

PUBLIC WORKS MUTUAL AID AGREEMENT
NO. 62170

ADDITIONAL PARTIES TO AGREEMENT

CITY AND COUNTY OF SAN FRANCISCO

IN WITNESS THEREOF, the parties hereto have executed this Agreement by their duly authorized officers on the dates hereinafter indicated.

BY:



Mohammed Nuru, San Francisco Public Works Director
City and County of San Francisco

DATE: July 10, 2019

ATTEST:

BY:



Larry Stringer, San Francisco Public Works Deputy Director for Operations
City and County of San Francisco

DATE: July 10, 2019



London N. Breed
Mayor

Mohammed Nuru
Director

San Francisco Public Works
1 Dr. Carlton B. Goodlett Pl.
Room 348
San Francisco, CA 94102
tel 415-554-6920

sfpublicworks.org
facebook.com/sfpublicworks
twitter.com/sfpublicworks
twitter.com/mrcleansf

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Jeremy Spitz, Special Assistant for Legislative Affairs
DATE: March 20, 2019
SUBJECT: Public Works Mutual Aid Agreement

Dear Ms. Calvillo,

The California Emergency Services Act (Government Code, Sections 8550 et seq. and Sections 8630 et seq.) authorizes political subdivisions, including the City and County of San Francisco, to provide mutual aid to any affected area in periods of local emergency. Presently, 19 counties and 155 cities throughout the State of California have become parties to the Public Works Mutual Aid Agreement, including Marin County and Solano County. The Agreement is a means for public works agencies to give and receive mutual aid quickly following a catastrophic disaster, such as a large earthquake. It is voluntary and participating agencies are under no obligation to provide or deplete their own resources.

San Francisco Public Works wishes to become a party to the Public Works Mutual Aid Agreement. The agreement procedures require a signature page and a resolution from the governing body. If given approval to enter into the agreement, the department's signature page would be added to the original 1989 agreement. The recital terms of that agreement follow below.

PUBLIC WORKS MUTUAL AID AGREEMENT

This Mutual Aid Agreement ("Agreement") is made and entered into by those parties who have adopted and signed this Agreement.

WHEREAS, the California Office of Emergency Services, the League of California Cities, the County Supervisors Association of California, and the American Public Works Association have expressed a mutual interest in the establishment of a plan to facilitate and encourage public works mutual aid agreements between political subdivisions throughout California; and

WHEREAS, the parties hereto have determined that it would be in their best interests to enter into an agreement that implements that plan and sets forth procedures and the responsibilities of the parties whenever emergency personnel, equipment and facility assistance is provided from one party's Public Works Department to the other; and

WHEREAS, no party should be in a position of depleting unreasonably its own resources, facilities, or services providing such mutual aid; and

WHEREAS, such an agreement is in accord with the California Emergency Services Act set forth in Title 2, Division 1, Chapter 7 (Section 8550 et seq.) of the Government Code and specifically with Article 14 (Section 8630 et seq.) of the Act.

NOW, THEREFORE, IN CONSIDERATION OF THE CONDITIONS AND COVENANTS CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. For this Agreement, the following terms shall be ascribed the following meanings:
 - A. "Coordinator" shall mean the person designated by each party to act on behalf of that party on all matters relative to mutual aid, to include but not be limited to requests, responses, and reimbursement.
 - B. "Local Emergency" shall mean the actual or threatened existence of conditions of disaster or extreme peril to the safety of persons or property within the territorial limits of one of the parties caused by human or natural conditions such as air pollution, fire, flood, storm, wind, earthquake, explosion, transportation accident, hazardous material problem, tsunami, sudden or severe energy shortage, epidemic, riot or other occurrences, other than conditions resulting from a labor controversy, which occurrences, or the immediate threat thereof, are likely to be beyond the control of personnel, equipment or facilities of the other party are therefore desired to combat.
 - C. An "Operational Area" for the coordination of public works mutual aid shall normally be a County and all the jurisdictions within the County that are parties to this Agreement. A different public works operational area may be established by the parties in some unique cases.
2. Coordinators designated by each party shall be designated by Title, Name, Address and Phone Number, and if said Coordinator changes, the other parties of the Agreement shall be notified in writing as soon as practical after the appointment has been made through the Agreement Coordinator designated in Paragraph 18 hereinafter.

3. When a Local Emergency has been proclaimed by party's governing body or authorized official, the Coordinator may request assistance.
4. When request for assistance is received, the assisting Coordinator shall promptly advise of the extent of response, provide whatever personnel, equipment, and /or facilities as can be provided without jeopardizing the safety of persons or property within their jurisdiction. No party receiving a request for assistance shall be under any obligation to provide assistance or incur any liability for not complying with the request.
5. When the assisting Coordinator's personnel, equipment, and /or facilities are no longer required or when assisting Coordinator advises that the resources are required within their own jurisdiction, the requesting Coordinator shall immediately arrange for the return of those resources.
6. Requesting party shall be responsible for the safekeeping of the resources provided by the assisting party. Requesting Coordinator shall remain in charge of the incident or occurrence and shall provide control and direction to the resources provided by the assisting party. The request may include for providing supervisory personnel to take direct charge of the resources under the general direction of the requesting Coordinator. Requesting Coordinator shall make arrangements for housing and feeding, assisting personnel, fueling, servicing, and repair of equipment if such support is requested by assisting Coordinator. Assisting party's personnel shall not be deemed employees of requesting party and vice versa.
7. The requesting party agrees to pay all direct, indirect, administrative and contracted costs of assisting party incurred as a result of providing assistance pursuant to this Agreement, based upon standard rates applicable to assisting party's internal operations. Payment shall be made within sixty (60) days after receipt of a detailed invoice. Requesting party shall not assume any liability for the direct payment of any salary or wages to any officer or employee of assisting party.
8. Requesting party shall hold harmless, indemnify, and defend the assisting party, its officers, agents, and employees against all liability, claims, losses, demands or actions for injury to, or death of, a person or persons, or damages to property arising out of, or alleged to arise out of or in consequence of, this Agreement provided such liability, claims, losses, demands, or actions are claimed to be due to the acts of omissions of the requesting party, its officers, agents, or employees, or employees of the assisting party working under the direction and control of the requesting party when the act or omission of such assisting party employee occurs or is alleged to occur within the scope of employment under the direction and control of the requesting party.
9. When mutual aid is provided, the requesting and assisting agencies, will keep account records of the personnel, equipment, and materials provided as required by Federal and State (NDAA) and FEMA guidelines to maximize the possibility of Federal and State disaster reimbursement. Each party shall have access to other party's records for this purpose.
10. Agreement shall take effect immediately upon its execution and shall remain in effect until terminated.
11. Any party may withdraw from agreement without cause upon delivery of sixty (60) days prior written notice to the Agreement Coordinator designated in Paragraph 18 hereinafter.

12. To the extent that they are inconsistent with this agreement all prior agreements for public works mutual aid between the parties hereto are hereby null and void.
13. Requests for mutual aid assistance under this Agreement when more than one County is impacted by a disaster, should be channeled through the appropriate Regional State Office of Emergency Services to ensure maximum effectiveness in allocating resources to the highest priority needs.
14. Requests for Public Works assistance from outside of an operational area should be channeled through the authorized emergency management organizations for the requesting and providing parties' operational areas.
15. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration in accordance with the Rules of the American Arbitration Association and judgement on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.
16. This agreement in no way acts to abrogate or waive any immunity available under the Tort Claims Act.
17. Initial signatories to this Agreement are:

Los Angeles County
Orange County

18. The County of Los Angeles shall act as the initial Agreement coordinator of this program for the purpose:
 - a. Receipt of new members to the Agreement.
 - b. Maintaining a current list of signatory parties and representatives.
 - c. Circulating annually a list of all parties and Representatives to all signatory parties.
 - d. Arranging for amendments to agreement as may be necessary.

The party acting as Agreement Coordinator may transfer these responsibilities to another party with the consent of that party and upon notification of the other parties to the Agreement.

19. All signatory parties agree that any other qualified public agency or quasi-public agency may become a party to this agreement by executing a duplicate copy of this agreement and sending same to the Agreement Coordinator, initially the County of Los Angeles addressed as follows:

The Los Angeles County Department of Public Works
900 South Fremont Avenue
Alhambra, CA 91803-1331
Attention: Disaster Services Coordinator

PWMAA CONTACT REQUEST FORM

Fields marked with an * are required fields.

Operational Area: San Francisco

*Jurisdiction (City/County): City and County of San Francisco

*Organization: Public Works

*Street address: 1 Dr. Carlton B. Goodlett Place, City Hall Room 348

*City: San Francisco *State: CA *ZIP Code: 94102

Website: http://www.sfpwpublicworks.org/

Primary Contact Information:

*Name: Mohammed Nuru *Title: Public Works Director

*Phone: 415-554-6919 Cell Phone: 415-725-7245 Fax: 415-695-6944

*Email: mohammed.nuru@sfdpw.org

Alternate 1 Contact Information:

Name: Larry Stringer Title: Deputy Director for Operations

Phone: 415-695-2003 Cell Phone: 415-760-1937 Fax: 415-695-2001

Email: larry.stringer@sfdpw.org

Alternate 2 Contact Information:

Name: Peter Lau Title: Street Environmental Services

Phone: 415-695-2011 Cell Phone: 415-235-3033 Fax: 415-695-2175

Email: peter.l.lau@sfdpw.org

Please send the completed form to:
Los Angeles County Department of Public Works
Attention: Coordinator, Disaster Services Group
900 South Fremont Avenue
Alhambra, CA 91803-1331

Or email to:
info@pwmaa.org

1 [Public Works Mutual Aid Agreement]

2
3 **Resolution authorizing the Public Works Director to execute a Public Works Mutual Aid**
4 **Agreement executed by and among various California cities and counties that**
5 **facilitates the receipt and provision of mutual aid from the signatories' public works**
6 **agencies following a declared local emergency, and requires the city, county, or city**
7 **and county that receives mutual aid to reimburse and hold harmless other cities and**
8 **counties providing aid; and affirming the Planning Department's determination under**
9 **the California Environmental Quality Act.**

10
11 WHEREAS, The California Emergency Services Act (Government Code,
12 Sections 8550 et seq. and Sections 8630 et seq.) authorizes political subdivisions, including
13 the City and County of San Francisco, to provide mutual aid to any affected area in periods of
14 local emergency in accordance with local ordinances, resolutions, emergency plans, or
15 agreements; and

16 WHEREAS, In October 1989, the County of Los Angeles and Orange County became
17 the initial signatories of the Agreement for Public Works Mutual Aid, No. 62170 ("Public Works
18 Mutual Aid Agreement"), on file with the Clerk of the Board of Supervisors in File No. 180832;
19 and

20 WHEREAS, The Public Works Mutual Aid Agreement was executed to facilitate public
21 works agencies' expeditious receipt and provision of mutual aid following a catastrophic
22 disaster, and was modeled on the fire service and law enforcement mutual aid agreements
23 with the exception that the Public Works Mutual Aid Agreement requires a local emergency
24 proclamation and payment by any requesting jurisdiction for any assistance received, subject
25 to potential reimbursement by the Federal government or the State government; and

1 WHEREAS, The Public Works Mutual Aid Agreement provides that any party that
2 requests aid under the Public Works Mutual Aid Agreement shall hold harmless, indemnify,
3 and defend the assisting party, its officers, agents, and employees against all liability, claims,
4 losses, demands or actions for injury to, or death of, a person or persons, or damages to
5 property arising out of, or alleged to arise out of or in consequence of, the Public Works
6 Mutual Aid Agreement provided such liability, claims, losses, demands, or actions are claimed
7 to be due to the acts or omissions of the requesting party, its officers, agents, or employees,
8 or employees of the assisting party working under the direction and control of the requesting
9 party when the act or omission of such assisting party employee occurs or is alleged to occur
10 within the scope of employment under the direction and control of the requesting party; and

11 WHEREAS, Presently, 19 counties and 155 cities throughout the State of California
12 have become parties to the Public Works Mutual Aid Agreement, including Marin County and
13 Solano County, and additional jurisdictions may elect to become parties to the Public Works
14 Mutual Aid Agreement by executing a duplicate copy of the Public Works Mutual Aid
15 Agreement; and

16 WHEREAS, The Planning Department has determined that the actions contemplated in
17 this Resolution comply with the California Environmental Quality Act (California Public
18 Resources Code, Sections 21000 et seq.); said determination is on file with the Clerk of the
19 Board of Supervisors in File No. 180832 and is incorporated herein by reference; the Board
20 affirms this determination; and

21 WHEREAS, The Board of Supervisors' approval is required to authorize the City's
22 execution of the Public Works Mutual Aid Agreement; now, therefore, be it

23 RESOLVED, That the Board of Supervisors hereby approves the Public Works Mutual
24 Aid Agreement; and, be it

1 FURTHER RESOLVED, That the Board of Supervisors hereby approves, confirms, and
2 ratifies all actions heretofore taken by the officers of the City with respect to such Public
3 Works Mutual Aid Agreement, and authorizes and directs the Clerk of the Board and the
4 Public Works Director to take any and all actions that they or the City Attorney may deem
5 necessary or advisable in order to effectuate the purpose and intent of this Resolution,
6 including executing the City's signature page to the Public Works Mutual Aid Agreement, on
7 file with the Clerk of the Board of Supervisors in File No. 180832; and, be it

8 FURTHER RESOLVED, That within 30 days of the execution of the Public Works
9 Mutual Aid Agreement by the City, the Public Works Director shall provide the executed Public
10 Works Mutual Aid Agreement to the Clerk of the Board for inclusion in the official file.



City and County of San Francisco
Tails
Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 180832

Date Passed: June 18, 2019

Resolution authorizing the Public Works Director to execute a Public Works Mutual Aid Agreement executed by and among various California cities and counties that facilitates the receipt and provision of mutual aid from the signatories' public works agencies following a declared local emergency, and requires the city, county, or city and county that receives mutual aid to reimburse and hold harmless other cities and counties providing aid; and affirming the Planning Department's determination under the California Environmental Quality Act.

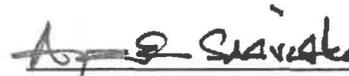
June 07, 2019 Public Safety and Neighborhood Services Committee - RECOMMENDED

June 18, 2019 Board of Supervisors - ADOPTED

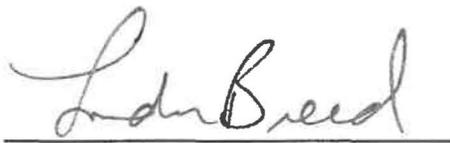
Ayes: 10 - Brown, Fewer, Haney, Mandelman, Mar, Peskin, Ronen, Stefani,
Walton and Yee
Absent: 1 - Safai

File No. 180832

I hereby certify that the foregoing
Resolution was ADOPTED on 6/18/2019 by
the Board of Supervisors of the City and
County of San Francisco.



Angela Calvillo
Clerk of the Board



London N. Breed
Mayor

6/28/19

Date Approved

PUBLIC WORKS MUTUAL AID AGREEMENT PROCEDURES GUIDE

I. PURPOSE

The purpose of this Procedures Guide is to provide parties to the Public Works Agreement with a practical set of guidelines on how to effectively provide and receive public works assistance under the terms of Public Works Mutual Aid Agreement #62170. It is not intended to override or change the terms of the basic Agreement. The terms of the basic Agreement shall govern in the event there is any actual or apparent conflict between this Procedures Guide and the Agreement. The following provisions are suggested guidelines only and not binding on any agency. These provisions should be modified and expanded as necessary to meet the unique needs and emergency organizational structure and working relationships of each operational and regional area.

II. BASIC TENETS OF PUBLIC WORKS MUTUAL AID

1. The most effective means of providing timely assistance to a jurisdiction impacted by a disaster is to have agreements in place in advance of the disaster. That has been accomplished by the enactment of Public Works Mutual Aid Agreement #62170 for all parties to the Agreement.
2. Assistance is voluntary.
3. Assistance provided will be reimbursed by the requesting jurisdiction.
4. Jurisdictions should reasonably commit their own resources before requesting mutual aid.
5. A proclamation of a local emergency is necessary to trigger the Agreement.
6. Cooperative planning and training are desirable to enhance the effectiveness of providing mutual aid when needed.
7. Mutual aid should flow through the State Mutual Aid system to enhance coordination and assure reimbursement of eligible expenditures by the impacted jurisdiction.

III. PROCEDURES FOR PUBLIC WORKS MUTUAL AID

1. Designated Public Works Coordinator

Paragraph 1 (a) of the Agreement specifies that the "Coordinator" shall mean the person designated by each party to act on behalf of that party on all matters relative to mutual aid, to include but not be limited to requests, responses and reimbursement.

It is suggested that this person be a person in authority during a disaster that would be authorized to request public works resources and bind their agency for the cost of these resources. They should also be in a position of authority for the providing agency to release personnel and equipment to the agency impacted by the disaster.

It is suggested that alternate coordinators be designated in case the primary coordinator is unavailable during the disaster.

2. Communications

A preplanned method of communicating requests for public works assistance is essential to effectively obtain such assistance. This includes identifying the organizational channels to be used to process the requests and alternative communications hardware for transmitting the requests. Telephones should not be relied upon as the primary means of communications within the area impacted by a major earthquake disaster and common public works radio frequencies do not exist in most areas of the State to facilitate mutual aid requests between agencies by radio. The Communications organizational channels should reflect the unique organizational arrangements between the agencies in each operational and regional area. All signatories to the Agreement are strongly urged to develop such specific procedures and protocols as quickly as possible. One example of such a system is shown on Attachment A. Each operational and regional area is encouraged to develop a system of communications hardware and/or common frequencies that will allow direct communications between the Public Works Agencies in the areas.

3. Operational Area Concept

Paragraph I(c) and 14 of the Agreement specifies that an operational area, normally a County and all the jurisdictions in the County, shall be the basic unit for coordinating public works mutual aid.

Because of their knowledge of public works terminology and procedures, it is suggested that a public works agency representative perform the role of public works coordinator for each operational area. Normally, this should be the County Public Works Agency for the operational area, although a different arrangement could be established if desired by the involved agencies.

4. Regional Coordinator Concept

Paragraph 13 of the Agreement suggests that requests for mutual aid assistance be channeled through the appropriate Regional State Office of Emergency Services to ensure maximum effectiveness in allocating resources to the highest priority needs. Channeling these requests through the State Regional OES Office also helps to ensure State and Federal reimbursement of costs incurred.

Because of their knowledge of Public Works terminology, equipment and methods, it is suggested that Regional Coordinators for Public Works Mutual Aid be operational area coordinators. They would be typically elected from the operational area coordinators within their region. This is the approach which has been effectively used for coordinating Fire, Law and Coroner Mutual Aid. The Regional Public Works Coordinator should work closely with the State Regional OES Office in carrying out this role. A typical flow chart for the operational area and regional area coordinator concept is shown on Attachment B.

The regional area groupings should be developed by mutual consent of the operational area coordinators. Logical groupings of these operational areas should take into account geographic boundaries and traditional relationships between operational areas. They could match State OES regions (see Attachment C) or geographic barriers such as mountain ranges may dictate another more practical grouping.

5. State Role

The State would act to support Public Works mutual aid assistance under the Agreement by offering assistance to the Regional and Operational Public Works Coordinator, and to act as Statewide Coordinator for seeking mutual aid resources if required from beyond the impacted region.

6. Resource Lists and Contacts

It is strongly recommended that lists of public works resources be developed for each participating agency, for each Operational Area and Regional Area. Such lists are essential for the operational area or Regional Coordinator to quickly identify which agencies have the particular types of resources needed by the requesting impacted agency.

The designated public works coordinator for each agency should develop a detailed list of resources for their agency by quantity and type of personnel equipment and materials and a contact number to check on its availability when needed. It is suggested that the coordinator then provide a brief summary of that information to the operational area coordinator for compiling an operational area resource directory of resources and contact numbers. Similarly, the operational area coordinator would provide a copy to the Regional Coordinator to establish a regional directory of resources and contact numbers.

It would be desirable to develop common standardized terminologies for resources, similar to the Incident Command System (ICS) concept in Fire Mutual Aid, to facilitate categorizing and compiling these inventory lists. However, the development of the standardized terminology should not hold up the development of these resource lists.

7. Arrange Care for Assisting Forces

Paragraph 6 of the Agreement requires that the requesting party be responsible for the safekeeping of the resources provided by the assisting party. The requesting coordinator is required to make arrangements for housing and feeding these assisting personnel and fueling and serving their vehicles.

Each participating agency is encouraged as quickly as possible to develop specific plans for how they will carry out this responsibility. This could include designating people in their personnel department with responsibility for arranging food and lodging and to preplan how they will be housed, especially if many buildings are damaged, as they would be in a large scale earthquake.

8. Documentation for Reimbursement

In accordance with Paragraph 9 of the Agreement, each requesting and assisting party is required to keep accounting records of the personnel, equipment, and materials provided under the Mutual Aid Agreement as required by the Federal Stafford Act administered by the Federal Emergency Management Administration (FEMA) and State Natural Disaster Assistance Act (NDAA) guidelines. This requirement is to maximize the requesting agencies reimbursement of costs expended to receive mutual aid.

Each party to the Agreement should become thoroughly familiar with those federal and state accounting requirements and pre-establish emergency management procedures and training of their personnel to carefully document all costs of labor, equipment and

personnel, including administrative costs, accounted by specific damage location. This practice is not only for mutual aid reimbursement but for reimbursement of all agency costs associated with the disaster. To obtain copies of these State and Federal guidelines, contact your Regional State Office of Emergency Services.

9. Proclamation of Emergency

Paragraph 3 of the Agreement requires that a proclamation of Local Emergency must be approved by an authorized official of the agency impacted by the disaster. Also, a State of Emergency should be requested through the operational area for approval by the Governor to authorize State reimbursement and a request for a Presidential proclamation of Emergency to trigger federal reimbursement. Each Agency should include in their emergency plan a provision to seek such a proclamation from the authorized official in their jurisdiction as soon as they can reasonably determine that the disaster will be beyond that mutual aid assistance will be required. They should make their authorized officials aware of the importance of such a proclamation before the disaster strikes so the officials will act quickly when the disaster does strike.

A proclamation of emergency is also critical because it changes the status of government workers to emergency service workers status which provides greater flexibility in the use of these people than exists in non-declared emergencies under employee Memorandum of Understanding.

10. Agency in Charge

Paragraph 6 of the Agreement provides that the requesting coordinator shall remain in charge of the incident and provide direction and control to the resources provided by the assisting party. The request may also include having the assisting party providing supervisory personnel to take direct charge of their forces under the overall direction of the requesting coordinator. The intent is that the assisting party will comply with all reasonable directions from the requesting coordinator. However, the assisting party should not be obligated to perform any work that it reasonably believes would unduly jeopardize the safety of its employees.

11. Checklists for Requesting Mutual Aid

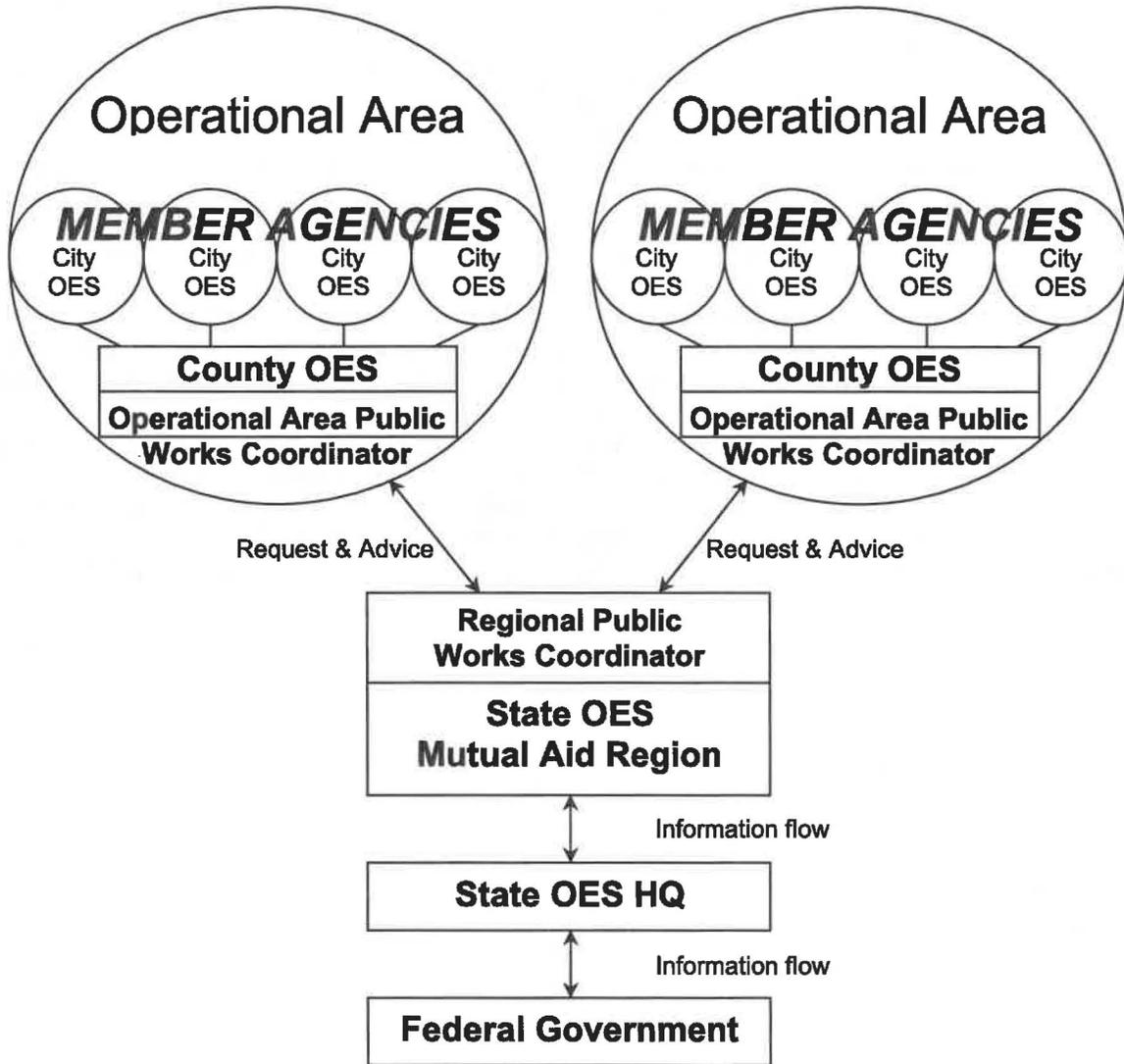
Each party to the Agreement is encouraged to develop checklists for their coordinator to use in assuring that all required steps are followed to properly and effectively seek and provide Public Works Mutual Aid for the benefit of the impacted area and protection of the assisting party. These checklists should establish who is to carry out each essential function both internally to the agency and externally and contact numbers and means for reaching them.

Attachment D is a sample checklist that can be modified as needed to meet the needs of Agency, Operational Area and Regional Coordinators.

INTERIM EMERGENCY COMMUNICATIONS NETWORK LOS ANGELES COUNTY

Los Angeles County does not currently have common radio frequencies which will allow direct emergency communications between the County Public Works Department and the public works agencies of the incorporated cities. An 800-mhz general government radio frequency system is currently being developed that may eventually provide this capability and amateur radio packet systems are also being developed that will assist in this effort. However, in the meantime to suit our immediate needs, if phone system is not functioning, we have decided to utilize the existing Sheriff's radio net.

The system very briefly works as follows. When a public works agency in the County is impacted by a disaster and requires mutual aid, they would contact their assigned closest Sheriff's station. The Sheriff's station will then forward the request on the Sheriff's radio net to the Main County Emergency Operations Center where a representative of the County Department of Public Works will be stationed in an emergency. The County Public Works representative has direct radio and ring down line ties with the County Department of Public Works Emergency Operations Center to determine if County resources can assist. If they are unavailable to assist, the County Public Works Department representative would contact other cities in the County, again through the Sheriff station net, if phones are not functioning, to secure the needed assistance. If County-wide resources are overtaxed, the request would be processed to the State OES Regional Coordinating Office to seek mutual aid from outside of Los Angeles County.





*Governor's Office of
Emergency Services*

Mutual Aid and Administrative Regions



CHECKLIST FOR MUTUAL AID ASSISTANCE

I. Pre-Event

Develop procedures at local, operational area and Regional area levels to carry out mutual aid including checklists of actions, resource lists, etc.

II. Post Event

1. Local Agency quickly assesses estimated extent of damage and availability of local resources to deal with it.
2. If it is apparent that outside resources will be needed to effectively deal with the emergency, prompt authorized local official to request proclamation of local emergency and request State of Emergency through the County Operational area coordinator.
3. Upon proclamation of local emergency, request mutual aid assistance from operational area public works mutual aid coordinator according to pre-established procedures.
4. Be specific on request as to type and quantity of resources needed, when to report, who to report to, how long needed, type of work to be performed.

Once a providing party can be located to satisfy the resource request, the coordinator will determine how quickly these resources can be made available and notify the requesting party of that fact.

5. The requesting party will make all necessary arrangements to house, feed, and otherwise care for the assisting party's personnel and equipment.
6. The requesting party will carefully document all costs by specific damage site according to State and Federal procedures to maximize reimbursement for costs expected. Carefully record the names of assisting personnel and equipment at each site, and hours worked there.
7. The Regional State OES Office should provide a liaison representative at the impacted operational area EOC to assist in facilitating mutual aid.
8. The requesting party should return the assisting party's resources as soon as possible.

**PUBLIC WORKS MUTUAL AID
RESOURCE REQUEST**

Incident Name:

Jurisdiction: County City Other

Contact Name/Phone Number:

Resource Operator Needed:

Quantity:

Purpose/Problem/Comment:

Address/Location to Deliver to:

Position/Title of Person Accepting Delivery:

When Needed:

Duration of Use (Estimated):

REQUESTEE USE ONLY

Request: Approved Denied (Reason)

Resource Deployed: Date Time

Providing Jurisdiction: DPW (What Division?)
 County/City (Name?)

DPW Use Only:

Estimated Duration (Day/Time):

Operator Assigned (Name/Division?):

Project Number Assigned (Must billable project number):