



This document outlines the systems and procedures used for Mutual Aid throughout the Yolo Operational Area

Yolo Operational Area Mutual Aid Plan

Support Annex to local
Emergency Operations Plans

Version 1.0

Revised: December 2018

PARTICIPATING AGENCIES

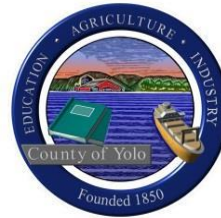


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EXECUTIVE SUMMARY

Disaster events can overwhelm the resources of a jurisdiction, effectively inhibiting their response capabilities. Mere minutes in the delay of resources can mean the difference between life and death. Without established mutual aid planning for a disaster event, the protection of life and property is at risk. To minimize these risks and potential losses, it is critical that government agencies work together and take the necessary steps to ensure they are well prepared for coordination of resources during a disaster event.

This Mutual Aid Support Annex has been created to allow for the proper requisition and acquisition of mutual aid resources throughout the Yolo County Operational Area in event of disaster.

"The price of greatness is responsibility."

~Winston Churchill

SECTION 1.0: INTRODUCTION

Mutual aid requests are generally conducted under the direction of the affected local government. The Yolo County Operational Area is responsible for managing resources throughout Yolo County during a disaster event, and for requesting mutual aid assistance when those resources are overwhelmed. The YCOA has 6 jurisdictions (four incorporated cities, one unincorporated area and one Tribal nation), and numerous special districts, state and private agencies to coordinate resources in a disaster/emergency.

1.1 PURPOSE

This plan establishes a framework and organizational structure for the proper requesting and receiving of mutual aid throughout the Yolo County Operational Area during a disaster event.

1.2 SCOPE

This plan applies to resource coordination throughout the Yolo County Operational Area when mutual aid is needed in response to an incident. The plan is intended to be applicable to all hazards and scalable to the size and scope of an event. The plan is activated in situations where local, state, federal and tribal resources are overwhelmed or are inadequate to facilitate a necessary disaster response.

1.3 GOALS

The goals of this plan are to:

- Coordinate the mobilization of personnel and equipment from supporting agencies
- Deploy personnel and equipment to locations needed to accomplish primary objectives
- Assist in the establishment of multi-agency staging areas
- Coordinate with cities/jurisdictions in the OA, tribal government, region and state agencies in accordance with local mutual aid agreements, the California Law Enforcement Mutual Aid Plan, the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the National Response Framework (NRF).

SECTION 2:0: SITUATIONAL ANALYSIS

California's emergency assistance is based on a statewide mutual aid system designed to ensure that additional resources are provided to the State's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the *California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)*, which is entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations and public agencies to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, Federal and State monies may be appropriated to reimburse public agencies that aid other jurisdictions. If other agreements, memoranda and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

California is divided into six mutual aid regions, which are subdivisions of the State emergency services organization established to facilitate the coordination of mutual aid and other emergency operations within an area of the state consisting of two or more OAs. A map of Inland Region is shown in [Figure 1 – California Mutual Aid Regions](#), which details the Mutual Aid Regions, III, IV and V. Yolo County is located in Mutual Aid Region IV.

There are four approved, formal Mutual Aid Systems in California. Those systems are:

- Fire and Rescue
- Law Enforcement
- Coroner

Other informal mutual aid involves, but is not limited to:

- Emergency Management (resources not covered by the other three systems)
- Public Information
- Medical and Health
- Communications
- Transportation Services
- Facilities
- Hazardous Materials Mutual Aid System
- Volunteer and Private agencies

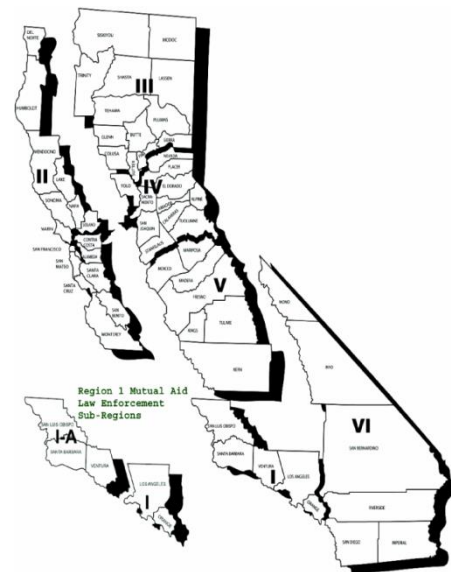


Figure 1 – California Mutual Aid Regions

SECTION 3.0: CONCEPT OF OPERATIONS

During emergencies, agencies will operate with their existing resources. When it is determined that an emergency situation in a jurisdiction may extend, or is already, beyond the control of their resources, it is the responsibility of that agency to request mutual aid. Formal mutual aid requests will follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (i.e. fire, law enforcement, emergency manager, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

3.1 ROLES AND RESPONSIBILITIES

Each jurisdiction will have a representative who serves as their respective mutual aid coordinator. When mutual aid is requested by a jurisdiction, their mutual aid coordinator will undertake the following:

- Confirm an emergency or anticipated emergency exists
- Establish that the involved local agency's resources are inadequate to meet the demands of the incident (and meet the criteria for a mutual aid request)
- Through coordination with the Incident Commander, determine the quantity and type of resources needed
- Determine where to stage the incoming mutual aid resources
- Order the mutual aid resources
- Identify the Liaison Officer of the requesting agency who will serve as the point of contact
- Establish appropriate documentation procedures with the requesting agency
- Ensure responding resources are demobilized as soon as they are no longer needed

The Operational Area Mutual Aid Coordinator will first exhaust all resources within the OA. If the Operational Area Mutual Aid Coordinator determines there are insufficient resources within the OA, he/she will contact the Regional Mutual Aid Coordinator (Region IV). The Regional Mutual Aid Coordinators will then contact all necessary agencies within Region IV to obtain the needed resources. If the Regional Mutual Aid Coordinators determine resources are insufficient within the region, he/she will then contact the Cal OES State Mutual Aid Coordinators who will contact all necessary Regions within the state. See the following sections for further information.

3.2 LOCAL REQUEST FOR MUTUAL AID

Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local jurisdiction will request assistance from the OA Mutual Aid Coordinator.

A proclamation of local emergency may or may not be appropriate for the circumstances; however mutual aid may be requested prior to the activation of an EOC or formal proclamation of local

emergency. Mutual aid request and response is not dependent on a proclamation of local emergency.

3.3 OPERATIONAL AREA REQUEST FOR MUTUAL AID

The OA is a composite of its political subdivisions, (i.e. municipalities, contract cities, special districts and county agencies). The OA Mutual Aid Coordinators assess the availability of resources within the OA and fulfill the resource request based upon that assessment. When an emergency develops or appears to be developing which cannot be resolved within the OA, it is the responsibility of the OA Mutual Aid Coordinator to provide assistance and coordination. In the event resources are unavailable at the OA level, the request is forwarded to the responsible Region Mutual Aid Coordinator to be filled. Requests are made through CalEOC, the emergency response system used to order and track resource requests. CalOES can also enter requests into CalEOC.

In accordance with the California Master Mutual Aid Agreement, local governments developed a coordinated emergency management concept called the Emergency Management Mutual Aid (EMMA) system used to deploy emergency managers and other technical specialists not covered by Law Enforcement or Fire Mutual Aid plans in support of emergency operations and response throughout California. The Operational Area can make an EMMA request for personnel when needed. All phases of the EMMA system are to operate consistently with the Standardized Emergency Management System regulations.

EMMA activation involves the following:

- The system can be activated to support the response to a credible threat or actual emergency of any scale, from small, single-jurisdictional emergencies to large-scale disasters, involving multiple jurisdictions.
- EMMA Plan activation must be approved by an authorized official of the requesting jurisdiction.
- Local government requests for mutual aid are made to the Operational Area. The Operational Area is responsible for coordinating mutual aid within its jurisdiction.
- Mutual aid requests that an Operational Area is unable to fill are forwarded to the Cal OES Region, using CalEOC whenever possible.
- When EMMA resources are needed from another region, the request is made by the affected CalOES Region, through the State Operations Center.
- During all levels of activation, local jurisdictions coordinate information on resource utilization through their respective Operational Areas.
- All SEMS levels will use CalEOC whenever possible to initiate and process EMMA resource requests.

EMMA demobilization involves the following

- Prior to demobilization, each individual responding under EMMA will complete and submit demobilization paper work to the requesting jurisdiction.
- Each person assigned as an EMMA resource will submit all time-tracking and expense documentation to the appropriate person at their agency.

- The EMMA Coordinator or the personnel branch coordinator at each affected SEMS level shall submit copies of EMMA Form 4 - Exit Survey (completed by EMMA resources) and all other feedback regarding the EMMA process to the Regional EMMA Coordinator, with recommendations for improvements.
- The requesting OA Logistics Section Chief should provide all EMMA resource performance verification and evaluation forms to the appropriate Regional Administrator.

3.4 REGIONAL REQUEST FOR MUTUAL AID

The State is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple OAs and has a Regional Mutual Aid Coordinator. Should an existing or anticipated emergency be of such magnitude as to require the commitment of the resources of one or more OAs, it is the responsibility of the Regional Mutual Aid Coordinator to organize the notification and response of resources within that region. The Regional Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the Region to support a mutual aid request by a jurisdiction also within the Region. The Regional Mutual Aid Coordinator will keep the State Operations Center advised of the situation status. The State Operations Center may support the regional response by issuing mission numbers (numbers issued for the use of state agency resources) and tasking state agencies within the region.

An unusual occurrence necessitating regional mutual aid does not require a proclamation of a state of emergency. In the event resources are unavailable at the Region Level, the request is forwarded to the State Operations Center to be filled.

3.5 STATE REQUEST FOR MUTUAL AID

On behalf of the Governor, the Director of Cal OES has the responsibility for coordination of State mutual aid resources in support of local jurisdictions during times of emergency. If the combined resources of a region are not sufficient to cope with an emergency situation, the Regional Mutual Aid Coordinator may request additional assistance through the State Mutual Aid Coordinator. The Director will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking an appropriate state agency to fill the need. [Figure 2 - Discipline-Specific Mutual Aid Systems](#) documents the flow of information, resource requests and resources within specific mutual aid agreements relative to the SEMS organization levels.

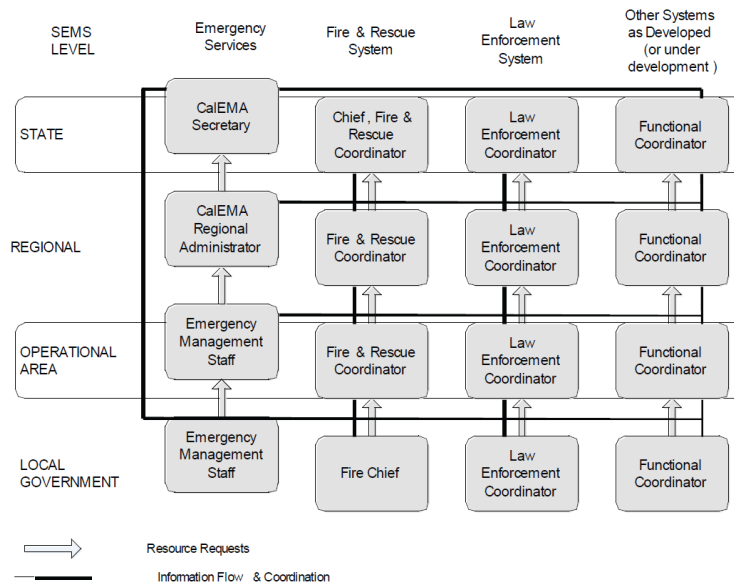


Figure 12 – Discipline Specific Mutual Aid Systems

Figure 3 – Flow of Requests and Resources depicts the resource management process for the State under SEMS. In this model, the affected local government has the ability to access all stakeholders at all levels of the system.

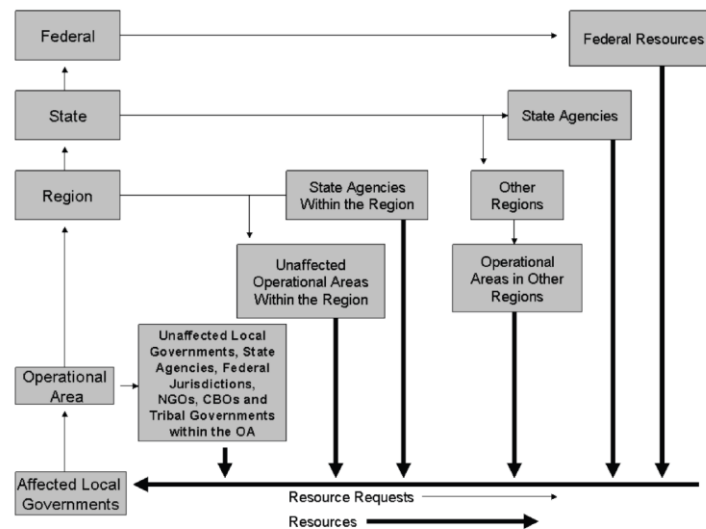


Figure 3 – Flow of Requests and Resources

SECTION 4.0: PLAN MAINTENANCE

The Yolo County Office of Emergency Services coordinates the maintenance and updates of this annex in accordance with the maintenance schedule established for the Operational Area Emergency Operations Plan (EOP).

4.1 PLAN UPDATE

The plan may be modified as needed after an incident, exercise, or change in procedures, law, rules, or regulations pertaining to volunteer and donations management. The Yolo County Office of Emergency Services (OES) is responsible for plan distribution, review, update, testing, training, and how an after action report will be conducted after the plan has been implemented.

4.2 PLAN TRAINING AND EXERCISE

The plan should be tested in applicable local and countywide exercises. The plan may be implemented either by exercise or in response to a real emergency.

4.3 AFTER ACTION REVIEW

The Yolo County OES will conduct an after action review of the plan following activation of the plan or a component of it.

APPENDIX A: RECORD OF CHANGES

(Note: File each revision transmittal letter behind this record page.)

Version Number	Implemented BY	Date	Approved By	Approval Date	Description of Change
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

APPENDIX C: CONTACT LIST