperator nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. I also agree to immediately provide an update to the Colorado Department of Public Safety in the event this status changes.

\_\_\_\_\_  
Cooperator Signature Printed Name and Title Date

\_\_\_\_\_  
CDPS Approval Signature Printed Name, Title, and Agency Date

CDPS-CRRF-2014-2017 ver.2

Email to [CDPS\\_SEOC\\_LOGISTICS@STATE.CO.US](mailto:CDPS_SEOC_LOGISTICS@STATE.CO.US)



**Cooperator Name:**  
**Unit Identifier: CO-**

Equipment work rates do not include personnel or operating supplies (fuel and oil).

13. Resource Description (Include call sign, make, model, year, VIN, license number)	14. Kind	15. Type	16. Work Rate		17. Minimum Daily Guarantee	18. Ordering System STATE USE ONLY
			a. Rate \$	b. Unit		
(a)						
(b)						
(c)						
(d)						
(e)						
(f)						
(g)						
(h)						
(i)						
(j)						

Cooperator Initials: \_\_\_\_\_

Approved by: \_\_\_\_\_  
 CDPS Signature                      Printed Name, Title, and Agency                      Date

**Cooperator Name:**  
**Unit Identifier: CO-**

Equipment work rates do not include personnel or operating supplies (fuel and oil).

13. Resource Description (Include call sign, make, model, year, VIN, license number)	14. Kind	15. Type	16. Work Rate		17. Minimum Daily Guarantee	18. Ordering System STATE USE ONLY
			a. Rate \$	b. Unit		
(a)						
(b)						
(c)						
(d)						
(e)						
(f)						
(g)						
(h)						
(i)						
(j)						

Cooperator Initials: \_\_\_\_\_

Approved by: \_\_\_\_\_  
 CDPS Signature Printed Name, Title, and Agency Date

# Appendix S: Resource Mobilization Fund Request Form



**COLORADO**  
Department of Public Safety

## Resource Mobilization Fund Analysis & Request Form

The Resource Mobilization (RM) Fund Analysis and Request Form is completed by either the Regional Field Manager (RFM) for all-hazard incidents (excluding wildfire) or by the Regional Fire Management Officer (FMO) for wildfire incidents upon request by either the County Sheriff, County or Tribal Executive, Tribal Council, Board of County Commissioners, Local Emergency Manager, or the Incident Commander acting under a delegation of authority. After completion, the request is forwarded through the appropriate Division Director to the Executive Director.

Incident Name:		County:			
Type of Hazard:		Incident Complexity:			
DHSEM RFM: DFPC FMO:		Date of Request:			
Requestor Name, Title, and Agency:		Current		Predicted	
Amount Requested: \$		Yes	No	Yes	No
Is this request being made during the response phase of the incident?					
Are there threats to life safety?					
Are there immediate threats to private property or critical infrastructure?					
Is this incident expected to exceed the response capabilities of the local jurisdiction?					
Is this incident expected to exceed the financial resources of the local jurisdiction?					
Has local mutual aid networks been fully exhausted by the local jurisdiction?					
RFM/FMO Recommendation: (Specify how the funds will be utilized.)					

Pursuant to the authority vested in me in C.R.S. 24-33.5-705.4 (6), I hereby APPROVE / DISAPPROVE this request.

\_\_\_\_\_  
Stan Hilkey, Executive Director, CDPS

\_\_\_\_\_  
Date

Amount Approved: \$	
cc: DHSEM Finance, DHSEM Logistics	

DHSEM, V1.6, December 2015

# Appendix T: Sample State of Colorado Memorandum of Understanding with County Agencies

## *STATE OF COLORADO MEMORANDUM OF UNDERSTANDING WITH COUNTY AGENCIES*



THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between \_\_\_\_\_ County and The Division of Homeland Security and Emergency Management; Office of Emergency Management (hereinafter referred to as “Agency”).

WHEREAS, the Intergovernmental Agreement for Emergency Management for the state of Colorado provides for the sharing of costs of services or functions by and between political subdivisions per C.R.S. 29-1-203;

WHEREAS, it is in the best interests of \_\_\_\_\_ County that it may have access to services and equipment from AGENCY to assist in responding to the emergency disaster needs by supplementing their own resources and AGENCY is willing to assist and make available its resources to \_\_\_\_\_, County.

WHEREAS, it is agreed up both \_\_\_\_\_ County and the AGENCY that the cost for requested equipment shall be at the rate the day prior the disaster or request for equipment \_\_\_\_\_ County will provide for food, shelter, showers, and fuel for equipment.

### Preservation of Immunity

Nothing in this MOU shall be construed as a waiver of immunity provided by common law or by statute, specifically the Colorado Governmental Immunity Act, Section 24-10-101, et. seq., C.R.S., or as an assumption of any duty.

### Hold Harmless

Both \_\_\_\_\_ County and Agency waive all claims and causes of action against each other for compensation, damage, personal injury or death occurring as a consequence, direct or indirect, of the performance of this MOU, to the extent permitted by, and without waiving any protections or other provisions of the Colorado Governmental Immunity Act.

Employee Status

No performance under this MOU by personnel of either jurisdiction hereto, shall in any respect alter or modify the status of officers, agents, or employees of the respective jurisdictions for purposes of worker's compensation or their benefits or entitlements, pension, levels or types of training, internal discipline, certification, or rank procedures, methods, or categories, or for any purpose, or condition or requirement of employment.

**JURISDICTION:** \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Approves as to:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**State Approval:**

By: \_\_\_\_\_

Title: Director, Colorado Division of Homeland Security and Emergency Management;  
Office of Emergency Management.

9195 E Mineral Ave #200, Centennial Colorado 80112

Date: \_\_\_\_\_

## Appendix U: Situation Report Template

### Colorado Department of Public Safety Situation Report

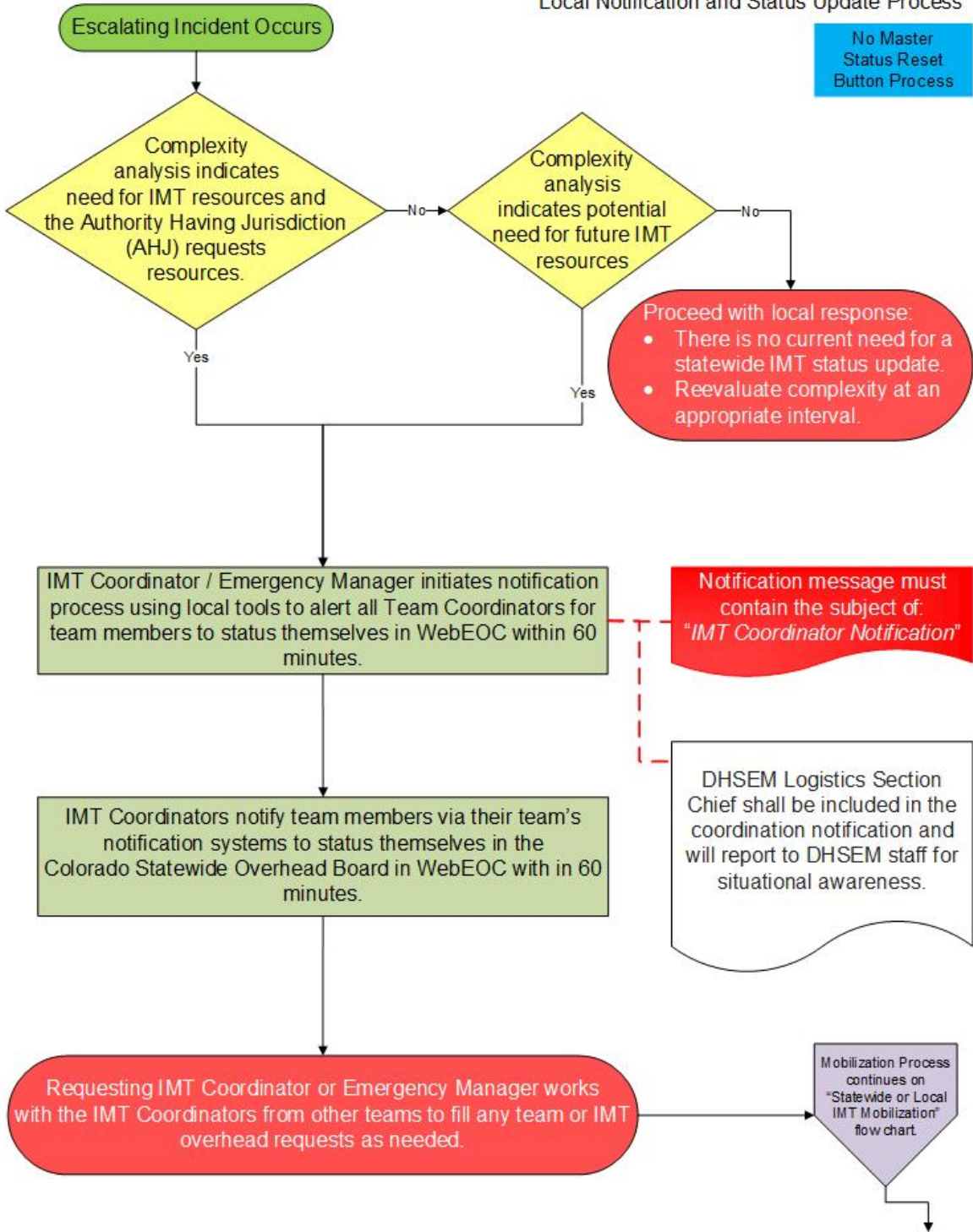
**\*\*Disclaimer this situation report may or may not be fully vetted.  
This is situation report is solely intended to provide information and status in quickly  
evolving situations. \*\***

1. Initial Report Date/Time:
2. Incident Type:
3. Location:
4. Event Start Date/Time:
5. Agencies Involved/Resources Committed:
6. Cdps Units Involved:
7. Assistance Requested:
8. Deaths/Injuries:
9. Damage:
10. Evacuation Status/#:
11. Current Situation:
12. Future Threats:
13. Out Of State Event / Colorado Nexus:
14. Incident Command Jurisdiction/Location:
15. IC Name:
16. EOC Name:
17. OEM POC:
18. DFPC POC:
19. CIAC POC:

# Colorado State IMT Program

## Local Notification and Status Update Process

No Master Status Reset Button Process



10/01/16



## COLORADO

### Division of Homeland Security & Emergency Management

Department of Public Safety  
Logistics Section  
9195 E. Mineral Avenue, Suite 200  
Centennial, CO 80112

## IMT Local Notification and Status Update Process

**Purpose:** To provide a process for local notification and statusing of incident management team (IMT) resources for local deployment to an incident occurring in the State of Colorado.

**Policy:** The following policy shall be adopted and adhered to by all requesting agencies, the Colorado Division of Homeland Security and Emergency Management (DHSEM), Local IMT Coordinators, and incident management team members.

**Procedure:** Upon receiving a report of an incident that requires a possible or imminent deployment of IMT resources the following actions should be followed to ensure proper notification and selection for deployment from the local agency ordering perspective.

1. When an escalating incident occurs at a local level a complexity analysis should be used to determine if IMT resources are needed.
  - a. The complexity analysis is performed by the local jurisdiction / Authority Having Jurisdiction (AHJ), DHSEM Field Manager or DFPC Fire Management Officer. If the complexity analysis indicates a current or future need for type 3 IMT resources the notification process shall be initiated.
  - b. If the complexity analysis does not indicate the need for type 3 IMT resources the local response will continue to manage the incident. The incident complexity should be reevaluated at appropriate intervals to ensure timely requests of IMT resources in the future.
2. If indicated, the emergency manager or IMT coordinator from the involved local jurisdiction / AHJ shall send a request to all IMT Coordinators via local tools to request team members' status update in the Colorado Statewide Overhead Board in WebEOC within 60 minutes. This is to create a statewide IMT status profile. The message sent shall be in the following format:  
*SUBJECT: IMT Coordinator Notification*  
*MESSAGE: Please have all team members update their status on the Colorado Statewide Overhead Board in WebEOC by xx:xx hours {60 minutes from the time message is sent}.*
3. The IMT Coordinators shall notify their team members via their team's notification systems to status themselves in the Colorado Statewide Overhead Board in WebEOC within 60 minutes or other identified time.

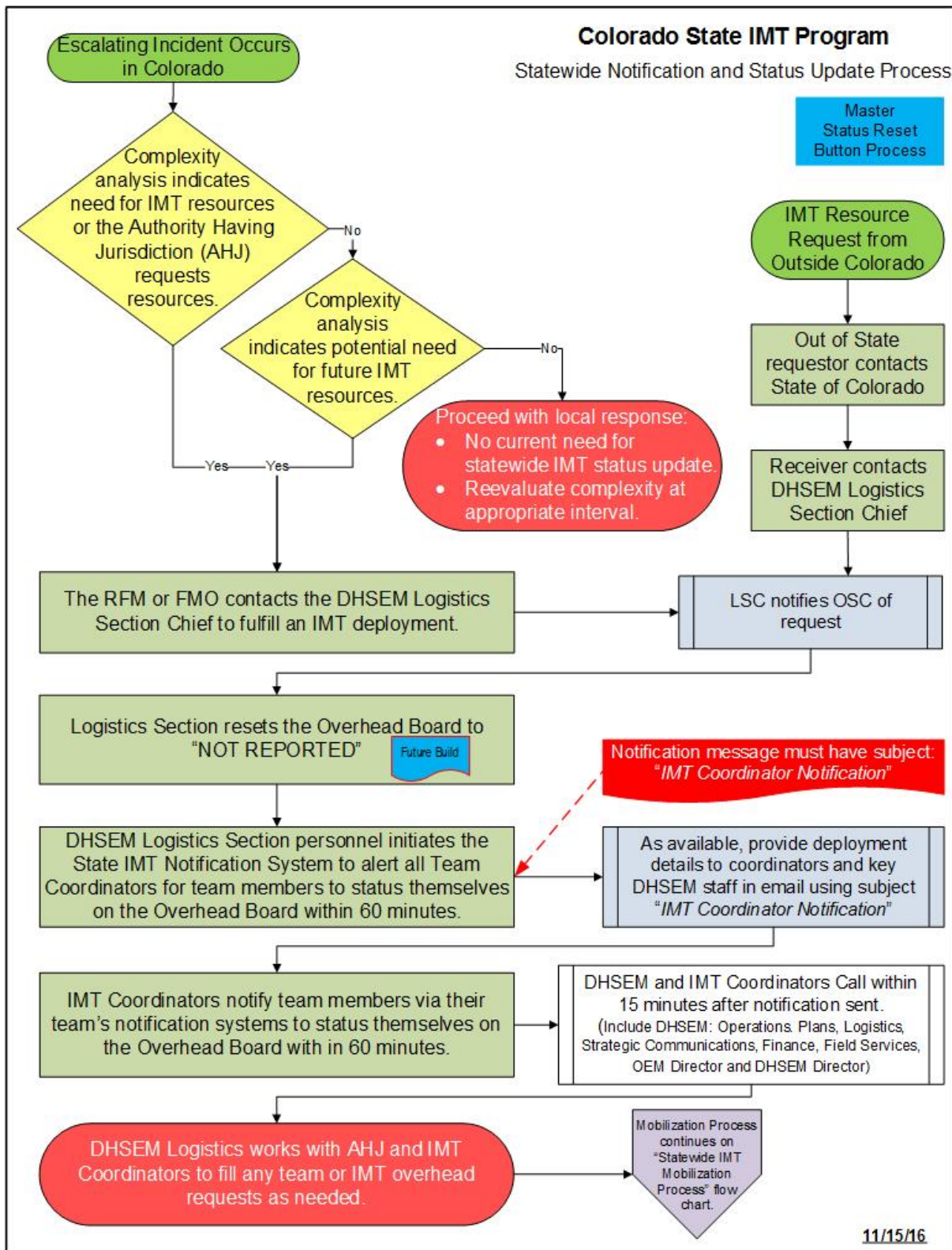


- a. DHSEM Logistics Section Chief shall be included in the coordination notification and will report to DHSEM staff for situational awareness.
4. The requesting Emergency Manager / IMT Coordinator will work with the local jurisdiction / AHJ and the other IMT Coordinators to fill any team or IMT overhead requests as needed.
5. The State-Wide Mobilization Process shall be used to deploy IMTs to an incident.

Version: 10/01/16

# Colorado State IMT Program

## Statewide Notification and Status Update Process



11/15/16



## COLORADO

### Division of Homeland Security & Emergency Management

Department of Public Safety  
Logistics Section  
9195 E. Mineral Avenue, Suite 200  
Centennial, CO 80112

### **IMT Statewide Notification and Status Update Process**

**Purpose:** To provide a process for statewide notification and statusing of incident management team (IMT) resources for deployment to an incident occurring in or outside of the State of Colorado.

**Policy:** The following policy shall be adopted and adhered to by all requesting agencies, the Colorado Division of Homeland Security and Emergency Management (DHSEM), IMT Coordinators, and incident management team members.

**Procedure:**

Upon receiving a report of an incident that requires a possible or imminent deployment of IMT resources the following actions should be followed to ensure proper notification and selection for deployment.

For incidents occurring in Colorado:

1. When an escalating incident occurs a complexity analysis should be used to determine if IMT resources are needed.
  - a. The complexity analysis is performed by the Authority Having Jurisdiction (AHJ). For State IMT Deployments, a DHSEM Field Manager, and/or DFPC Fire Management Officer should be involved in the complexity analysis process. If the complexity analysis indicates an imminent or future need for IMT, the notification process shall be initiated.
  - b. If the complexity analysis does not indicate the imminent or future need for IMT the local AHJ will continue to manage the incident. The incident complexity should be reevaluated at appropriate intervals to ensure timely requests of IMT resources in the future.
2. If indicated, the involved DHSEM Field Manager or DFPC Fire Management Officer shall notify the DHSEM Logistics Section of a possible or imminent IMT request.

For incident requests from outside of Colorado:

1. The requesting out-of-state jurisdiction contacts the State of Colorado via various methods.
2. The party who receives the request shall contact the DHSEM Logistics Section Chief and provide the details of the request and the requestors contact information.

For both incidents occurring in Colorado and requests from outside of Colorado:

3. The DHSEM Logistics Section then:
  - a. Notifies DHSEM Operations
  - b. Changes the status of all records in the Colorado Statewide Overhead Board to "Not Reported" (Future Build)
  - c. Sends a request to all IMT Coordinators for team member status updates via the State IMT Notification System within 60 minutes. This is to create a statewide IMT status

profile. The message sent shall be in the following format:

*SUBJECT: IMT Coordinator Notification*

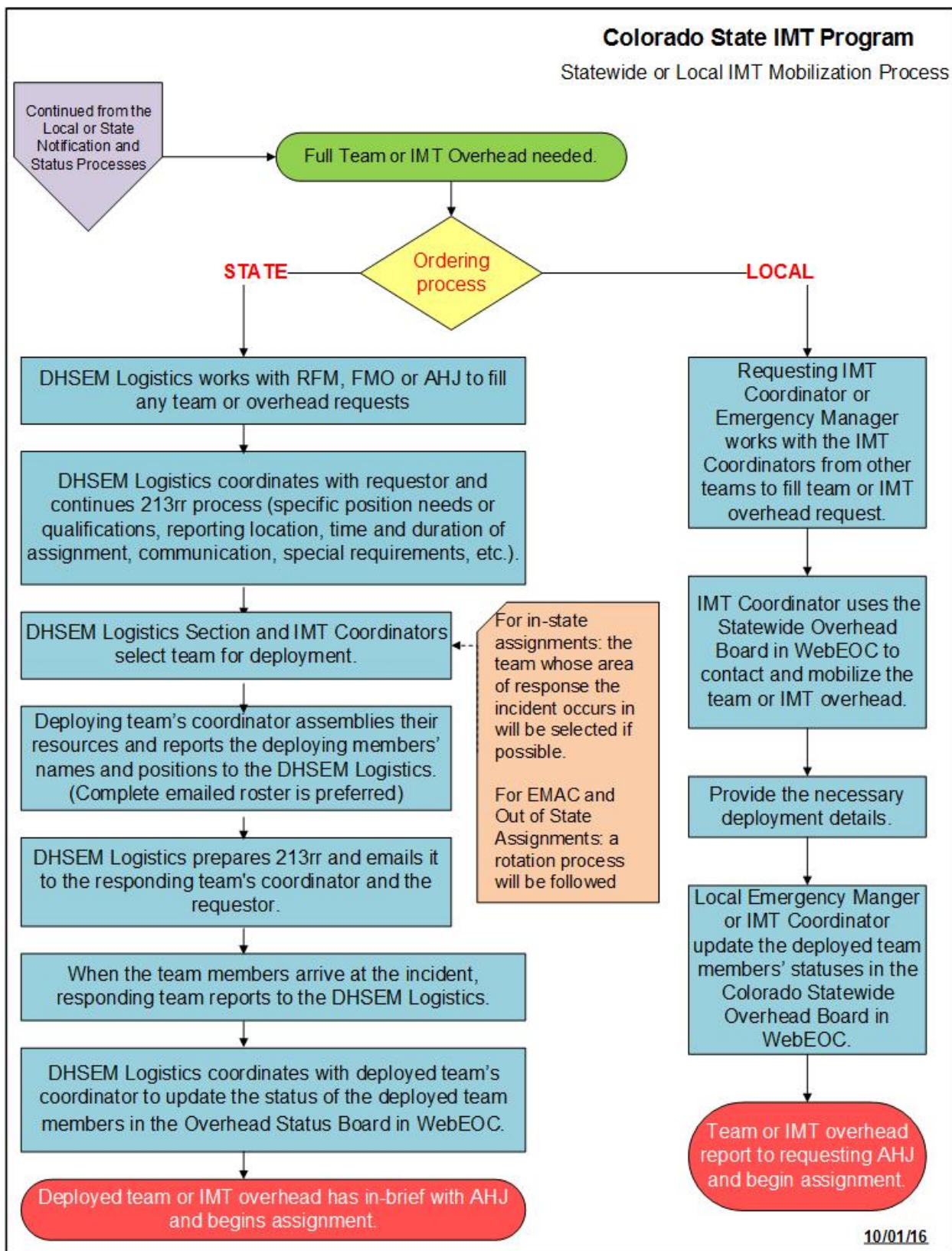
*MESSAGE: Please have all team members update their status on the Colorado Statewide Overhead Board in WebEOC by xx:xx hours. IMT Coordinator / DHSEM Staff conference call at xx:xx hours, xxx-xxx-xxxx; xxxxxx#*

- d. As available, details for the deployment should be sent to the "IMT Coordinator Notification" Group along with DHSEM Staff
4. The IMT Coordinators shall notify their team members via their team's notification systems to status themselves in the Colorado Statewide Overhead Board by the prescribed time.
5. DHSEM and the IMT Coordinators will hold a Conference call within 15 minutes after the initial "IMT Coordinator Notification" message.
  - a. This call should include the DHSEM personnel from the following sections: Operations, Plans, Logistics, Strategic Communications, Finance, Field services, the OEM director, and the division director.
6. The DHSEM Logistics Section will work the local jurisdiction / Authority Having Jurisdiction (AHJ) and IMT Coordinators to fill any team or overhead personnel requests as needed.
  - a. The State-Wide Mobilization Process shall be used to deploy IMTs to an incident.

Version: 11/15/16

## Colorado State IMT Program

Statewide or Local IMT Mobilization Process



10/01/16



## COLORADO

### Division of Homeland Security & Emergency Management

Department of Public Safety  
Logistics Section  
9195 E. Mineral Avenue, Suite 200  
Centennial, CO 80112

## IMT Statewide Mobilization System Process

Purpose: To provide a process and procedure for deploying incident management teams (IMT) resources to an incident occurring in or outside of the State of Colorado.

Policy: The following policy shall be adopted and adhered to by all requesting agencies, the Colorado Division of Homeland Security and Emergency Management (DHSEM), IMT Coordinators, and incident management team members.

### Procedure:

The State IMT Mobilization Process typically begins when DHSEM receives a request for a full team or IMT Overhead. The request may be placed by an Authority Having Jurisdiction (AHJ), DHSEM Field Manager, Division of Fire Prevention & Control (DFPC) Fire Management Officer, or an out of state request. The Mobilization Process begins after the State IMT Notification and Status Update Process is complete.

### Full Team and Overhead Deployment

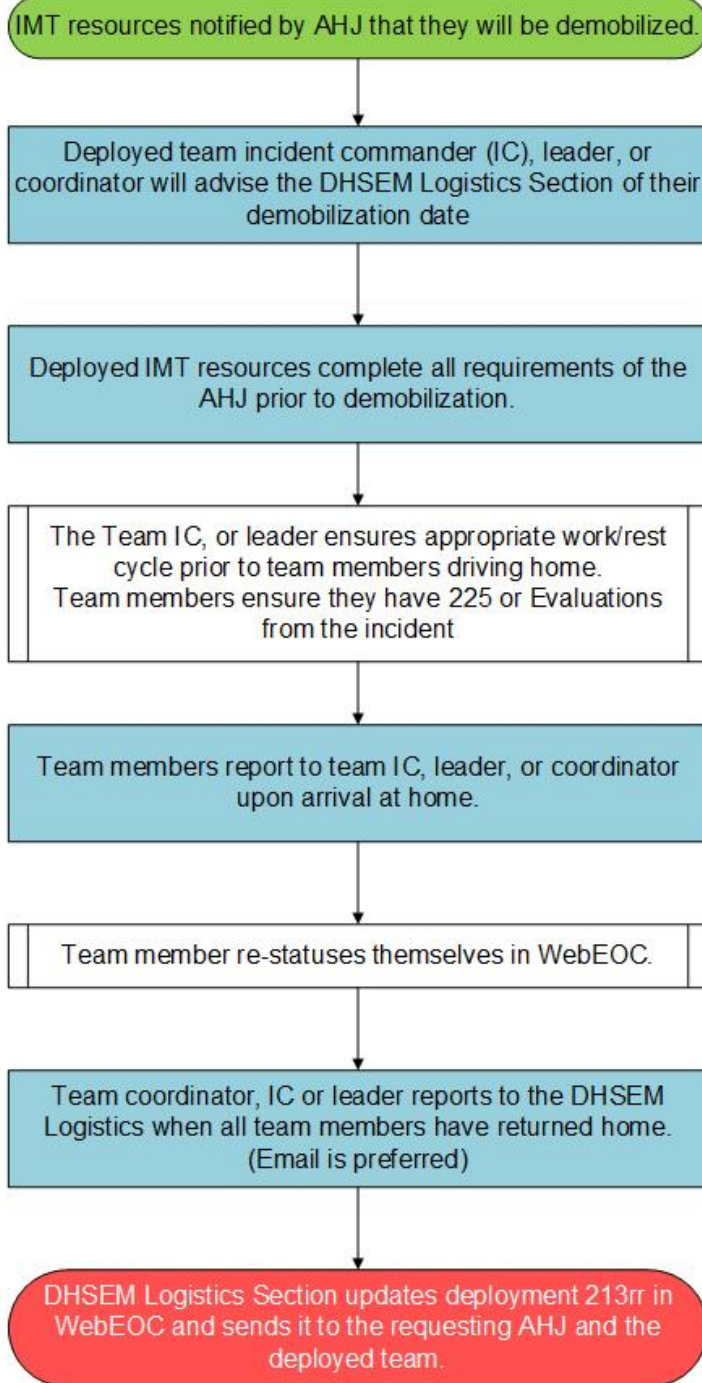
1. Request for IMT resources is placed by an Authority Having Jurisdiction (AHJ), a DHSEM Field Manager, a DFPC Fire Management Officer or an out of state request is received.
2. The DHSEM Logistics Section Chief contacts the requestor who provides details of the request and continues the 213rr process (i.e., specific position needs or qualifications, reporting location, time and duration of assignment, communication links, special requirements, etc.).
3. Together with the IMT Coordinators, the DHSEM Logistics Section selects a team for deployment.
  - a. For in-state assignments, the team whose area of response the incident occurs in will be selected if a critical mass of team members is available and not involved in the initial response.
  - b. For EMAC and Out of State Assignments, a rotation process is used to ensure all teams have equal access to deployment opportunities.
4. The deploying team coordinator assembles their resources and reports the deploying members' names and positions to the DHSEM Logistics Section Chief. (a complete email roster is preferred).
5. The DHSEM Logistics Section prepares a 213rr and emails it to the responding team coordinator as well as the requestor.
6. When the team members arrive at the incident, the responding team reports to the DHSEM Logistics Section that they have arrived.

- a. The DHSEM Logistics Section coordinates with the deployed team coordinator to update the deployed team members' statuses in the Overhead Status Board in WebEOC.
7. Deployed team or IMT overhead has in brief with AHJ and begins assignment.

Version: 10/01/16

## Colorado State IMT Program

### IMT Demobilization Process



10/01/16





## COLORADO

### Division of Homeland Security & Emergency Management

Department of Public Safety

Logistics Section  
9195 E. Mineral Avenue, Suite 200  
Centennial, CO 80112

## IMT Demobilization and Status Update Process

Purpose: To provide a process for demobilizing and re-statusing incident management team (IMT) resources following an incident.

Policy: The following policy shall be adopted and adhered to by all requesting agencies, the Colorado Division of Homeland Security and Emergency Management (DHSEM), IMT Coordinators, and incident management team members.

Procedure:

Upon receiving notification that IMT resources have been advised of a pending demobilization by the requesting AHJ:

1. The deployed team incident commander (IC), leader, or coordinator will advise the DHSEM Logistics Section of their demobilization date.
2. Deployed IMT resources complete all requirements for the AHJ prior to demobilization.
3. The Team IC, or leader ensures appropriate work/rest cycle prior to team members driving home.
  - a. Team members ensure they have 225 or Evaluations from the incident.
4. Team members report to team IC, leader, or coordinator upon arrival at home.
5. Team member's re-statuses themselves in WebEOC.
  - a. Team coordinator shall confirm this has been completed within 48 hours of demob.
6. Team coordinator, IC or leader reports to the DHSEM Logistics section when all team members have returned home. (email is preferred)
7. DHSEM Logistics Section updates deployment 213rr in WebEOC and sends it to the requesting AHJ and the deployed team.

Version: 10/01/16

Revised and Published April 11, 2017