

***California  
Certified Unified Program Agency  
Forum  
Disaster Emergency Assistance Plan***



June 23, 2022

## PREFACE

The [California CUPA Forum \(CCF\)](#) is an organization with representatives from Certified Unified Program Agencies (CUPAs) and Participating Agencies (PAs), collectively known as *Unified Program Agencies (UPAs)*, for promoting consistent implementation of hazardous materials/waste regulatory programs. The CCF works cooperatively with federal, State and local agencies, industry and members of the public to promote a single, united voice statewide for the handling, storage, and disposal of hazardous waste. UPAs are mostly fire and environmental health (EH) organizations with a primary responsibility to inspect regulated facilities and enforce applicable laws and regulations.

UP personnel are often involved with emergencies involving hazardous materials and may be called to disaster situations such as major fires, earthquakes, civil unrest or potential terrorism events to provide technical assistance and other services. Although not a “program” within the Unified Program, emergency preparedness, response and recovery are key functions within UPA programs. The ability to share UP resources on a statewide basis for large-scale incidents has been a goal of the *CUPA Forum Board (CFB)* and the [California Conference of Directors of Environmental Health \(CCDEH\)](#). Funding for this *Disaster Emergency Assistance Plan (DEAP)* was provided through the CUPA Forum Environmental Protection Trust Fund, established to manage and disburse funds from enforcement case settlements. The purpose of this DEAP is to present a simple, standardized, statewide UP emergency assistance for hire to provide resources on a voluntary basis following a major disaster.

The plan has been amended from its’ previous version dated August 2017 prepared by *Emerge Technologies Inc.* The project manager for this updated version was retired Division Chief Bill Jones, Los Angeles County Fire Department. Comments and suggestions may be directed to CCF Manager Sheryl Baldwin at [Sheryl@calcupa.org](mailto:Sheryl@calcupa.org).

## TABLE OF CONTENTS

<b>INTRODUCTION</b> .....	<b>5</b>
Background .....	5
Purpose and Intent.....	6
<b>RESOURCES</b> .....	<b>9</b>
Unified Program Agencies.....	9
UPA Staff in Environmental Health .....	11
Other Types of Resources .....	11
UP HMS Technical Responders .....	11
Rapid Assistance and Assessment Teams .....	12
Contract UP/EH Staff.....	12
<b>RECOVERY ACTIVITIES THAT UTILIZE UP-HMS AND/OR OTHER EH PERSONNEL</b> .....	<b>13</b>
UP-HMS Duties.....	13
UP-HMS Assignment .....	15
Financial Reimbursement .....	15
<b>RESOURCE TYPING/TRAINING/CREDENTIALING</b> .....	<b>16</b>
UP-HMS Training.....	17
UP-HMS Credentialing.....	19
<b>GENERAL PROVISIONS/ASSUMPTIONS</b> .....	<b>21</b>
Determination of the Need for Resources.....	21
Local Proclamations/Declarations .....	22
State and Federal Proclamations and Declarations.....	22
Private Property (Residential) Hazardous Materials and Debris Removal .....	23
<b>REQUESTING UP-HMS ASSISTANCE</b> .....	<b>25</b>
State Emergency Plan .....	27
Federal Response .....	28
<b>UP-HMS ACTIVATION AND MOBILIZATION</b> .....	<b>29</b>
Emergency Assistance Agreement.....	29
Post Event Emergency Assistance Agreement.....	29
UP HM Coordinator.....	30
Deployment.....	30
UP-HMS Deployment Outside of California .....	31
After Action Review .....	31

**APPENDICES ..... 32**

APPENDIX A: Disaster Response Process

APPENDIX B: Resource Request Overview

APPENDIX C: Resource Request Process Under ESF 8

APPENDIX D: Resource Request Process for Fire UPA Resources

APPENDIX E: MAA Example Region I and VI

## INTRODUCTION

Emergency management in California is as complex and diverse as the State itself. While California is the most populous and economically productive State in the nation, resources are unevenly distributed. The State’s emergency management challenges range from densely populated urban areas with multiple emergency response agencies and organizations to small or rural communities that have limited resources.

DEAP describes a system to effectively provide disaster emergency assistance to assess HM threats to people, property, and the environment based on the voluntary participation of UPAs. This version is an update to the original version dated August, 2017. Major changes included shortening the plan and eliminating most of the appendices that can be found on the CCF website as deemed necessary.

The basis for California’s emergency assistance system is the [California Disaster and Civil Defense Master Mutual Aid Agreement \(MMAA\)](#). Under the MMAA, local jurisdictions and the State have

### **Mutual Aid**

*The voluntary reciprocal exchange of resources and services for mutual benefit.*

### **Automatic Aid**

*A form of mutual aid usually between contiguous jurisdictions that have agreed to send pre-identified resources.*

### **Mutual Assistance**

*A form of mutual aid typically seen between operational or regional jurisdictions, that have negotiated agreements or memorandum of understandings to pay for services.*

agreed to a comprehensive program of voluntarily-provided resources rendered free of charge without expectation of reimbursement. While MMAA emergency assistance is provided without the expectation of reimbursement, under certain circumstances the costs associated with providing emergency assistance may be reimbursable. California allows requesting and providing jurisdictions to enter into agreements referred to as “assistance for hire.” When an emergency assistance agreement is in place, the jurisdiction providing emergency assistance can also be reimbursed through the requesting jurisdiction’s claims to federal and State government for eligible costs.

The *mutual assistance* paradigm is the current expectation seen in recent major wildfires with payment agreements negotiated for the resources provided. This seems to be the course for deployments and is seen in fire services<sup>1</sup>.

## Background

A variety of natural and human-caused disasters present potential threats to the health, safety and property of the 40 million Californians and to the State’s environment, economy and infrastructure. These might include: earthquake, tsunami, major fires, severe weather, dam/levee failure, flooding, volcanic eruption, civil unrest, mudslides, drought, terrorism, infrastructure failure,

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<sup>1</sup> Although this document focuses on HM responsibilities, recent major fires have seen the benefits of a multidisciplinary response approach. This is noted when EH and HM personnel often have similar backgrounds and responsibilities.

chemical/radiological releases, and disease outbreaks. Covid has certainly tested the “mutual aid” system throughout the country and has also impacted disaster and fire operations with systems put in place to minimize its spread. These disasters may severely impact a local jurisdiction’s ability to respond and mitigate impacts, leading to requests for assistance.

With years of drought and an overabundance of dead trees and overgrown brush, there have been numerous recent devastating wild fires that have impacted areas throughout the State. The recovery process from recent fires included HM and debris removal that can often last for years. Many counties requested outside resources to assist in the recovery from these wildfires.

According to the California Department of Forestry and Fire Protection (Cal-Fire),<sup>2</sup> following is a summary of all incidents per year, including those managed by Cal-Fire and other partner agencies.

	<b>Estimated Acres Burned</b>	<b>Number of Incidents</b>	<b>Fatalities</b>	<b>Structure Damage or Destroyed</b>
2021	2,568,948	8,835	3	3,629
2020	4,304,379	8,648	33	11,116
2019	259,823	7,860	3	732
2018	1,975,086	7,948	100	24,226

Two things are clear. Fires will continue to impact California in the future and their occurrence is no longer seasonal but year-round.

### **Purpose and Intent**

The purpose of DEAP<sup>3</sup> is to present a clear statewide UP emergency assistance guidance specifically designed to:

- Facilitate expedited organization, mobilization, and operation of UP emergency assistance resources to provide community assessment/recovery during and/or after major disasters;
- Provide an overview of processes and systems in place to address resource needs;
- Provide options for emergency assistance cost recovery agreements; and
- Promote on-going communication, coordination, training and exercising among participating UPAs to enhance DEA effectiveness and efficiency.

In a major disaster envisioned in the formation of this plan, it is anticipated that local and/or State resources would be impacted either by the scope and size of a singular event or multiple events

<sup>2</sup> <https://www.fire.ca.gov/incidents/>

<sup>3</sup> This plan is based on the concepts and principles contained in the State Emergency Plan (SEP), California’s Emergency Services Act (ESA), California’s Disaster Assistance Act, the California Disaster and Civil Defense Master Emergency Assistance Agreement, the Incident Command System (ICS), the Standardized Emergency Management System (SEMS), and the National Incident Command System (NIMS).

across the State as seen with recent wildfires. UPA capabilities vary, with resources more robust in urban areas, and some UPAs with more capacity for emergency response work than others. Nonetheless, a cadre of available UPA personnel currently exists to provide assistance (see **UP Hazardous Materials Specialist [UP-HMS]** in the next section).

Within the emergency management realm, differing processes and responsible State agencies might be involved with coordination, dispatch and communications. What may result is confusion in how to coordinate, request and provide available and willing local resources to assist and respond to major disasters. For example, UPAs exist within local fire or EH organizations. The State has a system of emergency support functions (ESF's) that are designed to bring together "discipline" specific stakeholders at all levels of government to collaborate and function within all phases of emergency management. There have been challenges in constructing a UPA hazardous materials mutual aid process through the ESF's when the key State agencies have differing systems often based on the type of local agency requesting the resources. Future disasters will require both environmental health and hazardous materials specialists found in both environmental/public health or fire agencies. The key will be in what is needed and how to request that specific resource.

What remains important for future responses to any type of disaster, are local and State entities being flexible and recognizing that local resources within a region or in other regions of the State can be available if one is willing to cross certain process based-lines. Can a fire agency request UP resources via the ESF-8 processes or would an EH agency be able to obtain resources in a fire UP without going through the fire specific ESF? If accountability is ultimately the goal in assigning order numbers, for example, are those other discipline specific systems sufficient to track time and activity data to assist in cost recovery?

**DEAP** includes several appendices that snapshot the process of a disaster response (Appendix A); the levels of government involved with a resource request process (Appendix B); the resource request process under ESF-8 (Appendix C); and the resource request guide for Fire UPA resources (Appendix D). These quick references are intended to be pulled out in the event of a disaster and summarizes key points managers might consider.

Finally, efforts by the CCDEH and CFB have been to identify, train, equip and have local resources available to assist other local entities through simple and understandable processes. It will be important to recognize the resources and roles of the various State and federal entities, however, a cadre of UP specialists or EH specialists will be key to not only meet local needs but to assist the resources brought in from the State or federal level.

This plan will assist in clarification of:

1. Types of HM resources and source agencies,
2. how to assess HM resource needs, and
3. how to request and receive specific resources with varying reimbursement mechanisms.



## RESOURCES

The table below summarizes the options for different HM resources provided by local, State or federal entities and includes active and retired staff. This document is focused on “major” disasters that involve disaster declarations at the local, State and/or federal level. When these declarations are established, funding and reimbursement opportunities become available. While simplistic in what is represented in the table, funding complexities are often part of any major disaster. It is not intended to portray that a singular source of resources is optimal, on the contrary, multiple sources may be utilized.

**Table 1. Options for HM Resources<sup>4</sup>**

Type of HM Resource	Source	Mutual Aid System
Unified Program Hazardous Materials Specialist (UP-HMS)	EH or Fire UPA	ESF 8 or ESF 10 <sup>5</sup>
UP-HMS Technical Responders	EH or Fire UPA	ESF 8 or ESF 10
RAAT	Retired UPA or EH management	Not Applicable
Contract UP HMS/EH staff	Retired or active	Not Applicable
State staff	Department of Toxic Substances Control (DTSC), Cal Recycle, or other State resources	ESF 8 or ESF 10
Federal staff such as US Environmental Protection Agency (US EPA)	US EPA and others as needed	State/federal

### Unified Program Agencies

All counties and a number of cities have CUPAs and PAs that implement specific hazardous materials/waste regulatory programs. The State’s 105 UPAs are typically fire or EH agencies that annually conduct 40-45,000 routine inspections of facilities with hazardous waste/materials. All activities are overseen by various State [boards, offices and departments](#). UPAs have access to two types of data sources related to hazardous waste/materials:

1. The [California Environmental Reporting System \(CERS\)](#) contains an inventory of approximately 140,000 regulated facilities that store, transport, and/or handle HM above threshold limits. These facilities can pose a risk from disaster related damage to buildings and containment

<sup>4</sup> While resources can be from local, State or federal agencies, this table looks primarily at local resources being requested to assist at the local level. It is important to note that State or federal resources will be involved with most major disasters and must be mission tasked to assist.

<sup>5</sup> See page 25-26

systems, or a disruption in utilities, workers, supplies, and contractor availability. A disaster-caused HM release from a HM handler can also pose a secondary emergency that increases the potential for injury, illness, and damage to the public, property, and the environment. The threat posed by actual or potential releases from regulated HM handlers requires a timely disaster assessment capability. HM risks are not limited to industrial facilities and commercial businesses --- damaged homes, critical infrastructure and unregulated facilities may also be sources of HM.

2. The [CalEPA Regulated Site Portal https://calepa.ca.gov/environmental-mapping-tools-and-data/](https://calepa.ca.gov/environmental-mapping-tools-and-data/) combines data about environmentally regulated facilities and sites throughout California into a single, searchable database and interactive map. Created to provide a more transparent, comprehensive view of regulated activities statewide, the portal includes data on hazardous waste and materials, state and federal cleanups, impacted ground and surface waters, and toxic releases. This can be used with disaster map overlays to identify where facilities and other locations may need further evaluation.

In a widespread disaster such as an earthquake, there are numerous potential sources of hazardous materials hazards and releases. UP inspectors are well suited to evaluate and assess these locations because of their knowledge not only of the chemicals and processes involved at regulated facilities, but also their knowledge of the threats that might be present in homes and other non-regulated locations. In some cases, facilities and locations may be regulated as high-risk facilities or may store, carry or transmit huge amounts of typically oil and gas products, including transmission pipelines. UPAs are thus uniquely qualified personnel able to conduct post-disaster HM assessments as **UP HMSs**.

UPA resources are reflected as a **UP Hazardous Materials Specialist (UP-HMS)**. *This does not confer a specific work classification or title as UPAs have various titles such as registered environmental health specialists, fire prevention inspectors, hazardous materials specialists or others. UP-HMS' typically work as inspectors and are qualified under CUPA requirements to regulate certain types of facilities and program elements.*

While it is the responsibility of HM handlers to develop contingency plans for emergencies within their facilities, following a major disaster, operators may be unavailable or unable to respond to releases. In addition, fire and other first responders may not be available to respond and locations may see increasing impacts. To address this threat, *health and safety hazard assessments must be conducted in a timely manner by deploying UP-HMSs to detect, identify, contain, decontaminate, remove, and dispose of discharges of hazardous materials.*<sup>6</sup>

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<sup>6</sup> This is often done in coordination with State HM Contractors. A local declaration of an imminent and substantial public health threat gives authority to enter properties to assess and remove hazardous waste.

## UPA Staff in Environmental Health

Many UPA staff work within EH agencies (as CUPAs or PAs) that are typically part of a public health or as stand-alone agencies with a few exceptions. UP regulatory programs are diverse and can also be part of local fire agencies, again with a few exceptions. Many (but not all) HMS's have backgrounds or work in environmental or public health entities and could be available to respond to requests for HM/EH resources. *Also, there are a certain quantity of fire-based HM staff (and in a few cases EH agencies) that do not require staff to possess Registered Environmental Health Specialist (REHS) credentials.* This mixture of options for staff resource requests can be confusing and lead to requesting agencies not getting exactly what they need.

Resources should be requested and provided in a simple, timely and appropriate manner for the exact needs of the *requesting agency* or jurisdiction. Both EH specialists (who are not working in the UP domain) and HMSs will have plenty of work within their core responsibilities in a major disaster. EH concerns run the gamut from food safety, evacuation center/shelter issues, solid waste, water safety, wastewater, vectors, and infection control. In some cases, as have been seen in the last decade of major fires, REHS staff who work in HM could be called upon to perform EH work (for example assessing drinking water wells) and HM work (for example evaluating household hazardous waste concerns). This consolidation of the work assignments could lead to economies of scale beneficial to the requesting agency.

## Other Types of Resources

In addition to EH or UP-HMS resources, other types of specialty resources may be requested/required for disaster response/recovery. It is likely that local offices of emergency management may not be aware of these resources and other avenues should be considered in obtaining the specific resources as explained below.

### UP HMS Technical Responders

California has a number of locally-maintained [Hazardous Materials Response Teams](#) (HMRTs) that are typed by level of capability (Type I, II, III)<sup>7</sup>. These teams would typically focus on *dynamic* hazardous materials incidents (for example, active fires or releases) caused by the disaster; leaving a need for additional resources to assess and oversee mitigation activities at HM handlers or other non-regulated locations such as homes. In larger jurisdictions, UPA's have trained and equipped HMS' who are able to assess and mitigate (with responsible parties) hazardous materials releases and are typically involved with *static* situations. These resources are typed as "technical responders" and may or may not be affiliated with firefighter hazardous materials teams. It is important that requesting agencies understand and request the appropriate resources for the conditions that exist following the event.

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<sup>7</sup> These resources are typically found in fire agencies with a few exceptions. Dynamic incidents are those where a release or the subsequent impact is active/ongoing and may require the highest level of personal protection. These teams come with vehicles and extensive equipment that ARE NOT what is required for most services described herein.

### **Rapid Assessment/Assistance Teams (RAAT)**

Local managers, especially those with little or no disaster experience, may benefit from having Rapid Assessment Assistance Teams (RAAT) available in the event of emergencies and disasters. RAAT might include individuals or teams with disaster experience and should be deployed as soon as possible to help respond to the disaster and setup the recovery process. These resources would ideally be management individuals (for example, retirees) with experience to guide local EH/UPA management in the many aspects of disaster management.

### **Contract UPA/EH Staff**

In recent years, another great resource has been retired members of UPA/EH agencies. Many have been retired EH “directors” who have contracted to provide their expertise in “managing” recovery efforts following wildfires. Active or retired UPA/EH staff have also become involved with assisting local agencies on inspection and other local duties. Many of these services are provided through contracts with the CCF Board or the California Association of Environmental Health Administrators (CAEHA), both 501(c)(4) non-profit corporations. CAEHA is affiliated with CCDEH and is often able to enter into sole-source agreements with the contracting jurisdiction. In exchange for a small percentage fee on the contract, CAEHA identifies and screens the contract worker, provides insurance as required by the contracting agency, and manages all aspects of the contract. Some examples of current or past contracts (disaster and non-disaster related) for part time and/or temporary staffing support include:

- Interim EH Directors
- CUPA inspectors
- Fire recovery work
- Trainers
- Mutual aid coordinators
- Cannabis program coordination
- Miscellaneous special projects
- REHS program support

This important resource and mechanism to hire and contract through a third party will continue to provide a necessary resource and will hopefully be further recognized and expanded. Again, this provides an attractive augmentation to local agencies and State assistance.

## RECOVERY ACTIVITIES THAT UTILIZE UP-HMS AND/OR OTHER EH PERSONNEL

The list below will give the reader an idea of the major components that must be addressed following a major disaster event. It is not intended to be all inclusive and there are many sub-components that are not included. The point is to illustrate that in all the major recovery activities, the UP-HMS and/or EH resources may be involved.

**Cal-Recycle** does not have a mandated disaster debris program. Their activity is only authorized if the Governor declares a State of Emergency and directs Cal-Recycle to assist with debris removal via an OES mission task.

- Initial damage assessment to define size/scope of the disaster
- Local public health declaration to allow for emergency removal of hazardous waste
- State and/or federal disaster declarations for funding and resources
- Plan preparation and scoping of necessary resources
- Communications with State/federal cooperating/assistance agencies
- Assessment and removal of hazardous waste
- Identification of business, property, and/or home owners
- Develop and implement public information plan
- Establish public assistance centers
- Obtain rights of entry to perform debris removal or allow owners to do on their own
- Where consent given, send in contractors and oversee activities
- Address asbestos, how clean is clean, and solid waste issues<sup>8</sup>
- Final property clearance

### UP-HMS Duties

The capability to conduct surveys of locations with hazardous materials would require the rapid deployment of a robust assessment resource, likely consisting of a combination of local, State, and emergency assistance resources working together on the following activities:

- *Reconnaissance/assessment to determine the extent of the affected area and degree of damages,*
- *Assessment of facilities that handle HM, based on relative risk,*
- *Assessment of non-regulated locations that might contain HM,*
- *Response and initiation of mitigation activities involving HM,*
- *Response to high-priority HM handlers and/or releases, and*

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<sup>8</sup> This may involve a huge effort to deal with damaged/destroyed vehicles and necessary coordination with the Department of Motor Vehicles.

- *Assistance and support to HM handlers and property owners in recovery operations.*

Because it is critical that communities return to normal as quickly as possible, short term disaster recovery begins as soon as it is deemed safe for workers to begin field activities. UP-HMS resources perform field- level assessment assignments during the early recovery phase of an emergency or disaster that often overlaps the emergency response phase. Actions taken in the short-term recovery phase typically include assessing hazards and advising on protective measures to reduce and eliminate hazards and overseeing mitigation activities during the recovery phase. Table 2 shows UP-HMS post-disaster activities.

**Table 2. UP-HMS Disaster Activities**

Post-Disaster Activities
Review chemical inventory information for facilities that use or store HM, generate or store hazardous wastes, or operate above or underground storage tanks.
Identify large quantity or acutely hazardous facilities.
Prioritize facility assessments based on hazard type, facility size, damage, proximity to vulnerable populations/sensitive environments, etc.
Identify and document other non-industrial locations with HM concerns.
Conduct windshield/field surveys; rapid initial assessments; and detailed follow-up assessments.
Assess hazards posed by actual or potential HM releases. <sup>9</sup>
Provide public messaging regarding health and safety concerns and UP/EH requirements.
Post HM handlers or non-regulated locations to indicate assessment findings.
Advise on re-entry and repopulation.
Refer identified releases to HM response teams.
Oversee mitigation activities where appropriate or give direction to facilities to perform specific activities during the recovery phase.

UP-HMSs may function as a force multiplier for typed (typically) fire HMRTs, allowing them to focus on responses to immediate hazards. Should UP-HMS’s identify HM releases, their actions will typically be limited to identification, isolation, and HMRT notification.

Post-disaster assessments of HM handlers are not intended to assess structural damage, or extent of

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<sup>9</sup> UPA HMSs are not intended to perform emergency response functions at dynamic haz-mat events although they might serve in a Technical Reference function. Typically, this function is more in the active phase of the disaster and less so in the recovery phase of the disaster. Conditions may change however, and resources should be instructed what to do if they come upon active releases.

damage. UP-HMSs may be teamed with other assessment personnel, for example building inspectors, to conduct surveys in facilities that pose overlapping threats. Building inspectors are an important element in a post-earthquake scenario where numerous structures may be compromised. Early communication with local building and safety departments is recommended.

## **UP-HMS Assignment**

Deployed UP-HMSs will check into the incident command post or other designated location and receive assignments consistent with the Incident Action Plan (IAP) or recovery objectives and the team's capabilities. UP-HMSs may be instructed to report directly to field locations as assigned. The incident management system will dictate how and where the teams will be organized as resources within the ICS structure.<sup>10</sup>

For safety considerations, UP-HMSs should deploy to the field with a minimum 2-person team. The UP-HMS team leader can organize multiple teams, coordinate team activities, assign areas of concern, and maintain communications with teams. Teams will cover a specific area or type of facility depending on the assignment and jurisdiction impacted.

A sign or placard should be affixed to each location upon completion of an assessment. Placards identify which locations have been assessed or its status (e.g., Phase I completed) and provide any necessary warnings to the public and/or owner/operator.

## **Financial Reimbursement**

Financial reimbursement is a "process" that involves various mechanisms, agreements, sources and requirements. It is critical that agency fiscal staff be used to ensure processes and guidelines are met with the incident parameters, options and levels of reimbursement, process requirements, documentation requirements, cost calculations and what is allowed or disallowed in the ultimate invoicing for services and resources provided.

Requesting entities are generally responsible to pay for any requested resource in a disaster scenario. If a State or federal emergency is declared, there may be some financial relief available to the requesting agency. Documentation of all expenses is critical to receive any form of assistance and must be included in staff briefings prior to dispatch.<sup>11</sup>

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<sup>10</sup> In some cases, recovery will not follow a structured ICS, although it is recommended.

<sup>11</sup> This document is not intended to be a fiscal manual on the details of what is required and how to apply for reimbursement. It is critical that discussions occur prior to events with fiscal staff on their needs and any agreements that are constructed.

## RESOURCE TYPING/TRAINING/CREDENTIALING

Resource typing enhances response at all levels of government through a system that provides for the categorization and description of resources commonly exchanged through emergency assistance systems. Typing provides requesting agencies the information and confidence needed to request and receive the appropriate resources to assist. Ordering resources that have been typed using known definitions makes the resource request process more accurate and efficient. Typing assists emergency management to identify, locate, request, order, and track outside resources quickly and effectively and facilitate the movement of these resources to the jurisdiction that needs assistance.

**Table 3. UP-HMS Personnel**

	UP-HMS	UP-HMS Team Leader	UP-HMS Technical Responder
<b>Certification</b>	UST OR AST CERTIFICATION <sup>12</sup>	UST OR AST CERTIFICATION	UST OR AST CERTIFICATION
<b>Work Experience</b>	2 years as a UP-inspector	3 years as UP-inspector and at least one year as a supervisor/lead. Can also serve as Senior Inspector for more complex assessments or oversight	1 year as UP-HMS Response Team member responding to HM incidents.

EH and their various classifications also have resource typing criteria that is similar to the UP-HMS personnel criteria. The primary distinction is the experience differences, typical as an inspector, within the UP. As previously mentioned, there are some UPAs that do not carry the HMS classification for HM staff, instead keeping with the EH classifications that require REHS certification. Any UP inspector should be able to perform the many activities related to HM. Experience in UST/AST program elements should be considered in large scale disasters that affect those types of facilities for specific assignments.

If a requesting agency requires HM assistance that is based on UP training and experience, then an EH resource request may not be appropriate. To request this type of assistance, one might request **UP-HMS** (when an REHS is not required by the providing agency) **or UP-HMS with REHS** (where UP staff that are classified as an HMS or other work classification, also have an REHS).<sup>13</sup> This would indicate the need for training and experience to address HM locations. If REHS personnel are required to address traditional EH responsibilities, one might request **REHS GENERALIST/SPECIALIST** resources. Finally, a requesting agency might want a “team leader” to be part of a larger “team” (6-7 **UP OR SENIOR HMSs**) that might be coming from a single agency. Depending on the resources a requesting agency might possess, there might be good justification to also request team leaders for UP resources.

<sup>12</sup> A common request is for “HAZWOPER” trained staff as the distinction to provide UPA inspectors. *However, there are EH organizations that provide “HAZWOPER” training for staff that do not work in a UPA or have hazardous materials training or experience.* The request should be for a **UP-HMS** without the term being indicative of the personnel title.

<sup>13</sup> This might involve activities that include a mix of HM and EH duties, for example to evaluate HM at a private home and also to check on water wells at those locations.



## What might an EH Director or CUPA Manager request for HM assistance?

**4 UP-HMS...**to perform HM assessments

**4 UP-HMS with REHS...**to perform HM assessments and EH work such as well and septic inspections, seen in more rural areas.

**4-6 UP-HMS, 1 UP-HMS Team Leader...**to form HMS teams.

**4 UP-HMS** to form teams with specific expertise and experience in high-risk facilities.

**2 UP-HMS Technical Responders...**to assist fire or typed HM teams

## UP-HMS Training

Safe, effective and coordinated HM disaster recovery operations require the application of specialized knowledge, skills and abilities ranging from basic safety awareness to the application of sound professional judgment acquired through training and experience.

UP field inspectors have received standardized training and have gained qualifying experience as part of their routine employment and in some program elements, required by regulation.<sup>14</sup> UPs are responsible to provide training, typically as part of an on-going UP training program for field personnel in accordance with federal and State regulations. UP training should include recognition of hazards, the selection, care and use of PPE and safe operating procedures to be used during field operations. Typical UP training includes:

- State and local UP laws and regulations;
- General inspection guidelines (inspection right of entry; violation classification, enforcement mandates, documentation; inspection report writing and return to compliance);
- Environmental enforcement protocols;
- Basic knowledge of chemistry and toxicology;
- Hazards posed by chemical, biological, explosive, radiological, nuclear material fire, basic knowledge of industrial procedures and the type of chemicals that might be found;
- Household hazardous waste collection operations;
- Medical waste, universal waste, special wastes, and storm water issues;
- Potential release/spill scenarios, solid waste and debris removal issues;
- Release notification and reporting requirements;
- Use of PPE and how to read a Safety Data Sheet (SDS); and
- State and national emergency management systems including ICS, SEMS, and NIMS, working with the regulated community, working in difficult and stressful situations.

UP-HMSs might also receive advanced training that provides an understanding of:

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<sup>14</sup> This makes requesting resources simply with “Hazwoper” training problematic. In some cases, specific training and certification is required such as with underground or aboveground tanks, risk management or emergency HM mitigation.

- Complex facilities such as university laboratories, research and development, biotechnology, refineries, metal finishing, and power plants,
- Advanced hazardous waste classification and waste generator requirements,
- HM release scenarios and off-site consequences,
- Site assessment, mitigation, and remediation strategies,
- Problem solving skills in dealing with complex situations,
- Ensuring a safe work environment, and
- Supervisory principles and responsibilities.

These training requirements recognize the existing training regime adopted by most UPAs. The exception might be smaller UPAs that do not have certain types of complex or high-risk facilities to make it a requirement for more advanced training. Additional incident-specific, just-in-time, and/or refresher training may be required when deployed. UP-HMS’s and their employers must maintain documentation of the training listed in Table 4. It is highly recommended that a disaster response refresher be part of routine annual or biennial training so staff can be prepared to deploy.

**UP training** to become an inspector includes a large quantity of prerequisite classes as well as specific coursework in many details of the unified program elements. If an inspector is from a larger jurisdiction where the variety of facilities (such as refineries) mandates even more intensive training and experience, it is logical to presume a higher level of training provided to staff. The UP-HMS training can be in a number of disciplines related to the specific program element as well as courses in enforcement, risk management, cleanup and mitigation of releases, chemistry and industrial processes, toxicology, and regulatory requirements. It is this knowledge and skill base that uniquely qualifies UPA-HMSs to assess and ultimately mitigate the impacts from a significant disaster.

**Table 4. UP-HMS Training**

Component	UP-HMS	UP-HMS SUPERVISOR	UP-HMS TECHNICAL RESPONDER
<b>EXPERIENCE</b>	1-2 yrs. as UPA Inspector	3 yrs. as UPA Inspector; at least one year as supervisor/lead or manager.	1 year as UP-HMS response team member responding to HM incidents
<b>CERTIFICATION</b>	REHS <sup>15</sup> , UST, AST	REHS, UST, AST	REHS, UST, AST; CSTI HM Technician, Assistant Safety Officer, HM Specialist
<b>STRONGLY RECOMMENDED TRAINING (excluding required UP training)</b>	UP-HMS Inspector training	All under UP-HMS +	All under UP HMS +
	40-hour Hazwoper	IS 800 Intro to National Response Framework	Instrumentation (various)
		ICS 300, Intermediate ICS	Handling ER incidents
		ICS-400 Advanced ICS	Advanced PPE
	Public Information		Various agency training

<sup>15</sup> UP-HMS staff may or may not have REHS certification (or one of the various California State Training Institute (CSTI) HM certifications).

Component	UP-HMS	UP-HMS SUPERVISOR	UP-HMS TECHNICAL RESPONDER
	First Responder Operations (FRO) <sup>16</sup> Intro to SEMS ICS 100 Basic ICS ICS 200 Basic ICS for Initial response IS 700 Intro to NIMS Field safety, first aid, CPR Respiratory Protection Asbestos Awareness Field Communications Basic Data Management	Data Management Supervisory duties in a disaster response	Various CRBRN training
<b>RECOMMENDED TRAINING</b>	EHTER Operations for UPA-HMS with no emergency response training Bloodborne pathogens Dealing with stressful situations/mental health	EHTER Operations for UPA-HMS with no emergency response training Dealing with stressful situations/mental health	CSTI HM Specialist, Assistant Safety Officer, HM Technician

## UP-HMS Credentialing

Credentialing entails documenting the qualifications of UP HMSs to ensure that personnel possess a standard level of training, experience, and physical and medical fitness. The Federal Emergency Management Agency (FEMA) recommends that State, local and tribal authorities identify, type, and qualify their responders in accordance with published NIMS job titles, where they exist. Currently, NIMS does not include typed job titles for HM assessment personnel. State and local authorities are encouraged to develop additional typing for positions not included in NIMs based on the (essential functions of the position, the training and experience needed, any certifications required, and the physical and medical fitness need for the position).

UP-HM Team Leaders should have at least one year experience in a supervisory or management position<sup>17</sup>. Physical and medical fitness qualifications are also desirable for UP-HMS deployment; Table 5 describes those requirements.

<sup>16</sup> There is also a first responder awareness course that may not be necessary for HMS staff. FRO level training is for staff who respond to releases or potential releases of HM as part of the initial response to protect nearby persons, property or the environment from the effects of the release.

<sup>17</sup> There is recognition that rank should not define participant assignments. However in this program, DEA Team Leaders may not have these credentials.

**Table 5. UP-HMS Physical and Medical Fitness Recommendations**

<b>Physical Requirements</b>
Able to work 12-hour shifts
Able to tolerate austere conditions (minimal meals, lack of showers, housing in tents, portable toilets, etc.) and sparsely available resources
Able to tolerate severe weather, heat, cold or wet environments.
Duties involve field work that may include considerable walking over irregular ground, standing for long periods of time, lifting 25-50 pounds, climbing, bending, stooping, squatting, twisting and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods of time. Individuals usually set their own work pace.
Able to be deployed for up to 14 days and capable of being self-sufficient for up to 72 hours.
<b>Medical Requirements</b>
Cannot depend on medications that require refrigeration
Cannot have any physical conditions, impairments, or restrictions that would preclude participation in the moving and lifting of equipment and supplies, or assessment activities
Monitoring under an Employer Medical Monitoring Program (29 CFR 1910) as required
<b>Recommendations</b>
Hepatitis B vaccination for workers who are exposed to blood or body fluid. Tetanus, Diphtheria, Covid, Pertussis (Tdap) and other vaccinations as determined by the providing agency medical offices.

## GENERAL PROVISIONS/ASSUMPTIONS FOR REQUESTING OR PROVIDING RESOURCES

This plan is based on a number of assumptions that serve as the basis of understanding the UP-HMS resource:

- Emergency planning in California requires jurisdictions to rely first upon its own resources;
- Requesting jurisdictions should coordinate with the Operational Area EOC or emergency management agency for mission resource requests;
- Requesting jurisdictions are responsible for the management of incoming resources;
- UPAs retain primary responsibility for regulated HM handlers within their jurisdiction;
- Rapid assessment/assistance teams may be desirable to assist impacted jurisdictions;
- UP-HMSs must not self-deploy;
- UP-HMSs may be deployed in the response or recovery phase of a disaster; and
- UP-HMSs should activate and operate consistent with the principles of SEMS and ICS.

Participation in emergency assistance is voluntary, however, the following minimum requirements apply to **providing agencies**:

- Identify appropriate personnel for UP-HMSs duties and response,
- provide staff with basic deployment **Go-Kits**,
- provide staff with appropriate training,
- provide staff with sufficient personal protective equipment (PPE) and other equipment commensurate with the team resource request and assignment,
- provide staff with transportation to the assignment location<sup>18</sup>, and
- participate in drills, exercises and after-action reviews (when available).

### Determination of the Need for Resources

In the last several years, California has seen the most destructive wildfires ever. When there are hundreds of smaller less impactful fires in between, managers must evaluate and determine the need for a large-scale response involving a more formalized assessment and removal of hazardous materials/waste and fire debris. *There are no metrics (such as the number of homes damaged or destroyed) to define when one process or another should be followed.* The stated goals must be that both hazardous materials/waste and the fire debris are properly and legally addressed and that the public and environment are not endangered. In some cases, there are other options to address these concerns that are practical, feasible and desirable. These options might include one or more of the following:

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<sup>18</sup> This is not absolute. It is recommended that only government vehicles be used in a disaster area but there may be situations where this may not be possible. For example, some UPAs do not provide government vehicles for their staff and requesting agencies might similarly not have government owned vehicles available.

- Communications with the public on their options,
- Use of insurance companies to fund appropriate remediation,
- Use of alternative options for small amounts of hazardous waste removal,
- With appropriate guidance, use of non-profit organizations to assist,
- Utilizing existing local staff to assist and guide what the public needs to do, and
- Utilizing contractors for short term removal / remediation options using local funding.

These decisions have been made legally and practicably by many local entities for those smaller or less destructive (fire) disasters. Each local entity would be advised to discuss various options.

## Local Proclamations/Declarations

Any political jurisdiction can make a local proclamation of emergency when it appears that resources from outside the jurisdiction may be necessary. In major wildfires, damage assessments are initially conducted either by Cal Fire and/or local agencies and ultimately will paint the picture of the nature and extent of damage. In fires, the usual metrics include the numbers of structures damaged or destroyed and the acreage burned. Once a determination is made that the event is significant, *local emergency proclamations* may soon follow. This will set off a chain of events at the operational (county) area including local Emergency Operations Centers (EOC) being stood up, the authority to promulgate emergency orders or regulations, and pathways for State and/or federal declarations created. More information can be found in [Emergency Proclamations](#), a short reference guide for local government. Also, Cal OES provides an overview of the [California Disaster Assistance Act](#) that provides financial assistance from the State for costs incurred by local governments as a result of a disaster event.

Once a determination is made that a significant number of structures will require hazardous materials/waste assessments and removal, followed by debris removal, local managers must determine their resource needs. Local **public health emergency declarations** may be advised to allow entry onto impacted properties and the removal of hazardous waste.<sup>19</sup> Public Health Emergency declarations can be issued by a Local Health Officer such as a Public Health Officer or in some cases an Environmental Health Director.

## State And Federal Proclamations/Declarations

A Governor's State of Emergency Proclamation<sup>20</sup> authorizes Cal OES to administer the California Disaster Assistance Act (CDAA) that provides financial assistance for recovery efforts to counties, cities, special districts, and eligible non-profit organizations. When damages are so extensive that

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<sup>19</sup> The State, and in particular the Department of Toxic Substances Control, requires a public health emergency declaration to bring in their contractors for removal of hazardous waste from private residences and structures.

<sup>20</sup> The typical pathway is for local government to proclaim an emergency, then when significant, to ask the governor to proclaim a State emergency declaration. This action by the State activates the SOC and opens the California Disaster Assistance Act fund.

combined local and State resources are not sufficient for emergency response and recovery, the Governor may submit a request for a federal emergency or major disaster declaration.

The federal disaster declaration process starts with a joint FEMA, State and local preliminary damage assessment (PDA) to determine if there is a need for supplemental federal assistance. Cal OES uses the results of the PDA (and other information) to determine if the situation is beyond local and State resource capabilities. UP-HMS activities may be useful in identifying impacts to calculate the PDA. When federal assistance is justified, the President issues an emergency or disaster declaration and various emergency or disaster programs are made available. A federal (Presidential) disaster declaration supports federal agency response and recovery activities including Public Assistance (PA) that provides support to local jurisdictions. PA grant assistance may be available to reimburse local jurisdictions for HM emergency assistance costs.

FEMA's PA program provides federal disaster grant assistance for emergency work and protective measures that address threats to public health and safety. The federal share of this assistance is established in the Presidential declaration and is generally seventy five percent (75%) of the eligible costs. The State determines how the non- federal share (up to 25%) is covered. PA program funds may be used to reimburse eligible deployed resources.

### **[Private Property (Residential)] Hazardous Materials and Debris Removal<sup>21</sup>**

Initial recovery operations may be conducted in two phases with active participation of local, State and/or federal resources.<sup>22</sup> Ash, charred debris, and other contaminated materials from burned structures may be hazardous wastes. To minimize exposures and to minimize dispersion to the air and run-off to surrounding surface waters, the ash and contaminated debris should be cleaned up and contained as quickly as possible. Those actions taken to immediately mitigate and contain and control hazardous waste releases are exempt from hazardous waste permit requirements [22 CCR 66270.1(c)(3)(A)] after the Governor has declared the county in a State of Emergency.

**Phase I** involves the assessment, mitigation and/or removal of household hazardous waste that can be segregated and managed separately from the ash and debris. Examples include propane tanks, batteries, pesticides, herbicides, solvents, pool chemicals, asbestos siding or insulation, ammunition, and paints to name a few. This activity is often done through DTSC and their contractors, with local UP staff playing a key participatory and management role. UP staff will usually accompany field crews to oversee hazardous waste removal, log information into the mapping system or collector apps and serve as a community liaison in the field. After the hazardous waste that can be separated is removed, a sign may be posted at the property to show completion and provide property owners information on Phase II operations, contact information and links to information as applicable.

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<sup>21</sup> While much focus has been on recent wildfires, this process of removing hazardous materials followed by debris removal will essentially be repeated following most types of disasters.

<sup>22</sup> State or federal programs typically assist homeowners and not commercial/business owners, although on a case-by-case basis, certain activities may be undertaken at business locations.

**Field data collection:** DTSC has developed a data collection app that can be synced with local requesting agencies, OES and Cal-Recycle. Web-based dashboards with maps of impacted areas are then made available to the public showing the current status of Phase I and II activities. See examples of fire maps developed from the data collected in the field [DTSC Maps 2020](#). If US-EPA or other federal agencies are deployed, their own collection app and web-based dashboards may be utilized.

**Phase II**<sup>23</sup> involves the removal of remaining household fire related debris (including hazard trees). The State or federal government may offer a “government” sponsored program in which State or federal contractors perform the work for property owners who elect to participate and requires signing a *Right of Entry (ROE)* form.<sup>24</sup> In this case, State contractors will remove debris and hazard trees, conduct background soil sampling, and implement erosion control measures, as necessary, with guidance and oversight by the California Department of Resources, Recycling, and Recovery (Cal-Recycle).

For those property owners who choose an alternative debris and hazard tree removal program, they can hire a private contractor to do the same work in compliance with all hazardous materials and asbestos standards, dust control, soil testing, and erosion control. EH or the lead agency will usually play a role in the “private” cleanups including reviewing paperwork and overseeing the cleanup to ensure timely abatement and enforcement if necessary.

Solid waste local enforcement agencies, landfills, the California Highway Patrol, utilities and many more cooperating entities need to coordinate and communicate. The public, particularly property owners, need to be informed, updated and presented with options and assistance where necessary. As one can imagine, these activities require up front planning and are extremely labor intensive and consequently expensive.

It is important to work with local offices of emergency management and their regional representatives to request State resources to assist in Phase I and II activities. It is also critical that local managers are specific in their needs and the types of resources being requested.

*Once approval for State assistance is obtained, and once activities begin, local HM/EH agencies will again still need to be involved in a number of tasks to assist the State resources, to oversee specific operations, and to manage resources for all the activities during Phase I and II activities.*

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<sup>23</sup> Phase I and II are terms used for fire related disasters and may or may not apply to other disasters.

<sup>24</sup> The ROE form and the Phase II options should be explained to property owners early on through town hall meetings, websites, ROE centers, press releases and local neighborhood groups. The ROE form must be timely, accurate and should be developed with county counsel and State input.

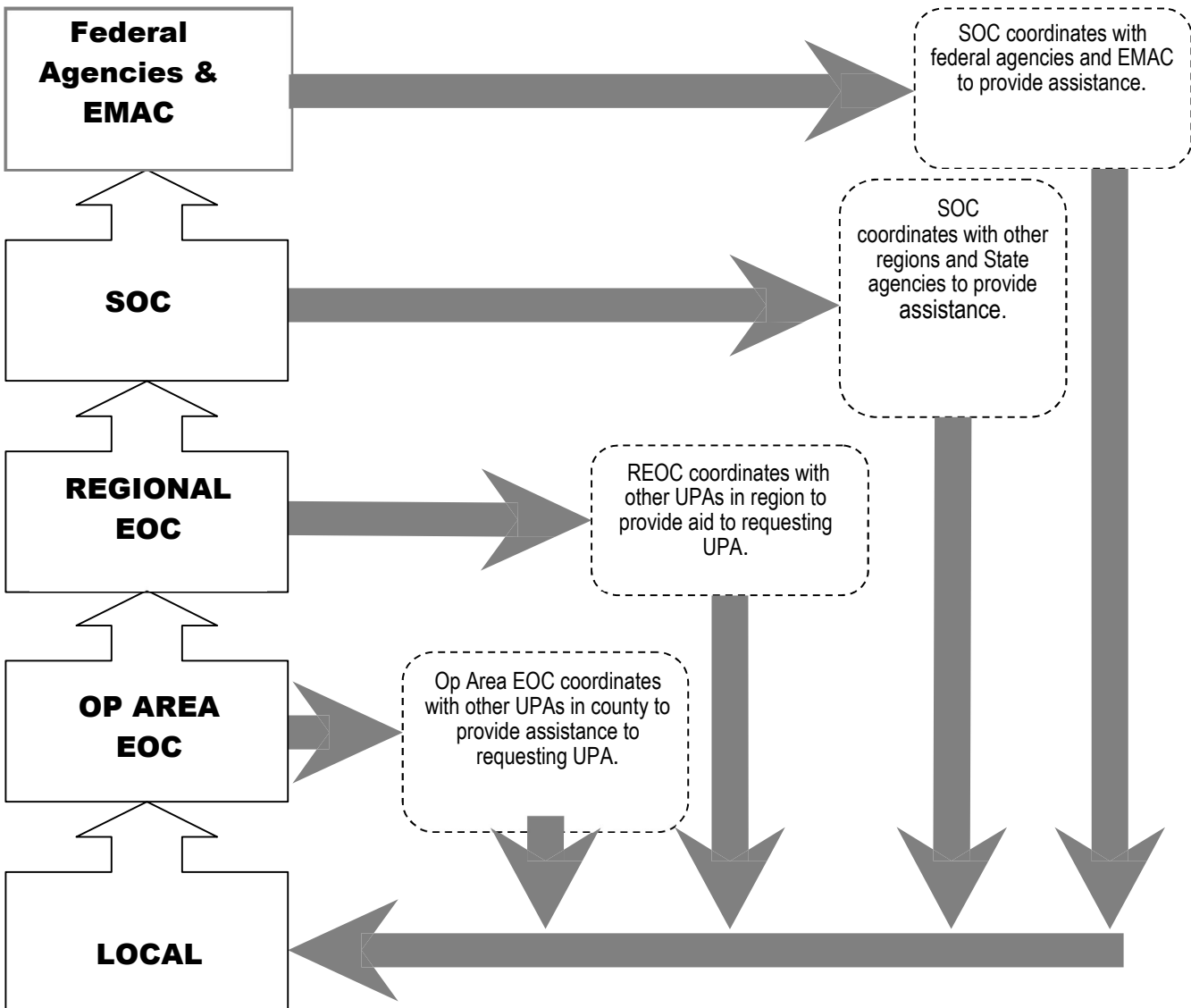


## REQUESTING UP-HMS ASSISTANCE

UP-HMS resources may be requested by the agency responsible for regulating UP facilities through the mutual aid process. Resource requests originate at the lowest level of government and are progressively forwarded to the next level until filled (see Figure 1).

When a local jurisdiction requires assistance, it contacts the OA EOC. The OA EOC coordinates requests for resources within that county's boundaries including all political subdivisions located within that county. If the OA is unable to provide the necessary requested assistance, it forwards the request for assistance to the Regional Emergency Operations Center (REOC). Each administrative region has a REOC that coordinates resource requests among OAs and also between the OA and the State.

Figure 1. Resource Requests Flow Up, Assistance Flows Down



For the purposes of mutual aid, California is divided into three administrative regions: Inland, Coastal and Southern and six emergency assistance regions to facilitate the coordination of emergency assistance as shown in Figure 2.

**Figure 2. Administrative and Mutual Aid Regions of California**



The Cal OES State Operations Center (SOC) coordinates State agency resources in response to the requests from the regional level and coordinates emergency assistance between the three administrative regions. The SOC also serves as the coordination and communication link between the State and the federal emergency response system. When resource requirements cannot be met with State resources, the State may request assistance from federal agencies or other States through the Emergency Management Assistance Compact (EMAC).

**Operational Area (OA)** – The Operational Area manages and/or coordinates situational status information and resource requests among the political subdivisions (local governments and special districts) within a county’s geographical area. The OA provides communication and coordination between local jurisdictions and the Cal OES administrative Regions via the OA EOC.

The **Regional EOC or Duty Officer** may enter the mission/resource request into the Cal OES information management system called **Cal EOC** and will issue a mission number.

## State of California Emergency Plan

The [State of California Emergency Plan \(SEP\)](#), addresses California’s response to emergency situations associated with natural disasters or human-caused emergencies. The SEP describes the methods for conducting emergency operations, the process for rendering mutual aid, the emergency services of governmental agencies, how resources are mobilized, how the public will be informed, and the process to ensure continuity of government during an emergency or disaster. The concepts presented in SEP include mitigation programs to reduce the vulnerabilities to disasters and preparedness activities to ensure the capabilities and resources are available for an effective response. To assist communities and governments to recover from a disaster, SEP outlines programs that promote a return to normalcy.

**Emergency Support Functions (ESF)** – ESF’S are a grouping of state agencies, departments and other stakeholders with similar functional activities and responsibilities that improve the State’s ability to collaboratively prepare for, effectively mitigate, respond to and recover from an emergency. ESFs unify a broad-spectrum of State and local stakeholders with various capabilities, resources and authorities to improve collaboration and coordination for a particular discipline. They also provide a framework for the State government to support regional and community stakeholder collaboration and coordination at all levels of government and across overlapping jurisdictional boundaries.

EH resources are under ESF 8 while UP-HMS resources may fall under ESF 10 or ESF 8. The source agency determines which mutual aid system is employed. ESF 10, Hazardous Materials, is an annex to the SEP that defines the organization, scope, and coordination of oil and HM response and emergency management activities. ESF 10 provides coordination and support to actual or potential discharges and/or uncontrolled releases of oil or HM and takes appropriate actions to save lives, protect health and safety, protect property, and preserve the environment when activated. Appropriate action may include detecting, assessing, and stabilizing the release, analyzing and implementing cleanup, and removing, transporting, and disposing of solid waste debris. Cal EPA has been designated by the SEP as the lead State agency for development, implementation and maintenance of the ESF 10. The ESF 10 Annex to the SEP provides a framework for a coordinated response between State agencies with a jurisdictional/regulatory authority for HM.

The California Health and Human Services Agency (HHS) is the lead agency for ESF-8, Public Health and Medical Services. The mission is to strengthen collaboration and coordination among public health, EH and medical stakeholders to support local jurisdictions during emergencies and disasters. Although the scope of activities is heavily weighted towards medical duties (for example, mass patient care and fatality management), there are components touching on several EH areas including HM. Mutual aid requested from any of the 62 local EH jurisdictions typically follow the ESF 8 pathway.

Mutual Aid systems for fire and ESF 8 are parallel with no overlap. ESF 10 does not have a unique mutual aid system and therefore cannot mobilize resources until mission-tasked through a Cal-OES mission. Since UP/HM resources may lie in all the above, there is no standardized process for determining which ESF and lead agency should handle coordination of resources to assist in HM disaster situations. As a result, delays occur in providing HM mutual aid to EH jurisdictions and HM resources from Fire UPAs may remain inaccessible. For example, since fire resources are not coordinated through public health requests in recent fire experiences, many of the UP-HMS staff could not respond to requests for HM assistance.<sup>25</sup>

It is recommended that EH jurisdictions needing mutual aid for HM resources pursue ESF 8/ESF 10 and work with operational area Office of Emergency Management to expedite processing of their request.<sup>26</sup>

## **Federal Response**

US EPA is the lead agency for the federal Emergency Support Function (ESF) 10 for HM incidents inland, and the U.S. Coast Guard is the lead agency for coastal incidents. For incidents affecting both, U.S. EPA is the primary agency with the U.S. Coast Guard as the co-lead.

California and federal resources would coordinate to support local jurisdiction response actions following a disaster. For many of the recent fires where US EPA was mission tasked to perform Phase I activities, the process and end result is often the same as when DTSC is involved. However, US EPA is slightly different in that access rights to survey, remove and dispose of household hazardous waste requires a Governor's Executive Order. Once mission tasked, US EPA staff will partner with local agencies responsible for hazardous waste and coordinate with agencies at the County EOC. Field processes involve collector apps and documentation that is similar to what the State (DTSC) collects and provides through the web-based portal. County liaisons are often a critical partner with US EPA or contractor field teams.

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<sup>25</sup> A large disaster such as a major earthquake or a period where multiple fires impact multiple OA's will possibly require a larger number of UP-HMS resource requests. Maximizing this resource is a key goal.

<sup>26</sup> In past fires, HM resources have been requested through different routes and mechanisms. Collaboration is key depending on the specific circumstances. See Appendix C and D for examples of requesting resources.

## UP-HMS ACTIVATION AND MOBILIZATION

Once a decision is made to request resources, a chain of events, including declarations of emergency (local, State, and federal as necessary), must occur. This also requires close coordination and communication with local and State EOC's or emergency management departments.

### Emergency Assistance Agreement<sup>27</sup>

Having an emergency assistance agreement (EAA) in place is an effective and efficient way to provide resources following a disaster. Without an EAA, sending aid and hoping for reimbursement from State or federal agencies lessens the potential for cost recovery. FEMA regards assistance provided without an EAA as a tacit donation of services. Reimbursement claims can be denied eligibility without a written agreement between the requesting and providing jurisdictions. FEMA encourages jurisdictions to develop EAAs prior to an emergency that address the subject of reimbursement and will generally honor the reimbursement provisions of EAAs to the extent that they meet FEMA policy.

Agreements serve as the foundation for navigating emergency assistance cost issues. Formal EAAs are desirable in disciplines that are heavily involved in disaster response; for example, the *California Fire Assistance Agreement* provides emergency assistance guidance for federal and State firefighting agencies. A statewide, pre-event EAA offers the advantage that the State can be designated as responsible for administering the reimbursement of emergency assistance costs allowing the providing jurisdiction to apply for reimbursement directly to the State. Otherwise, jurisdictions providing emergency assistance are reimbursed indirectly through the requesting jurisdiction.

### Post-Event Emergency Assistance Agreement

If a requesting jurisdiction and providing jurisdiction do not have an EAA in place at the time when resources are needed, the jurisdictions may enter into a verbal agreement on the type and extent of the assistance to be provided, as well as the cost and other conditions and expectations. After a verbal agreement has been reached it must subsequently be documented in writing and executed by authorized officials in each jurisdiction within 30 days. Further, the written agreement must be consistent with past emergency assistance practices between the jurisdictions. Having a post-event agreement does not guarantee reimbursement; however, it will provide the basis for cost recovery. EAAs should also set forth applicable regulations, timelines, and protocols guiding the reimbursement process. For example, some EAAs make assistance free of charge up to a certain length of time; anything after that is billed to the requesting jurisdiction. Fewer problems over reimbursement will arise when cost issues are dealt with in a clear manner in an EAA.

It is important to note that there are administrative requirements associated with assistance for

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<sup>27</sup> See example of Region 1 and 6 agreement in Appendix E.

hire. All personnel and material costs must be tracked, recorded, and invoiced to the requesting jurisdiction in a clear, written format in accordance with FEMA and Cal OES requirements. It is critical to involve fiscal and legal staff (among others) to ensure smooth and timely transactions.

## **UP-HMS Coordinator**

The requesting jurisdiction is in charge of the requested resources and all team assignments during the deployment with the understanding that no resources will be assigned to tasks outside of their general capabilities. The affected jurisdiction should conduct a pre-resource request needs assessment using initial damage information and HM inventory information. If a need for emergency assistance is indicated, especially if multiple UP-HMSs are required, the requesting jurisdiction should consider designating a UP-HMS Coordinator who will assist with resource utilization.

## **Deployment**

Providing UPs are responsible for the mobilization and transport of their personnel when they respond to a request. It is important that requesting agencies have information on conditions and logistics relevant to incoming resources. The requesting jurisdiction may be responsible for the reimbursement of the providing jurisdiction's expenses for resources, travel, ground support such as food and lodging, and expended equipment and supplies<sup>28</sup>.

The requesting and providing agencies should have a conversation before deploying to ensure all the specifics of the agreement, cost recovery, transportation, logistics such as hotels, and other information are clear and any questions answered. Typically, this can be done at the EH Director or UPA Manager level.

Use of personal vehicles is not recommended as a method of transportation for deploying UP-HMS resources. While it may be necessary to use a personal vehicle, rental or government-owned vehicles are preferred. If a personal vehicle is used during a deployment, it is important that it meets the insurance requirements of the providing jurisdiction and a form of identification that the vehicle is being used for official purposes. Response time is dependent on travel time but it is expected that UP-HMS' will deploy within 12-24 hours of a request.<sup>29</sup>

Work assignment duration is contingent on the incident scope and location however; team members should be prepared to be deployed for up to 14 days (or longer) and capable of being self-sufficient for up to 72 hours. UP-HMS assignments should not exceed 14 days unless express approvals from the providing jurisdiction are obtained and the individual resource is willing and able.

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<sup>28</sup> Reimbursement provisions are some of the issues that can be pre-negotiated for service contracts. This can be done regionally prior to the incident or on an as needed basis using standard agreement formats as the needs arise.

<sup>29</sup> In a situation where travel is significant (southern to northern California, for example), air travel may be an option to consider if feasible. Fires in the last several years have also utilized rental cars or agency vehicles for transport.

The requesting jurisdiction is usually responsible for providing available support for the teams including lodging, meals, security, fuel, recharging for phones, batteries, power, etc. This is dependent on the agreement reached between the requesting and providing agencies and is why it is important to have an existing agreement or work out those details early. The requesting jurisdiction may also provide identification cards and/or other identifying items such as vehicle placards, vests, badges or business cards. Lodging in the affected area may be unavailable or in limited supply, so the requesting jurisdiction may need to make special arrangements to house and feed UP-HMS resources. In some cases, team members may be asked to endure unusual conditions such as sleeping in a warehouse or in tents or obtain housing a distance from the incident and commute to the incident. The UP team leader can be used to help facilitate logistical and other support available for the teams through the incident liaison officer or UP-HMS Coordinator.

### **UP-HMS Deployment Outside of California**

California is a member of the [Emergency Management Assistance Compact \(EMAC\)](#) and the Civil Defense and Disaster Compact that are the primary tools that all states use to send and receive emergency personnel and other resources during a major disaster. California is a signatory to both compacts and, depending on the level of the declaration, can send or seek assistance from other states. This includes local resources that are able to assist.

EMAC, established in 1996, is a congressionally-ratified EAA that provides form and structure to interstate emergency assistance. All 50 states, the District of Columbia, Puerto Rico, Guam and the U.S. Virgin Islands have enacted legislation to become EMAC members. EMAC is a direct state-to-state emergency assistance system administered by the National Emergency Management Association (NEMA).

Through EMAC, a disaster impacted area can request and receive assistance from other states and resolves upfront liability, cost reimbursement, workers compensation, and travel issues for personnel who respond to other states under EMAC. Also, professional licenses and certifications recognized in California are also accepted in receiving states and vice versa. Cal OES coordinates EMAC requests for aid and sending assistance to other states through EMAC. UP resources, if made available, would typically be deployed out of state in response to an EMAC request that describes the specific HM response and recovery resource capabilities needed.

### **After Action Reviews**

Both real incidents and exercises should culminate in an after-action review and report to ensure its objectives were met and to define any corrective actions/ improvements needed. Providing and receiving UPAs should participate in an after-action review following each activation and develop a report with corrective actions, as needed. The after-action report serves as a valuable source of documentation of response-related activities performed by UP-HMSs which may be reimbursable by the State and federal government disaster funds.

## **APPENDICES**

### ***Appendix A: Disaster Response Process***



App A Disaster  
Response Process.p

### ***Appendix B: Resource Request Overview***



App B Resource  
Request Overview.p

### ***Appendix C: Resource Request Process Under ESF-8***



App C Resource  
Request Process Un

### ***Appendix D: Resource Request Process for Fire UPA Resources***



App D Resource  
Request Process for

### ***Appendix E: MAA Example Region I and VI***



App E MAA Region  
1 & 6.pdf