NEBRASKA

EMERGENCY MANAGEMENT AGENCY

Good Life. Great Strength.

GOVERNOR'S EMERGENCY FUND GUIDELINES FOR PUBLIC OFFICIALS

Updated: October 2025

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Governor's Authorized Representative

Table of Contents

PROMULGATION 2
RECORD OF CHANGES 3
1 – Introduction 5
1.1 - Purpose 5
1.2 – Scope 5
1.3 – Authorities 5
1.4 – Situation/Assumptions 5
1.5 – Schedule of Revision 6
2 – Concept of Operations 6
2.1 – Emergency Proclamation 6
2.2 – Thresholds/Deductibles 6
2.3 – Eligibility Requirements 9
2.4 – Declaration Process – Local 11
2.5 – Declaration Process – State/Federal 14
2.6 – Request for State Financial Assistance 15
Attachments 17
Attachment 1A: Force Account Labor Record 18
Attachment 1B: Force Account Equipment Record 19
Attachment 1C: Force Account Materials Summary Record 20
Attachment 1D: Contract Summary Record 21
Attachment 2: Sample Local Emergency Proclamation 22
Annex A: WILDFIRE ASSISTANCE PROGRAM 23
Attachment 1: Aerial Wildfire Suppression Statement 35
Attachment 2: Deployment Procedures for the Nebraska SEAT 36
Annex B: STATE EMERGENCY RESPONSE TEAMS 37
Attachment 1: SERT Letter of Agreement 43
Annex C: Hazardous Material Assistance Program 45
Attachment 1: Incident Check-In List (ICS-211) 49
Annex D: Framework for Inclusion of Critical Infrastructure Workers in Disaster Response 50
Purpose: 50
Guidance: 50
Justification: 51

PROMULGATION

The Governor's Emergency Fund was established to provide appropriations for the Governor to expend for any state of Emergency pursuant to Neb. Rev. Stat. § 81-829.42. This Governor's Emergency Fund Guidelines for Public Officials plan serves as the official written policies and procedures for disasters or emergencies that may result in the necessity to provide state financial assistance from the Governor's Emergency Fund.

This revised Governor's Emergency Fund Guidelines for Public Officials plan ensures consistency with current policy guidance and services as a basis for improving the coordination among all of Nebraska's emergency management partners. We the undersigned do hereby promulgate this revised Governor's Emergency Fund Guidelines for Public Officials plan.

Major General Craig W. Strong
Adjutant General
Nebraska Military Department
Nebraska Emergency Management Agency

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Updated: October 2025

RECORD OF CHANGES

Changes that are significant in nature shall be reflected and preserved as a stand-alone copy of the master document. Minor changes will be incorporated into this plan during the next scheduled update and specifically listed on the Record of Changes below.

Date Posted	Change(s)	Location
February 2020	County Property valuation web address	Page 8 Section 2.2.2
February 2020	Added website address for county FHWA road maps	Page 10 Section 2.3.3
March 2021	County Property valuation web address updated	Page 7 Section 2.2.2
March 2021	Added explanation that threshold is not an annual threshold but per incident	Page 7 Section 2.2.5
March 2021	Added clarification language regarding assistance process	Page 11 Section 2.4.1
March 2021	Clarified language regarding State assistance request	Page 13 Section 2.6
March 2021	Removed copy of ISR	Page 15-16
May 2021	Added unincorporated "community" language	Page 7 Section 2.2.1
May 2021	Alternate/Improved project language added	Page 9 Section 2.3.3
May 2021	Clarification on Declaration Requirements	Page 9-10 Section 2.4.1
July 2022	Governor's Authorized Representative changed	
July 2022	Added Annex D	Page 2 & Annex D
July 2022	Added text from Neb. Rev. Stat. § 81-829.42	Page 5 Section 1.1
July 2022	Added citation Neb. Rev. Stat. § 13-1612 Political subdivision defined	Page 6 Section 1.2
July 2022	Added text from Neb. Rev. Stat. § 81- 829.40(3)	Page 6 Section 2.1
July 2022	Added requirement to make claims on applicable insurance policies	Page 8 Section 2.3.3
July 2022	Added text clarifying when public power districts and/or electric cooperative corporations are eligible for state cost share on declared federal disasters	Page 10 Section 2.3.3
July 2022	Added that self-deployed entities are not eligible for reimbursement	Page 13 Section 2.5.3
July 2022	Removed redundant and/or unnecessary text, clarified that notification by a local EM or incident command to NEMA is necessary for reimbursement, added updated chart of rates or reimbursement for resourced equipment used in fire fighting	Annex A
June 2023	Clarification on State Funded Disaster Thresholds/Deductibles	Page 6 Section 2.2.1
June 2023	Added language to include a State Cost Share for Hazard Mitigation Assistance Programs (included BRIC, HMGP, HMGP-Post Fire, and FMA)	Page 8 Section 2.2.7
June 2023	Removed debris compaction calculation formula	Page 10 Section 2.3.3
June 2023	Added explicit language requiring all Public Power Districts (PPD's) must submit damage information to County Emergency Managers	Page 12 Section 2.4.3

June 2023	Clarified municipalities and political subdivisions	Throughout GEF Guidelines for Public Officials
June 2023	Revised references to state statute	Throughout GEF Guidelines for Public Officials and Annexes
June 2023	Updated Nebraska Forest Service's (NFS) mailing address to reflect their Yellow Book	Annex A Page 25
June 2023	Established a deadline on when reimbursement documentation needs to be submitted to NEMA	Annex A Page 33
June 2023	Changed Local Rural Fire Districts to Local Fire Departments	Throughout Annex A
June 2023	Updated Wildland Fire Suppression Program to ensure consistency with the NFS's Yellow Book	Throughout Annex A
June 2023	Clarified IMT/IMAT member requirements	Annex B Section IV.A.3.a
June 2023	Added language regarding paying SERT members who are not eligible for overtime at a rate of 1.0 their normal pay	Annex B Section IV.D.1.a
June 2023	Included consistency of IMT/IMAT	Throughout Annex B
October 2025	Changed "County Emergency Manager" or "local Emergency Manager" to "County/Regional Emergency Manager"	Sections 2.2.6, 2.4, 2.4.3, 2.5.2, Annex A, Annex B
October 2025	Clarification to local cost share for Hazard Mitigation projects	Page 8, Section 2.2.7
October 2025	Clarify language regarding Alternate Projects	Page 11, Section 2.3.4
October 2025	Clarify Political Subdivision reporting requirements to County/Regional Emergency Manager	Page 13, Section 2.4.3
October 2025	Update and Clarify Annex A, Wildfire Assistance Program policies and procedures, including Aerial Wildfire Suppression deployment and reporting	Pages 23-36, Annex A
October 2025	Clarify Nebraska SEAT deployment and reporting procedures	Page 36, Annex A, Attachment 2
October 2025	Updated CISA website link	Page 50, Annex D

1 – Introduction

1.1 - Purpose

The Governor's Emergency Fund was established under the authority of the Nebraska Emergency Management Act to provide appropriations for the Governor to expend for any declared state of emergency. Nebraska Statute recognizes that there exists a need to anticipate unusual and extraordinary fiscal burdens, above and beyond regularly appropriated funds, which may be imposed on the State or its political subdivision by disasters, emergencies, or civil defense emergencies. Neb. Rev. Stat. §81.829.42. In such declared disaster or emergency situations, the Governor, acting through the Adjutant General and the Nebraska Emergency Management Agency, is vested with the power to use the Governor's Emergency Fund to allocate financial resources to alleviate the unusual and extraordinary burdens on those state or local agencies when those burdens are found to have become unreasonably great. The intent of the Governor's Emergency Fund is to aid political subdivisions of the state maintain or promptly restore essential public facilities or services when threatened by or damaged as the result of a natural or man-made disaster. Assistance will be provided at the direction of the Governor.

1.2 – Scope

1.2.1 – Nebraska Emergency Management Agency (NEMA) under the direction of the Adjutant General administers the Governor's Emergency Fund.

1.2.2 – For the purposes of the Governor's Emergency Fund a political subdivision is a city, village, county, school district, or other units of government below state level, including entities created by local public agencies pursuant to the Interlocal Cooperative Act. Political subdivision, defined. Neb. Rev. Stat. § 13-1612.

1.3 – Authorities

Governor's Emergency Program. Neb. Rev. Stat. § 81-829.42.

1.4 – Situation/Assumptions

1.4.1 – It is recognized that while appropriations are adequate to meet the normal needs, the necessity exists for anticipating and making advance provision to care for the unusual and extraordinary burdens imposed on the State and its political subdivisions. Neb. Rev. Stat. § 81-829.42(1).

1.4.2 – The Governor's Emergency Fund was established and shall be expended, upon direction of the Governor, for any state of emergency. The Adjutant General shall administer the fund. Neb. Rev. Stat. § 81-829.42(2).

1.4.3 – It is the intent that the first recourse shall be to funds regularly appropriated

to state and local agencies. If the Governor finds that the demands placed upon these funds are unreasonably great, he or she may make the funds available from the Governor's Emergency Fund. Assistance shall be provided from the Fund to political subdivisions of Nebraska which have suffered from a disaster to such an extent as to impose a severe financial burden exceeding the ordinary capacity of the subdivision affected. Neb. Rev. Stat. § 81-829.42(3).

1.5 – Schedule of Revision

The Nebraska Emergency Management Agency will be responsible for making updates and revisions to this document. The document should undergo a full review on an annual basis. Changes will be made on an as needed basis and recorded in the Record of Changes on Page 4.

2 – Concept of Operations

2.1 – Emergency Proclamation

The Governor must have signed a State of Emergency Proclamation as detailed in Neb. Rev. Stat. § 81-829.40(3) before the Governor's Emergency Fund is available for use. Under certain emergency circumstances, the Governor may verbally approve a State of Emergency Proclamation until the earliest possible time that a written proclamation can be signed.

2.2 – Thresholds/Deductibles

2.2.1 – The Governor's Emergency Fund provides financial assistance to political subdivisions only when disaster/emergency costs exceed ordinary capacity. There may be instances when an eligible political subdivision exceeds its ordinary capacity to respond to an event but the level of impact to the State does NOT meet requirements to request Federal Assistance. In such instances it may be possible to qualify for a State only funded disaster if the political sub-division meets certain threshold limits. Threshold deductibles for a State only funded disaster are established below.

- A County shall be eligible for aid when the repair costs for damage to public property and/or disaster relief service costs exceed:
    - A sum equal to the amount that would be raised by the Tax Rate of 0.00035 on the dollar of the valuation of all taxable property in the county <u>including</u> property located within the cities and/or villages, or
    - A sum equal to the amount that would be raised by the Tax Rate of 0.00052 on the dollar of the valuation of all taxable property in the county, <u>excluding</u> property located within the cities or villages.
    - For counties organized under townships, expenditures by

the county and all townships therein shall be totaled for the purposes of the threshold deductible.
    - Expenditures by unincorporated "communities" within a county shall be added to the County total for the purposes of the threshold deductible.
- A City or Village shall be eligible for aid when the repair costs to damaged public property and/or disaster relief service costs exceed:
    - A sum equal to the mount that would be raised by a tax rate of 0.00035 on the dollar on the valuation of all taxable property in the city or village.

2.2.2 – Valuation of taxable property can be found at:

- County property valuation is found online at: Valuation, Taxes Levied, and Tax Rate Data | Property Assessment (nebraska.gov). Click on "Compare Value and Tax Current and Prior Year……" Counties are listed in alphabetical order.
- City or Village property valuation is found online at: https://revenue.nebraska.gov/PAD/2025-annual-report-property-assessment-division (Table 15).

2.2.3 – Political subdivision(s) and other publicly owned utilities requesting assistance will provide the Nebraska Emergency Management Agency (NEMA) with certification that a severe financial burden exists. In all cases, the political subdivision or publicly owned utility must prove that the financial burden exceeds the ordinary capacity to recover.

2.2.4 – All other Governmental entities deemed eligible for disaster assistance will receive assistance as determined by the Governor based upon the severity of the financial burden and their ability to recover.

2.2.5 – After the threshold deductible has been met, the state may match all eligible expenditures at the rate of 50% or at a rate determined by the Governor. Threshold deductible is removed once for each incident and is not an "Annual threshold."

2.2.6 – In the event that the impact to the State from an event is significant enough to meet federal requirements, the Nebraska Emergency Management Agency will work with County/Regional Emergency Managers to obtain damage estimates caused by the event.

- Each county MUST meet a Federal Disaster threshold amount calculated using the population of each individual County to be eligible for federal assistance. Therefore, all damage estimates within a county must be coordinated through the County/Regional Emergency Manager. The State MUST also meet a threshold calculated based on the population of the entire state. The State threshold is a cumulative amount of all county

damages.
- If a Federal Disaster is declared the Federal rules and requirements must be followed which may differ from some State rules and requirements.

2.2.7 – Cost Share for FEMA Grant Programs

Cost share (State share funding is at the discretion of the Governor).

- **Public Assistance**
  - Applicants included in a federally declared disaster may receive state share funding. State Share funding is provided to offset a portion of the local share (non-federal share) of each project worksheet written and obligated by FEMA.
  - The State may contribute the state share at a rate of one-half of the nonfederal share, but, not more than 12.5 percent of all eligible expenses toward the project worksheet.

- **Hazard Mitigation Grant Program (HMGP), Hazard Mitigation Grant Program – Post Fire (HMGP-Post Fire), Flood Mitigation Assistance (FMA), AND Building Resilient Infrastructure in Communities (BRIC)**
  - For any federal disaster declared after April 1, 2023, that results in Hazard Mitigation Grant Program awarded to the State; the projects within those grants may be eligible for State Share assistance. Building Resilient Infrastructure in Communities and Flood Mitigation Assistance Notice of Funding Opportunities (NOFO) received after April 1, 2023, may also receive State Share assistance. State assistance may be provided to offset a portion of the local share (non-federal share) of each project obligated by FEMA. The State may contribute financial assistance of one-half of the nonfederal share, but, not more than 12.5 percent of all federally obligated expenses toward the hazard mitigation project.
  - The State's participation in providing financial assistance to local political subdivisions under Hazard mitigation Grant Program, Flood Mitigation Assistance, and Building Resilient Infrastructure in Communities is contingent upon the local political subdivision having a financial commitment letter on file with NEMA HMGP Staff, stating that the local share costs will be covered by the local political subdivision and that such costs will not be passed on to any individual(s) or other entities participating in the mitigation project. The local cost share of a hazard mitigation project shall be covered by the local political subdivision(s) and shall not be passed on to a private individual(s) or business(es). The local cost share can be split among multiple political subdivisions who are financially vested in the hazard mitigation project.

Subject to the discretion of the Governor, other state entities are not eligible for

funding from the Governor's Emergency Fund. The Governor has final discretion regarding providing financial assistance to the following entities:

- Public Power Districts (PPDs) and Electric Cooperative Corporations (ECCs) are not eligible for assistance through the Governor's Emergency Fund unless the following condition is met:
    - They are applicants to FEMA Public Assistance Program under a federal disaster declaration.
    - If the State threshold to request a federal disaster declaration IS NOT met without PPD and/or ECC damages; then the PPD(s) and/or ECC(s) would be eligible for a state cost share on their FEMA Public Assistance projects. The cost share would be at the Governor's Discretion.
    - If the State threshold to request a federal disaster declaration IS MET without PPD and/or ECC damages; then the PPD(s) and ECC(s) are NOT eligible for a state cost share on their FEMA Public Assistance and Hazard Mitigation Projects.
- Irrigation Districts and Natural Resource Districts are not eligible for assistance through the Governor's Emergency Fund. Such districts may be applicants to FEMA under a federal disaster declaration.
- Private Not for Profit (PNP) are not eligible for state funding except for state share funding under a federal disaster declaration.

2.3 – Eligibility Requirements

2.3.1 – All state disaster eligibility and documentation requirements along with basic guidelines follow FEMA's policies and procedures – see FEMA Policy 104-009-02 – Public Assistance Program and Policy Guide (PAPPG) Unless otherwise specified in this guide. The version of the PAPPG to be used for a state disaster is the version in use during which time the Governor declares a disaster. FEMA Policy 104-009-02 can be found by searching the internet for "FEMA Public Assistance Policy and Program Guide" or NEMA Public Assistance Staff can provide the appropriate PAPPG version necessary.

2.3.2 – A disaster damaged facility (road, bridge, public facility, etc.) with less than $3,000 in eligible repair costs is not eligible for assistance from the Governor's Emergency Fund. If there are multiple sites at/on the same facility, they may be combined to reach the $3,000 minimum threshold, subject to the conditions below:

- Damage repairs must not be part of normal maintenance, i.e., graveled sites with minimum grading are not eligible.
- The disaster damaged site must be restored to pre-disaster design, subject to codes and standards in place prior to the disaster. Previous inspection reports or maintenance records may be required to prove pre-disaster condition.

- Only eligible damages, incurred during the declared incident period, as a result of the declared disaster, and in a declared area are eligible for assistance.

2.3.3 – Eligible categories of work follow the basic Federal Emergency Management Agency (FEMA) policies and procedures and may include:

- Opening, repairing, restoring public roads and highways (opening roads following snow event is typically NOT eligible for Assistance)
- Repairing and restoring public infrastructure (buildings, bridges, etc.) Claims must be made on applicable insurance policies and proceeds from insurance claims must be removed from assistance amount.
- Restoration of publicly owned facilities of political subdivisions.
- Furnishing medical services and supplies to prevent the spread of disease and epidemics.
- Quelling riots and civil disturbances
- Clearing or removing debris and wreckage resulting from the disaster event which threatens public health or safety from publicly owned land or water.
    - Debris cleanup will be paid based on documented costs (labor/equipment) to include contracted work on PUBLIC property.
- Other recovery costs as are necessary for restoration of essential government services.
- Emergency work for wildfire. See Annex A, Wildfire Assistance Program for details.

2.3.4 – Ineligible categories of work not eligible for assistance include:

- Roads funded through the Federal Highway Administration (FHWA). The FHWA provides funds to counties for maintenance and repair of certain roads in each county and cities. The county and city maps showing which roads are on the Federal Aid system are kept by the Nebraska Department of Transportation and are found at the following website: https://dot.nebraska.gov/travel/map-library/func-by-county/ Use the "National Functional Classification" maps.
- Repair costs related to disaster damages that are eligible for funding from other state or federal programs are not eligible for financial assistance from the Governor's Emergency Fund. Other program funds are considered primary sources for financial assistance. Assistance from the Governor's Emergency Fund is supplemental to all other available State and Federal assistance programs and ALL INSURANCE POLICIES. As such, the Governor's Fund is utilized as the last source for state financial disaster assistance.
- The following exceptions apply to eligibility of work and financial assistance unless part of a federally declared disaster:
    - No emergency snow funding

  - No donated resource funding.
  - No alternate project funding, no state funding in federal disaster either.
  - No improved project funding.
  - No repetitive damage site coverage
  - No Private Non-Profit (PNP's)
  - No FEMA Pilot Programs
- Under a federally declared disaster there is typically limited or no state cost share for improved or alternate projects. The Governor has final discretion as to state share funding on these projects when part of a federal disaster declaration.
  - **Improved projects –** an improved project is a project in which damaged facilities are improved beyond pre-disaster condition while repair/replacement work is being completed. i.e., a water line damaged during incident period is increased in size in anticipation of future necessity WITHOUT a current code requirement. The cost of restoring to pre-disaster size/capacity can usually be calculated and a state share may be paid for that calculated amount. State funding is only available on cost to rebuild back to pre-disaster condition. Cost of "Improved" project will not have state funding.
  - **Alternate projects –** an alternate project is one in which a Political Sub-Division determines disaster damaged "site" NOT necessary to be repaired/replaced. Instead, the sub-division can request FEMA approval to use the money designated for this "site" for another purpose, For example, choosing to not rebuild a disaster damaged building and instead choosing to use the funding to purchase equipment – this Alternate Project WOULD NOT be eligible for ANY State Assistance. Choosing to not rebuild a bridge but instead make repairs to other road facilities would not be considered an alternate project and would be eligible to receive State Assistance. These projects will be reviewed on a case-by-case basis.

2.3.5 – Additional Eligibility Requirements

- Proof of proper insurance coverage is required, and insurance payments are subtracted from the amount of the damage costs to determine eligible costs.
- NEMA is to be notified of an incident within 24 hours of the event or as soon as reasonably possible after the event. Potentially eligible entities should be aware the State has only thirty days from the date of an incident to collect damage and other information to submit a request to FEMA Region VII.
- Proof of damages, i.e., video or still picture taken before clean up

2.4 – Declaration Process – Local

2.4.1 – Incident Status reports must be submitted to NEMA as soon as possible, or, within 24 hours of the event or as soon as reasonably possible to ensure proper notification of the event if State assistance is going to be requested.

- **The County/Regional Emergency Manager shall make the initial report of a threat of damage or actual damages to NEMA utilizing the NEMA Incident Status Report (ISR).** Local Elected Officials should communicate with their County/Regional Emergency Manager regarding filling out and submitting an ISR to NEMA. The County/Regional Emergency Manager has access to the ISR and is the individual responsible for submitting an ISR to NEMA.
- Upon receipt of the ISR the Adjutant General may require further investigation to determine the nature and extent of the emergency and type or amount of assistance required.
- Taking pictures of the damages as soon as possible will help record the damages for state and federal officials who may visit damage sites after debris is removed or repairs have begun or are completed.

2.4.2 – Documentation Requirements: The jurisdiction should immediately begin documentation of response expenses and costs. All disaster related damages must be identified, estimated, and reported to NEMA in writing no later than thirty (30) days following the disaster event to be eligible for disaster assistance. Attachment 1 provides worksheets that may be used to provide a summary document of expenses including (actual labor and equipment sheets, invoices and contracts will be required to support costs incurred):

- Regular and overtime hours of force account labor for permanent work projects are eligible for reimbursement on eligible projects.
- Only overtime labor hours are eligible reimbursement for eligible debris removal and emergency protective measures; equipment time may be reimbursable and as a result all labor time must be documented to support equipment time.
- Equipment use and hours; costs will be calculated based on the most current FEMA Equipment cost codes, or, previously adopted local equipment rates if determined to be reasonable.
- Materials used during response and recovery.
- Contracted work determined to be eligible that followed proper procurement procedures.

2.4.3 – The local jurisdiction shall make a determination on the ability of the jurisdiction to continue response activities and to recover from the disaster. If the determination is that the jurisdiction will require response assistance or financial assistance, the Chief Elected official of the local entity will declare that a State of Emergency exists and sign a local Declaration of Emergency on official stationery. The declaration must be filed with NEMA to be effective. The information may be phoned into NEMA with a faxed or emailed copy of the

declaration and ISR to follow as soon as possible as stated in section 2.4.1.

- The Local Emergency Declaration indicates that normal resources of the impacted political subdivision cannot effectively respond to the disaster or have been expended for response and recovery efforts to the point that remaining resources are inadequate to meet all disaster related needs.
- Before a city, town, village, or county may request assistance from the state, the municipality **MUST** notify the County/Regional Emergency Manager where the city, town, or village is located of the situation occurring or anticipated to occur and an ISR must be submitted to NEMA following the procedures discussed in previous paragraphs. The County **MUST** examine the needs of the municipality and inform the municipality of the county's ability to provide assistance. If a County cannot provide the needed assistance, the municipality, working through and with the County Emergency Manager may request assistance from the State.
- Political Subdivisions which encompass more than one county must notify the County/Regional Emergency Manager in each County in which damage has occurred or is anticipated to occur to determine if the County or Counties have the ability to provide assistance. If the County or Counties are unable to provide the needed assistance to the Political Subdivision, the affected County or Counties may request assistance from the State.
- Both a Municipality and County disaster declaration are required prior to being eligible for a federal disaster assistance under a federal declaration.
- A local emergency declaration by a village, city or county is NOT a request for assistance from the State. A separate application for assistance will be part of the documentation package from the NEMA State Public Assistance Officer.

<u>The local disaster Declaration of Emergency is required before any State assistance may be made available.</u>

- Following receipt of the Local Disaster Declaration, NEMA will contact the County/Regional Emergency Manager to begin gathering information on the severity of the situation.
- Based on the severity of the situation, the NEMA Public Assistance Officer (PAO), in coordination with the Recovery Section Administrator, Recovery Section Manager, and the Governor's Authorized Representative may arrange to visit the impacted jurisdiction. The Recovery Section Manager, or designee, will work with the jurisdiction to explain and complete necessary documentation and paperwork that must be submitted. This documentation and/or information will be used to inform the Governor's Office of the extent of the impact to the local Jurisdiction for the Governor's Office to determine IF assistance from the Governor's Emergency Fund is warranted.
- If the Governor's Office determines that assistance is warranted (by

signing a State Proclamation) the local jurisdiction will be informed of the decision and will be provided an application for state assistance by the Recovery Section Manager, or designee.

- The Recovery Section Manager, or designee, will inform the local jurisdiction what additional documentation is required to be submitted to NEMA to process the request for assistance.
- When a disaster of such severity and magnitude occurs that a request for federal assistance is anticipated, NEMA may immediately request a Joint Preliminary Damage Assessment (PDA) with FEMA Region VII after the initial state inspection, whereby a Federal Representative(s) will accompany State and Local Representative(s) on a detailed survey of the damaged facilities.
- If the PDA determines that a federal disaster declaration is possible, the local jurisdiction will be notified of the procedures to follow. In the event a federal disaster is declared, elected officials and department heads will be invited to, and should make every effort to attend, an applicant's briefing. At that meeting they will be given the forms and instructions necessary to participate in the federal programs.

2.5 – Declaration Process – State/Federal

2.5.1 – State Declaration/Assistance:

If the Governor declares a State Disaster Declaration the following activities may occur:

- NEMA may deploy a field team to the affected jurisdiction to serve as liaison with that jurisdiction.
    - The local affected jurisdiction shall have instituted Incident Command prior to NEMA responding and will provide NEMA with the following information:
        - Name of the Incident Commander,
        - Contact information for the Incident Commander including a phone number, and
        - Location of the Incident Command Post and the local emergency operations center if one is activated.
- The NEMA field team and assignments will be determined by the scope of the disaster and will ensure an incident management system is implemented.
- Members of the field team may assist the local Incident Commander in assessing the response needs and ensure a system for tracking resources is in place that includes expenses and mutual aid entities that are requested and are necessary to complete the response.

2.5.2 – Mutual Aid

- Entities requested by the impacted jurisdiction under existing Mutual Aid Agreements will respond under the terms of the existing agreement. These Agreements must include specifics regarding billing procedures and/or length of time of responding without billing the requesting entity if applicable.
- There may be a verbal agreement concerning the type, extent, terms, conditions and costs of the assistance when assistance is requested by the impacted jurisdiction with no pre-existing Mutual Aid Agreement, or where there are no dollar amounts for services in existing Mutual Aid Agreements. Post event verbal agreements must be documented in writing as soon as possible. The agreement must be signed and dated by all parties involved no later than **72 hours following the event.**
- Following a State Declaration of disaster, the Adjutant General, through the NEMA Assistant Director, working directly with the County/Regional Emergency Manager, Incident Commander and elected officials of the declared jurisdiction, may name a responding entity as a State Emergency Response Team (SERT) under Neb. Rev. Stat.§§ 81-829.52 - .55 (See Detailed description of SERT operations later in Guide)
- **Entities/Individuals that self-deploy are not eligible for reimbursement.**

2.5.3 – Federal Declaration/Assistance:

In the event the Incident becomes a Presidentially Declared Disaster, the declared jurisdiction may become an applicant under the Federal Public Assistance (PA) program.

- Entities requested by the declared jurisdiction, who are responding outside their home jurisdiction, are not eligible applicants to the PA program. However, if the pre-existing or post-event mutual aid agreement includes payment requirements, such entities can bill the declared jurisdiction based on their documented expenses and the declared jurisdiction may then request reimbursement for these expenses under the PA program. If the request is for eligible expenses the declared jurisdiction will be reimbursed for the federal share and applicable state share of matching funds.
- Entities name as SERT's will be reimbursed by NEMA and are not eligible to be applicants under the PA program.

2.6 – Request for State Financial Assistance

- A request for financial assistance from the Governor's Emergency Fund should be made only when a political subdivision has exceeded its ability to respond to or recover from an incident AND have exceeded their threshold deductible. The application must be initiated by the Chief Elected Official or an appointed Authorized Representative.

- State inspection of disaster related damages or documentation will determine the eligibility of the applicant and work projects. This information will be provided to the Governor's Office to assist the Governor in determining if Financial Assistance is necessary along with the amount of financial assistance to be provided from the Governor' Emergency Fund to aid in disaster recovery.
- Representative(s) from NEMA will assist local jurisdictions in completing the required forms as necessary.
- Upon receipt of a completed ISR, Local Emergency Declaration and either site inspection or review of documentation the Adjutant General may.
    - Recommend the Governor provide emergency financial support from the Governor's Emergency Fund.
    - Request, on behalf of the Governor, a joint damage assessment with the Federal Emergency Management Agency.

2.6.1 – Reimbursement

Before receiving financial aid from the Governor's Emergency Fund:

- Assistance from the Governor's Emergency Fund will be in the form of reimbursement after the applicant has submitted an approved claim, satisfactory evidence indicating the disaster relief measures for which assistance is being sought have been accomplished, and all bills for such measure have been paid. Reimbursement of expended funds, prior to completion of a project, may be considered in cases where NEMA has documentation that cash flow is a problem for the local political subdivision. Claims of this nature will be reviewed on a case – by – case basis and approved by the NEMA Assistant Director
- Eligible applicants will not receive reimbursement from the Governor's Emergency Fund prior to the State's receipt of all required documentation set forth in these guidelines to support the applicant's claim, unless approved under the previous paragraph.
- NEMA will conduct a final review/desk audit of all documentation to verify that work has been completed and all bills have been paid, prior to final payment.

The Nebraska Emergency Management Agency will initiate the payment process upon receipt and review of all required documentation to support an applicant's claim for reimbursement from the Governor's Emergency Fund.

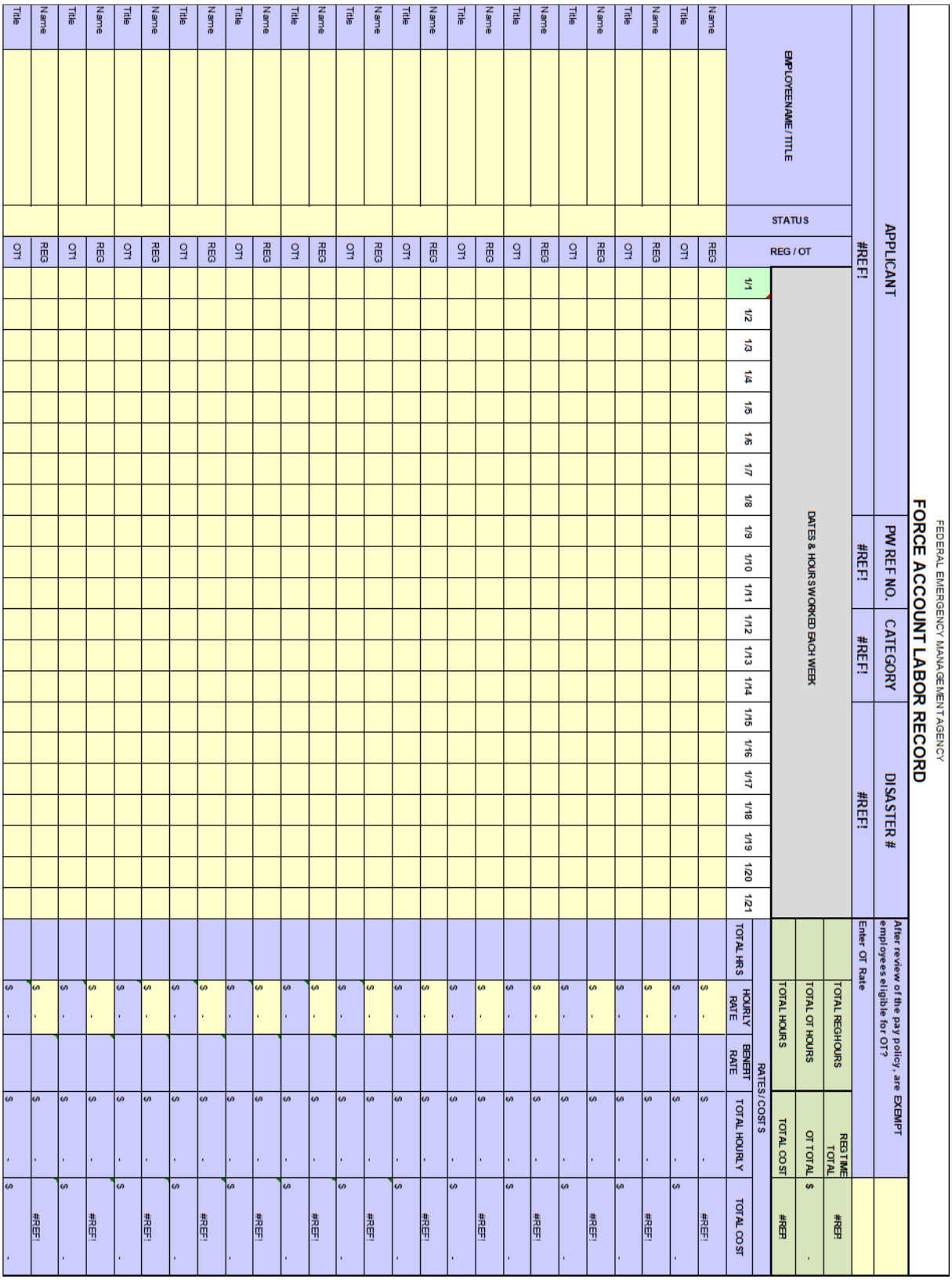
- Reimbursement, at a rate of up to 50% of eligible costs (or as directed by the Governor) minus the threshold deductible, will be based on completed and paid projects identified by the State to be eligible for assistance.
- Public Assistance and Budget/Fiscal staff of the Nebraska Emergency Management Agency will review all documentation, then prepare and submit a payment voucher to the Nebraska Department of Administrative Services.

- The preferred method of payment to applicants for approved, eligible disaster repair costs is by electronic transfer. If the reimbursement amount is over twenty-five thousand dollars ($25,000) the payment can only be made by electronic transfer.

Attachments

- Attachment 1A: Force Account Labor Record
- Attachment 1B: Force Account Equipment Record
- Attachment 1C: Force Account Materials Summary Record
- Attachment 1D: Contract Summary Record
- Attachment 2: Sample Local Emergency Proclamation

Attachment 1A: Force Account Labor Record



FEDERAL EMERGENCY MANAGEMENT AGENCY

FORCE ACCOUNT LABOR RECORD

APPLICANT	PW REF NO.	CATEGORY	DISASTER #
#REF!	#REF!	#REF!	#REF!

After review of the pay policy, are EXEMPT employees eligible for OT?

Enter OT Rate

EMPLOYEE NAME / TITLE	STATUS	DATES & HOURS WORKED EACH WEEK																			RATES / COSTS						REGTIME TOTAL	#REG
	REG / OT	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21	TOTAL HRS	HOURLY RATE	BENEFIT RATE	TOTAL HOURLY	TOTAL COST	TOTAL REG HOURS	TOTAL OT HOURS	TOTAL HOURS	TOTAL COST	#REG
Name	REG																						$ -		$ -	$ -	#REF!					
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Title	OT1																						$ -		$ -	$ -	#REF!		$ -		$ -	

Attachment 1B: Force Account Equipment Record

FEDERAL EMERGENCY MANAGEMENT AGENCY

FORCE ACCOUNT EQUIPMENT RECORD

APPLICANT	PW REF NO.	CATEGORY	DISASTER #
#REF!	#REF!	#REF!	#REF!

EQUIPMENT / OPERATOR INFORMATION							DATES / HOURS USED EACH DAY																						TOTAL HOURS	TOTAL COST
Equipment Name (Unit Number, Make, Model)	Operator's Name	HP	Capacity	Unit	Equip. Code #	Equip. Rate	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21		$ -
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Attachment 1C: Force Account Materials Summary Record

FEDERAL EMERGENCY MANAGEMENT AGENCY

FORCE ACCOUNT MATERIALS SUMMARY RECORD

APPLICANT		PW REF NO.		CATEGORY		DISASTER		
#REF!		#REF!		#REF!		#REF!		
Vendor	Description	Total Invoiced Amount	Total Claimed Amount	Date Purchased	Date Used	Source of Data		Comments
						Invoice #	Stock	

Attachment 1D: Contract Summary Record

FEDERAL EMERGENCY MANAGEMENT AGENCY

CONTRACT SUMMARY RECORD

APPLICANT	PW REF NO.	CATEGORY	DISASTER
#REF!	#REF!	#REF!	#REF!

Vendor	Description of work performed	Invoice No	Dates Worked	Total Contract Amount	Total Claimed Amount	Comments

Attachment 2: Sample Local Emergency Proclamation

REMEMBER: This document must be prepared and submitted to the Nebraska Emergency Management Agency on the **OFFICIAL LETTERHEAD** of the jurisdiction requesting state assistance.

Email to: nema.watchcenter@nebraska.gov
Fax to: (402) 471-7433 Attn: Public Assistance Unit

SAMPLE CITY OR VILLAGE DISASTER DECLARATION

A Disaster Declaration for a city or village must be transmitted through the County Board to the Nebraska Emergency Management Agency

****

_____(affected city/town/village) located in _____County has suffered a _____(i.e., disastrous tornado strike) that occurred on _____ (include date(s) and time) causing severe damage to public and private property, disruption of service, and endangerment of health and safety of the citizens of _____ (affected city/town/village) within the disaster area. (Briefly explain the extent of damage/loss and assistance required.) _____

_____

Therefore, the Mayor (or Board Chair) of _____ (affected city/town/village) has declared a state of emergency authorized under Nebraska State Statute R.R.S. 81-829.50 on behalf of _____ (affected city/town/village), and will execute for and on behalf of _____ (affected city/town/village), The expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the applying to the State of Nebraska for assistance from the Governor's Emergency Fund and any other resources he deems necessary in the fulfillment of his duties.

_____

Mayor, City of _____

(or Board Chair of affected jurisdiction or by appointed authorized representative)

Witness my hand and the seal of my office this _____ day of _____, in the year _____.

_____ _____

Date Clerk

Annex A: WILDFIRE ASSISTANCE PROGRAM

I. The purpose of this guidance is to establish a framework by which State resources will support the needs of Local Fire Departments in the detection, management, and suppression of wildfires.

II. The Adjutant General is authorized, pursuant to Neb. Rev. Stat. § 81-829.42(6), to approve expenditures of up to twenty-five thousand dollars ($25,000) per event available for immediate emergency response without an emergency proclamation by the Governor.

A. The Governor has authorized the Nebraska Emergency Management Agency (NEMA) to provide state financial assistance for Aerial Wildfire Detection & Observation and Aerial Wildfire Suppression and to establish the necessary procedures and controls required to administer any expenditures from the Governor's Emergency Fund. Notifications and operations must be conducted as described below to be eligible for financial assistance through the Emergency Management Act.

III. Aerial wildfire detection and observation financial assistance under the Governor's Emergency Fund was established to provide local government with a means to detect wildfires in their early stages and/or observe a fire for planning purposes thus reducing loss of life and property.

A. Mission Guidance:

1. The County/Regional Emergency Manager, acting upon a request from the local Fire Department Chief, is authorized to coordinate an aerial wildfire detection mission through the NEMA Watch Center. The County/Regional Emergency Manager is responsible for contacting NEMA through a phone call to 402-471-7421 asking to speak with the Watch Center or the Watch Officer to coordinate an observation flight. NEMA will contact the Civil Air Patrol (CAP) to dispatch the observation flight.

2. The County/Regional Emergency Manager has provided CAP with a list of potential observers to act as observers so the CAP can pre-qualify them to ride in a CAP owned plane.

3. The EM will provide NEMA with the following information:

a. Approximate time for flight,

b. The area to be observed,

c. The name of the local fire chief or designee to be the observer, and which airport from which the individual will be picked up.

4. On completion of the mission, the County/Regional Emergency Manager will advise NEMA of the following incident information, if known. Notification information should include:

    a. Name of Incident Commander,
    b. Was a wildfire detected,
    c. Date and Time of wildfire,
    d. Location of wildfire,
    e. Cause of wildfire (if known),
    f. What is burning (grass, timber, crops, etc.),
    g. Fire district where the fire is,
    h. Mutual Aid Departments on scene or being called in,
    i. What the wildfire is threatening,
    j. Wind speed and direction,
    k. Number of aircraft requested for suppression and which aerial applicators,
    l. Any evacuations underway or anticipated, and
    m. Communities and/or critical infrastructure threatened if the fire continues.

B. NEMA will pay CAP for the flight as stated in the MOU. All bills must be submitted within 30 calendar days of the mission to:

    Nebraska Emergency Management Agency
    Attn: Preparedness/Operations Section Manager
    2433 NW 24th St.
    Lincoln, NE 68524

    If notification of the mission is not received by NEMA at the time the flight is requested, costs associated with this flight will not be paid by NEMA; the cost will be the responsibility of the requesting entity.

IV. Aerial Wildfire Suppression Assistance under the Governor's Emergency Fund was established to provide Local Fire Departments with a means of applying aerial wildfire suppression or retardant materials to wildfires, thus preventing loss of life and property. The requesting agency seeking aerial wildfire suppression assets **shall provide sufficient situational information to justify the request** for aerial assets. A requesting agency may still utilize aerial assets even if the request for reimbursement from the GEF is denied. If the request is denied, the requesting agency shall be financially responsible for aerial assets. A denial for

reimbursement from the GEF in no way prevents an Incident Commander/County/Regional Emergency Manager from utilizing aerial assets.

A. The Incident Commander or County/Regional Emergency Manager **shall** notify the Nebraska Emergency Management Agency (NEMA) of the aerial suppression mission concurrent to the request by calling the Watch Center at 402-471-7421 (this line will forward to an on-call Watch Officer after hours).

B. Notification to NEMA of the aerial suppression mission shall include the following information to the extent possible:

1. Name of Incident Commander,
2. Date wildfire began,
3. Approximate time wildfire began,
4. Location of wildfire,
5. Cause of wildfire (if known),
6. What is burning (grass, timber, crops, etc.),
7. Fire District where fire is,
8. Mutual aid departments on scene or being called in,
9. Number, and which, aircraft have been requested for suppression,
10. What the wildfire is threatening, including communities and/or critical infrastructure,
11. Wind speed and direction,
12. Evacuations underway or anticipated.

C. Aerial suppression may be requested through one of the following assets:

1. The Single Engine Air Tanker (SEAT) contracted with the State of Nebraska utilizing procedures outlined in Annex A, Section V, below,

2. Local Cooperating Aerial Applicators. The Nebraska Forest Service Fire Aviation Section lists cooperating aerial applicators in the "Emergency Assistance for Wildfire Control" (Yellow Book). The yellow book may be found online using this link: Fire Aviation Yellow Book 2024. If a cooperating aerial applicator is requested, the Incident Commander/County/Regional Emergency Manager shall notify the NEMA Watch Center at the time of the request with the following information:

   a. A situational report containing information sufficient to determine approval or denial of financial assistance to

requesting agency for aerial assets. Information required is outlined in Annex A, Section IV, B above.

b. Ongoing cumulation of cost estimates during deployment of the aerial assets.

3. If required, large air tankers or National Guard helicopters may only be requested by directly contacting the NEMA Watch Center.

D. Aerial wildfire suppression expenditures in excess of twenty-five thousand dollars ($25,000) per event are the responsibility of the requesting agency unless the requesting jurisdiction files a local disaster declaration with NEMA **and** the Governor issues an emergency proclamation authorizing the Nebraska Emergency Management Agency to provide state financial assistance from the Governor's Emergency Fund. The requesting agency shall be responsible for expenditures less than twenty-five thousand dollars ($25,000) if the request has not been authorized by the Adjutant General at the time of the initial request for aerial assets.

E. These guidelines shall be followed by NEMA regarding financial assistance to support the Wildland Fire Suppression Program. Under no circumstances should financial assistance to a requesting organization be considered automatic or provided without proper authorization. This annex applies only to the **Wildland Fire Suppression Program** and not any other disaster.

F. Reimbursement rates for aerial applicators will be published prior to the wildfire threat period in the Emergency Assistance for Wildfire Control Handbook, printed by the Nebraska Forest Service Fire Control Section (Yellow Book).

G. All bills for services (see Annex A: Attachment 1) SHALL be submitted within 30 calendar days of the mission to:

Nebraska Forest Service, Wildland Fire Protection

P.O. Box 830815

Lincoln, NE 68583-0815

H. The office of the Nebraska Forest Service will review, sign, and forward all billings to the Nebraska Emergency Management Agency for payment. **If notification of the mission is not received by NEMA at the time the flight is requested, wildfire aerial financial assistance shall not be reimbursed**.

I. If the amount of aerial suppression costs approach or are estimated to exceed the $25,000 allowed amount, **the County must declare a local emergency and request State assistance**, otherwise any amount over

the allowed $25,000 will be the responsibility of the requesting Jurisdiction.

J. The county or regional Emergency Manager/Coordinator will obtain a local emergency declaration from the affected county(s) and submit it to NEMA. The declaration process and any assistance from the Governor's Emergency Fund will be administered as described in the Basic Program.

V. Single Engine Aerial Tanker (SEAT)

A. A Single Engine Aerial Tanker (SEAT) is the appropriate response for uncontrolled wildfires in forested lands, grasslands, geographically difficult to reach areas, or any combination of the above where aerial suppression is the most expedient response to containing fire spread.

B. Dispatch Procedures are as follows:

1. Pursuant to the Wildfire Control Act of 2013, the contracted Nebraska SEAT shall be the first option in the event local aerial applicators are unavailable or are inadequate to suppress the wildfire. The requesting agency shall utilize the process outlined in Attachment 2, below. If the Nebraska SEAT is unable to deploy, out-of-state SEAT assets may be requested.

2. Local fire chiefs and incident commanders may request local aerial applicators, if available, in place of or in addition to requesting the SEAT, based on the size, scope, and location of the fire.

3. The Incident Commander or County/Regional Emergency Manager shall provide a situational report to NEMA concurrent to the request to GPC through the NEMA Watch Center at 402-471-7421. The report shall contain the information required under Annex A, Section IV, B, located above.

4. A SEAT shall be dispatched through the Great Plains Dispatch Center (GPC) at the request of the Incident Commander or County/Regional Emergency Manager. GPC requires the information listed below before deploying any air assets including the Nebraska SEAT. The local jurisdiction requesting the Nebraska SEAT will have the following information ready to provide to the GPC. The GPC will notify NEMA that the SEAT has been deployed:

a. Latitude and Longitude for the location of the fire,

b. Radio frequency that will be used for air to ground communications,

c. Name and location of the individual who will be responsible for air to ground communications and who will instruct the pilot where to start retardant application, and

d. Name of person and call back number phoning in the request to GPC.

5. If the above required information is not quickly and readily available to GPC from the fire scene, deployment of the SEAT may be delayed until such information is available.

VI. Wildfire Operation Assistance – the first priority of the State is to provide for firefighter and public safety utilizing risk management processes by establishing the Incident Command Structure for the event with the following strategic objectives:

A. Full fire suppression,

B. The Governor's Emergency Fund provides financial assistance to political subdivisions only when an emergency/disaster has occurred that imposes a severe financial burden exceeding the ordinary capacity of the local political subdivision concerned. The Governor's Emergency Fund Guidelines for Public Officials may provide additional clarification. Accordingly, requirements for wildfire financial aid to Local Fire Departments are established as follows:

1. A local entity responding to the wildfire must have proper resource ordering and supporting documentation to be eligible for reimbursement from the Governor's Emergency Fund **following the Governor's declaration of a State Disaster in support of the locally declared incident**.

2. Injury claims are to be submitted through Worker's Compensation/insurance carried by the Local Fire Departments.

3. Resources that self-deploy are **NOT** eligible to be reimbursed.

4. Responding entities MUST provide incident forms, including but not limited to: Crew Time Reports (CTRs) and Emergency Equipment Shift Tickets (ESTs) to the Finance Section, if stood up at the fire, or the appropriate Incident Command Staff person. Using those forms, the Emergency Equipment - Use Invoice (OF-286) and/or Incident Time Report (OF-288) will be created by the Finance section. These forms will require signatures prior to the possibility of reimbursement.

a. Responding entities will be reimbursed directly from the State following receipt and review of required documentation for eligibility and completeness.

b. Certain entities may be reimbursed by the County and the County may be reimbursed by the State (e.g., fuel suppliers such as local Farmers Coop).

5. Volunteer labor cannot be reimbursed but may be used to track equipment and other possibly eligible expenses.

C. Travel

1. For the protection of responders and to manage fatigue, travel TO or FROM an incident should not occur between 2200 and 0500. (excluding Initial Attack response) (in accordance with the January 2021 Interagency Standards for Fire and Fire Aviation Operations Handbook)

2. Mobilization:

a. Travel time to the incident starts when the responding entity leaves its home base (usually fire station) and ends upon arrival at the incident command post or designated check-in location.

b. Fuel costs incurred during travel to the incident may be reimbursed based on actual costs. A readable copy of a receipt showing location of fuel purchase, date, time, and amount is required. NO tobacco or alcohol products will be reimbursed.

c. Meal costs incurred during travel to an incident may be reimbursed based on actual costs. Meal costs WILL NOT be reimbursed above the current State Per Diem rates. A readable copy of a receipt showing location, food items and amount is required. Tips are NOT reimbursable. Tobacco or alcohol purchases will NOT be reimbursed.

3. Demobilization:

a. For the safety of responders and to manage fatigue, travel from an incident should NOT occur between 2200 and 0500.

b. It is anticipated that the incident will have lodging accommodations and when a responding entity is released from the incident, they should get the required rest prior to

traveling home. Lodging will NOT be reimbursed if entity starts home, stops to rest, and then continues to home base.

c. Travel time to home base starts when responding entity departs incident scene after properly checking out of incident and ends when they arrive at their home base location. Travel time home for equipment will normally be posted the same as travel time to the incident.

d. Fuel costs incurred during travel from an incident may be reimbursed based on actual costs. A readable copy of a receipt showing location of fuel purchase, date, time, and amount is required. Tobacco or alcohol purchases will NOT be reimbursed.

e. Meal costs incurred during travel from an incident may be reimbursed based on actual costs – Costs will NOT be reimbursed above current State per diem rates A readable copy of a receipt showing location, food items and amount is required. Tips are NOT reimbursable. Tobacco or alcohol purchases will NOT be reimbursed.

4. Driving:

a. No driver will drive more than 10 hours (behind the wheel) within any duty-day.

b. Multiple drivers in a single vehicle may drive up to 16 hours, provided no driver is behind the wheel for more than 10 hours.

D. On Scene Response:

1. It is anticipated that whenever practical, the incident will provide meals and sleeping arrangements for responding entities. It is also anticipated that responding entities will be self-sufficient for 72 hours.

a. Responding entities must be prepared for "primitive" arrangements at an incident and must provide their own tents, sleeping bags, pillows etc.

b. Under very rare circumstances a responding entity may secure other lodging arrangements but ONLY with prior documented approval from the Incident Commander BEFORE making any arrangements. Receipts and documentation must be furnished, and reimbursement WILL NOT exceed the current State Per Diem rate.

c. It is anticipated that fuel will be provided by the Incident and fuel will be obtained from there. However, if fuel is needed and the incident fuel depot is not readily available or as quickly accessible as another source, the responding entity can obtain fuel from the more accessible source and will be reimbursed. A readable copy of receipt showing location, date, time, and amount will be required.

d. Equipment will be inspected for operability and defects as part of the check-in and de-mobilization process.

e. Equipment will be reimbursed based on actual hours in use based on the rates included in the following Equipment Rate chart. The equipment reimbursement includes costs associated with vehicle service, maintenance and wear and tear associated with use of the vehicle and equipment on an incident. Equipment use will be determined/verified by using Emergency Equipment Shift Tickets (EST) and crew time reports (CTR).

f. Equipment not listed in the equipment use chart will be determined on a case-by-case basis or by using the current Federal Emergency Management Agency (FEMA) Schedule of Equipment rates.

g. The costs of regular servicing, maintenance, and wear and tear associated with the use of the vehicles and equipment on an incident are included in the hourly rate of reimbursement. Regular servicing, maintenance, and wear and tear includes:

    a. Oil, filters, tire repairs, tire replacement, repair and replacement of hand tools, hose and other equipment provided with the unit.

    b. Scratches to the paint on the body of the truck, wear on the paint on the inner and outer surfaces of the vehicle and there may be chips from flying rocks and minor bumps and dents on both the sheet metal and bumpers.

    c. Damage or failure of shocks or power train (steering linkage and suspension) by either fatigue or part failure due to age, manufacturer defect or operation. Power train includes engine, clutch, transmission, transfer case, driveline, front and rear differentials, axles, wheel, and bearings.

h. Claims must be submitted to the responding entities insurance company.

i. Any equipment checked out to the responding entity for use on the fire incident MUST be returned prior to departing the incident. If equipment is not returned the responding entity will be charged for the cost of the resource.

j. Other/Electronic equipment that is lost, damaged, or destroyed while responding to the incident is the responsibility of the responding entity. Those losses will not be reimbursed by the state. Other/Electronic equipment includes, but is not limited to, radios, cell phones, personal handheld computing devices (iPads, Tablets etc.)

2. The following rates will be used to reimburse the responding entities based on documented time in-route, engaged in fighting fire and travel home. These rates do not include the operator or fuel. Fuel will be reimbursed as discussed below:

a. The State accepts no liability and will not pay for any damaged or destroyed vehicles/equipment.

b. Ag Tractors MUST BE properly resourced by Incident Commander. Damages to equipment IS NOT eligible for reimbursement by the State.

c. FEMA Schedule of Equipment rates will be used for any equipment not listed in chart below.

d. Other Equipment not listed or in FEMA Schedule or Rates will be determined on a case-by-case basis.

e. All Equipment will be reimbursed based on documented hours of use not "standby" time (ambulances are the exception)

f. ALS Ambulance MUST be staffed with 1 ALS practitioner and 1 EMT (Rate includes vehicle, equipment and supplies and staff). Paid based on documented hours at incident.

g. BLS Ambulance MUST be staff with minimum of two staff with minimum of 1 being EMT (Rate includes vehicle, equipment and supplies, and Staff). Paid based on document hours at incident.

Equipment Description	ICS Type	NE Rate	Mileage Rate
1,000 GPM/300-gal engine; 500 GPM/300-gal engine (Structure)	1 / 2	$107 / hr.	
501 – 750 gal engine (AWD-All Wheel Drive)	3 / 4	$99 / hr.	
150 – 500 gal engine (AWD-All wheel Drive)	5 / 6	$78 / hr.	
UTV/AWD 50-gal Min (w/ firefighting equipment)	7	$17 / hr.	
UTV/AWD - 4-wheel drive (no firefighting equipment)		$8 / hr.	
501 – 750 gal engine (RWD-Rear Wheel Drive)	3 / 4	$45 / hr.	
150 – 500 gal engine (RWD-Rear Wheel Drive)	5 / 6	$31 / hr.	
2,500+ gal TACTICAL water tender	1	$112 / hr.	
up to 2,500 gal TACTICAL water tender	2	$92 / hr.	
4,000 + gal water tender	1	$105 / hr.	
2,500 - 3,999 gal water tender	2	$87 / hr.	
1,000 - 2,499 gal water tender	3	$70 / hr.	
Fuel Tender on scene (In Field) (fuel used will be reimbursed on actual costs)		$70 / hr	
4X2 Truck – ½ Ton		$13 / hr.	$0.67 / mi
4X2 Truck – ¾ Ton		$14 / hr.	$0.58 / mi
4X2 Truck – 1Ton		$18 / hr.	$0.58 / mi
4X4 Command Vehicle (Suburban/Excursion/Pickup etc.)		$21 / hr.	$0.58 / mi
Mobile Operations Center (over 43ft in length with communications and meeting space)		$96 / hr.	$0.58 / mi
Mobile Operations Center (up to 43ft in length with communications and meeting space)		$48 / hr.	$0.58 / mi
Mechanics Truck / Equipment truck		$25 / hr.	$0.58 / mi
Portable repeater		$77 / hr.	$0.58 / mi
ALS Ambulance		$84 / hr.	$0.58 / mi
BLS Ambulance		$65 / hr.	$0.58 / mi
Ag Tractor w/ disc to 200 hp		$44 / hr.	
Ag Tractor w/ disc over 200 hp		$83 / hr.	

E. The declaration process and any assistance from the Governor's Emergency Fund will be administered as described in the Governor's Emergency Fund Guidelines for Public Officials.

    1. All responses must be conducted using and Incident Management System that includes an Incident Command System in the field. When NEMA receives requests for State assistance the requesting jurisdiction will be asked to provide the name of the Incident commander, location of the Incident Command Post, if there is an Emergency Operations Center activated, and the resources of the protective fire department and those received from mutual aid must be tracked (see Annex C Attachment 1) for expenses to be reimbursed.

F. To request and receive assistance, there must be an emergency proclamation as described in the Governor's Emergency Fund Guidelines for Public Officials and Attachment 2, signed by the Chief Elected Official containing the Local Fire Departments requesting assistance and will signify the following:

    1. The local requesting county / fire department is signifying the need for assistance and that the incident is beyond the scope of their capacity and capabilities.

    2. The Fire department(s) will integrate into Unified Command / Multi-Agency Coordination System.

    3. They are compliant with the National Incident Management System (NIMS) as outlined in the Nebraska Governor's Executive Order 05-02 and will adhere to and follow Incident Command Structure.

    4. Reimbursement under a State or Federal Disaster Declaration of Fire Management Assistance Grant shall not pay for any costs already paid for or held to be paid by funds donated, contributed, or raised in support of a fire, incident, or emergency response per 44 CFR § 206.191, Duplication of Benefits.

G. Funds collected from donation, contributions or raised by or for the volunteer department in support of a large fire incident or emergency response should adhere to Neb. Rev. Stat. § 35-901.

H. All costs to be reimbursed must be submitted to NEMA within 60-days of the end of the incident period.

Attachment 1: Aerial Wildfire Suppression Statement

AERIAL WILDFIRE SUPPRESSION STATEMENT					
Requesting Fire Department:			Officer Requesting:		
Date & Time Requested:			Date & Time Dispatched:		
Fire Location:					
Approx. Acres Burned:			Total gals. Retardant used:		
Complete the following for each aircraft used:					
Aircraft Registration #	Aircraft Capacity:	Total Loads:	Total Hours Flying Time:	Rate per Hour:	
	gal.			$	$
	gal.			$	$
	gal.			$	$
	gal.			$	$
	gal.			$	$
	gal.			$	$
	gal.			$	$
Totals:					
Applicators Name:					
Federal ID #:		**or**	Social Security #:		
Mailing Address:					
Day Phone:			Applicators Signature:		
Date submitted:					

Send Original bill to:
NEBRASKA FOREST SERVICE - FIRE CONTROL
PO Box 830815
Lincoln, NE 68583-0815
Phone # (402) 472-2944 Fax # (402) 472-2964

Attachment 2: Deployment Procedures for the Nebraska SEAT

Deployment Procedures for the Nebraska Single Engine Aerial Tanker (SEAT)

LB 634 was passed by the Nebraska Unicameral and signed into Law by Governor Heinemann on June 3, 2013. The Wildfire Control Act of 2013 tasks the Nebraska Forestry Service (NSF) with managing SEAT bases and operations. The Nebraska Emergency Management Agency (NEMA) contracts for all costs to place one SEAT in Nebraska for use in fighting wildfires. The SEAT will be dispatched through the Great Plains Dispatch Center (GPC), in Rapid City, SD.

DISPATCH PROCEDURES:

1. A SEAT is the appropriate response for uncontrolled wildfires in forested lands, grasslands, geographically difficult to reach areas, or any combination of the above where aerial suppression is the most expedient response to containing fire spread.

2. Local fire chiefs and incident commanders may request local aerial applicators, if available, in place of or in addition to requesting the SEAT, based on the size, scope, and location of the fire.

3. The Incident Commander or County/Regional Emergency Manager shall provide a situational report to NEMA concurrent to the request to GPC. The report shall contain the information required under Annex A, Section IV, D, located above.

4. GPC requires the information listed below before deploying any air assets including the Nebraska SEAT. The local jurisdiction requesting the Nebraska SEAT will have the following information ready to provide to the GPC. The GPC will notify NEMA that the SEAT has been deployed.

    a. A latitude and longitude for the location of the fire.
    b. Radio frequency that will be used for air to ground communications.
    c. Name and location of the individual who will be responsible for air to ground communications and who will instruct the pilot where to start retardant application.
    d. Name of person and call back number phoning in the request to GPC.

5. If the above required information is not quickly and readily available to GPC from the fire scene, deployment of the SEAT may be delayed until such information is available.

Annex B: STATE EMERGENCY RESPONSE TEAMS

I. The Adjutant General, upon orders of the Governor and pursuant to Neb. Rev. Stat. § 81-829.52, is authorized to establish State Emergency Response Teams (SERT)s to reinforce emergency management organizations in stricken areas to:

A. Reinforce emergency management organizations in disaster-stricken areas or in anticipation of disaster.

B. Provide technical expertise or specialized skills to a disaster area.

C. Ensure the public is served in a timely and efficient manner.

II. Authorities

A. Neb. Rev. Stat. §§ 81-829.52 to 81-829.55.

III. Situation – Disaster Conditions

A. Specialized skill and equipment may be necessary during the response and recovery phase of any disaster.

B. Few jurisdictions within the State are capable of supporting the entire spectrum of necessary trained personnel or equipment.

C. During the response phase a jurisdiction may require more trained fire, law enforcement, public works, utility, Incident Command System (ICS) or other skilled personnel than they have available to quickly and efficiently respond to the event.

D. The Emergency Management Statute allows the Adjutant General, upon orders of the Governor, to appoint State Emergency Response Team(s) (SERT) to aid jurisdiction(s) to meet these shortfalls.

IV. Concept of Operations for SERTs

A. SERT Establishment - Upon order of the Governor, the Adjutant General is authorized to establish the number of SERT(s) as may be necessary to reinforce emergency management organizations in stricken areas.

1. Pre-Disaster defined Teams.

a. There are teams with specialized and necessary training and equipment, who are able to respond to certain situations (i.e., Hazmat Teams). The Adjutant General may name these entities as SERTs in anticipation of the need for their

services in areas of the State other than their home or Mutual Aid jurisdiction.

b. Memorandums of Understanding will be in place before these teams are deployed.

c. These pre-defined teams will be deployed as a SERT only following a Governor's Declaration of Disaster under the direction of the Nebraska Emergency Management Agency (NEMA).

2. Post-Disaster defined SERTs.

   a. NEMA will assign Agency staff to liaison with the local governmental jurisdiction(s) affected by the event. This liaison will work with the Incident Commander, County/Regional Emergency Managers, and Executives to help determine the unmet needs of the response and make recommendations to NEMA to appoint SERTs. SERTs could be:

      i. Volunteers from the impacted jurisdiction,

      ii. Mutual Aid departments already working the disaster who are determined to be needed for an extended period of time, or

      iii. Private individual or personnel of other jurisdictions with specific equipment or skills necessary to efficiently accomplish the response.

3. Incident Management Team (IMT)/ Incident Management Assistance Team (IMAT) as a SERT

   a. State and Local Government employees, as well as private citizens of the State of Nebraska, may volunteer to be part of an Incident Management Team (IMT)/ Incident Management Assistance Team (IMAT) subject to the following requirements:

      i. All individuals must complete ALL necessary training requirements associated with positions within an IMT/IMAT.

      ii. Proof of completion of training requirements MUST be submitted to the State Training Officer at NEMA for review and approval.

iii. If a credentialed individual is requested to respond to an incident as part of the IMT/IMAT, a Letter of Agreement (LOA) will be filled out and signed specific to the event.

iv. Credentialed individuals are not required to respond to incidents.

B. SERT Activation

1. Determination of the need for SERT.

a. Incident management, according to NIMS standards must be established for the incident,

b. A State assessment coordinated through NEMA must be made of the need to activate a SERT, and

c. NEMA will coordinate with local officials on the need and terms of SERT activation.

2. The Adjutant General appoints a SERT utilizing the SERT Letter of Agreement (attachment 1) which ensures that the team is covered by the protections codified under Neb. Rev. Stat. §§ 81-829.52 to 81-829.55.

a. The Letter of Agreement is developed by NEMA,

b. Signed by the Assistant Director (or designee) and responsible person or entity for the SERT, and

c. Elements of the letter will include:

i. Definition of the SERT's mission.

ii. Identification of the Team Leader who is required to maintain a roster of team members.

iii. Terms and conditions for the deployment of the team which will include:

A. Payment rate for members, lodging, meals and equipment,

B. Mobilization logistics including who the team reports to at the scene,

C. Demobilization logistics including the length of the team's deployment, and

D. Any special considerations.

iv. At the time of deployment, teams will coordinate with procurement of materials through NEMA and State supplies.

C. SERT Operations

1. NEMA will maintain oversight of the SERT's Operation.

a. NEMA will require the SERT to use jurisdictional forms (Attachment 2) to record daily records of the following information:

i. Team member's hours,

ii. Materials used, and

iii. Equipment hours.

b. A NEMA staff member will be assigned as the point of contact with the SERT Team Leader.

c. The NEMA Assistant Director, in coordination with the Incident Manager, will determine when the SERT is no longer necessary to the response and when the SERT may be released.

2. SERT coordination with the event's Incident Management System

a. The SERT becomes part of the incident Command System as assigned by the Incident Commander, primarily within the Operations Section in support of the Governor's Disaster Declaration.

b. In the event of a very large and complicated response, NEMA in coordination with the local jurisdiction, may appoint a qualified SERT to become the Incident Management Team to run the incident and allow the jurisdiction's responder to remain in an operational role.

D. Payment and Fiscal

1. Payments will be made according to Neb. Rev. Stat. §§ 81-829.53 and 81-829-.54.

a. The State shall reimburse the political subdivision as follows:

i. The compensation paid and actual and necessary travel, subsistence, and maintenance expenses of employees listed as members of the SERT of the Political subdivision in accordance with Neb. Rev. Stat §§ 81-1174 to 81-1177,

ii. If a SERT member is NOT eligible for overtime compensation through either their State or Political subdivision employer, they will be reimbursed directly for the overtime hours worked above and beyond what their employer pays them. They will be paid at a rate of 1.0 times their normal pay.

iii. All payment for death, disability, or injury of employees incurred in the course of duty as provided in the Nebraska Workers' Compensation Act, and

iv. All losses of or damages to supplies and equipment of such political subdivision resulting from Operation of the SERT.

b. The State shall compensate non-state or nonpolitical subdivision members as follows:

i. At rates to be established by the Governor,

ii. Reimbursement for all actual and necessary travel and subsistence expenses in accordance with Neb. Rev. Stat. §§ 81-1174 to 81-1177.

iii. Members shall be entitled to the same rights and immunities as provided by law for the employees of this state, and

iv. A fee for rental of privately owned equipment used in the operation of a SERT and pay for loss or damage to privately owned equipment used in emergency response.

2. Payments will be made by NEMA based on actual invoices submitted by the SERT, a political subdivision, or other eligible person or entity using the normal payment processes through the Nebraska Information System (NIS).

a. The SERT, a political subdivision, or other eligible person or entity may need to complete an ACH and a W-9 form to be eligible for payment.

b. Payment will be by electronic transfer unless the jurisdiction or other eligible person or entity requests a check. If the payment is over $25,000 the payment shall be by electronic transfer only.

Attachment 1: SERT Letter of Agreement

State Emergency Response Team Letter of Agreement Between
Nebraska Emergency Management Agency (NEMA) and _____

1. Due to an incident declared by the Governor of Nebraska as a Disaster on (Date)_____, The Adjutant General is appointing (Team Name)_____as a State Emergency Response Team (SERT) under Neb. Rev. Stat. §§ 81-829.52 to 81-829.55 for the purpose of (Explain mission of the team)_____.

2. (Team Leader's Name) is named as the Team Leader and will maintain a roster of SERT members and ensure the proper fiscal and programmatic records are kept for the SERT.

3. The SERT will report to (Incident Commander or whoever) at (Location) and be assigned to (mission).

4. All purchases of materials for the SERT use will be recorded in the forms attached to this letter. Materials for the use of the SERT will be procured as follows:

    a. Disposable products not available on scene through the Incident Command System may be purchased up to $250.00 without prior approval from the Nebraska Emergency Management Agency (NEMA). Purchases over this amount require approval for reimbursement. NEMA will require copies of invoices for each purchase.

    b. Durable goods not available through the Incident Command System must be approved by NEMA pursuant to the following guidelines:

        1) NEMA may purchase the goods directly and supply them to the SERT, or

        2) NEMA may authorize the Team Leader to purchase the goods. All purchases by the Team Leader must be recorded and back-up documentation kept as part of the SERT record keeping.

        3) Durable goods purchased for the SERT remain the property of NEMA following the response.

5. Records of personnel, materials and equipment used must be kept by the SERT using the forms attached to this letter. The package of forms and back-up documentation will be turned into NEMA's Public Assistance Office following the SERTs demobilization. Payment will be made based on these records.

6. Documentation for the deployment must be kept by the SERT for three years after the incident is closed by NEMA for a State Disaster or the Federal Emergency Management Agency (FEMA) for a Federal Disaster. The SERT will be notified by NEMA when the documentation can be destroyed.

7. The date and time of demobilization will be determined by the NEMA Assistant Director

in coordination with the impacted jurisdiction's officials and the Incident Commander.

8 Payments for the SERT, pursuant to Neb. Rev. Stat. §§ 81-829.53 to 81-829.54 and 81-1174 to 81-1177, will be as follows (Keep the paragraphs that apply):

a. Salary:

NEMA will reimburse the SERT's home jurisdiction for salaries, overtime and backfill.

NEMA will reimburse the SERT's Agency/Department for team members at a rate of (put rate here for volunteers named to a team)

b. Lodging:

NEMA will make arrangements and direct bill lodging for SERT members.

NEMA will reimburse SERT members for lodging from original invoices for the lodging.

c. Meals:

NEMA will reimburse SERT members at the State's usual rate for meals, SERT members will need to submit a log of amounts and location of meals for reimbursement.

NEMA will make arrangements with (name of establishment) to provide meals for SERT members.

9. Special Considerations:

Signed /Date for NEMA

Signed /Date for the SERT

Annex C: Hazardous Material Assistance Program

I. This guidance will establish a framework by which a hazardous materials response would support the needs of local fire departments in the detection, surveillance, and containment of a hazardous material event under the authority of the Governor at the time of a state disaster declaration.

II. Authority

A. The Adjutant General, pursuant to Neb. Rev. Stat. § 81-829.52 and upon orders of the Governor, is authorized to establish a State Emergency Response Team (SERT) which shall reinforce emergency management organizations in disaster-stricken areas or, in anticipation of a disaster, provide technical expertise or specialized skill to a disaster area, and ensure the public is served in a timely and efficient manner.

B. If response to a disaster or emergency is immediately required, the Adjutant General may make expenditures of up to twenty-five thousand dollars ($25,000) per event without a state of emergency proclamation issued by the Governor. Neb. Rev. Stat. § 81-829.42(6).

III. Hazardous Material Response

A. Nebraska Hazardous Incident Team

1. The Nebraska Hazardous Incident Team (NHIT) is made up of personnel from the Nebraska State Patrol (NSP), Nebraska State Fire Marshal (NSFM), and Nebraska Department of Environmental and Energy (NDEE).

2. Their purpose is to assist local fire protection districts with technical assistance in the detection and surveillance of a hazardous material spill. They can provide an analysis of the scene, and in collaboration with on-scene agencies, advise the Incident Commander on the need to request additional resources. When sufficiently staff and equipped, the NHIT may enter the hot zone to mitigate the incident.

3. To request members of the NHIT, the Incident Commander shall call the Nebraska State Patrol who will dispatch the closest members of the team.

4. Members of the NHIT are employees of their respective State agencies and any deployment by the NHIT to an incident is the responsibility of the responding agency.

B. State Emergency Response Team

1. Upon order of the Governor, the Adjutant General is authorized to establish a State Emergency Response Team (SERT) or teams pursuant to Neb. Rev. Stat. § 81-829.52. The Nebraska Emergency Management Agency (NEMA) has a signed Administrative and Operational Agreement for Hazardous Material Response Services (HMRS Agreement) with nine (9) hazmat teams in anticipation of the need for such a response. The HMRS Agreement shall not take precedence over or deter from any mutual aid agreements already in place at the local level between fire departments.

2. To request a SERT, the Incident Commander shall call the closest Hazardous Materials (hazmat) team. It is the responsibility of the local Incident Commander or their designee to ensure compliance with the following:

    a. Call NEMA to advise them of the request for the team,

    b. Call the local Emergency Manager, advise them of the incident, that a hazmat team has been requested and request the local Emergency Manager (EM) complete and send an Incident Status Report (ISR) to NEMA,

    c. When the hazmat team arrives on scene using the check-in/checkout sheet (attachment 1) recording the time of arrival, personnel by name, and vehicles by type, and

    d. Request an approximate cost per hour from the hazmat team leader and keep track of the dollars obligated. Any costs over twenty-five thousand dollars ($25,000) will be the responsibility of the local jurisdiction unless <u>all three following conditions are met</u>.

        i. NEMA has been advised of the need for the hazmat team to remain at the scene,

        ii. A local state of emergency has been declared (attachment 3 of the Basic Plan), and

        iii. The Governor's Office has approved continued funding of the response by issuing a Proclamation of a State Declaration of Emergency.

<u>Be aware that a request for a State Declaration to continue the use of the Governor's Emergency Fund for the hazmat team response in NOT guaranteed even when conditions i. and ii. above are met.</u>

    e. When the hazmat team demobilizes.

i. Complete the daily check-out portion of the check-in/Check-out form including the time of their demobilization, and
ii. If the hazmat team demobilization is phased, record the time of departure of each element including personnel names and vehicles.

f. Receive, review, and approve the hazmat team's bill with the required backup documentation and mail it to NEMA within 30 days of the closure of the incident along with a copy of the check-in / Check-out forms to the following address:

Nebraska Emergency Management Agency
ATTN: Preparedness/Operations Section Manager
2433 N.W. 24th St.
Lincoln, NE 68524

3. Under State law and regulations, if NEMA does not receive the documentation identified in paragraphs d. and e. above, NEMA will not be able to reimburse the hazmat team and payment will become the responsibility of the requesting local jurisdiction.

4. The list of the nine (9) designated hazmat teams are listed in the "Emergency Assistance to a Hazardous Materials Spill" (Blue Book). The Blue Book may be found online using the following link: https://nema.nebraska.gov/admin/assets/files/public/disaster-documents/Emergency_Assistance_to_a_Hazardous_Materials_Incident___Blue_Book__.pdf

C. Nebraska National Guard

1. The 72nd Civil Support Team (CST) and/or CBRNE are deployed through the State Emergency Operations Center (SEOC) by NEMA under the authority and direction of the Office of the Governor. Deployment of the CST and/or CBRNE must have the approval of the Adjutant General.

2. 72nd Civil Support Team

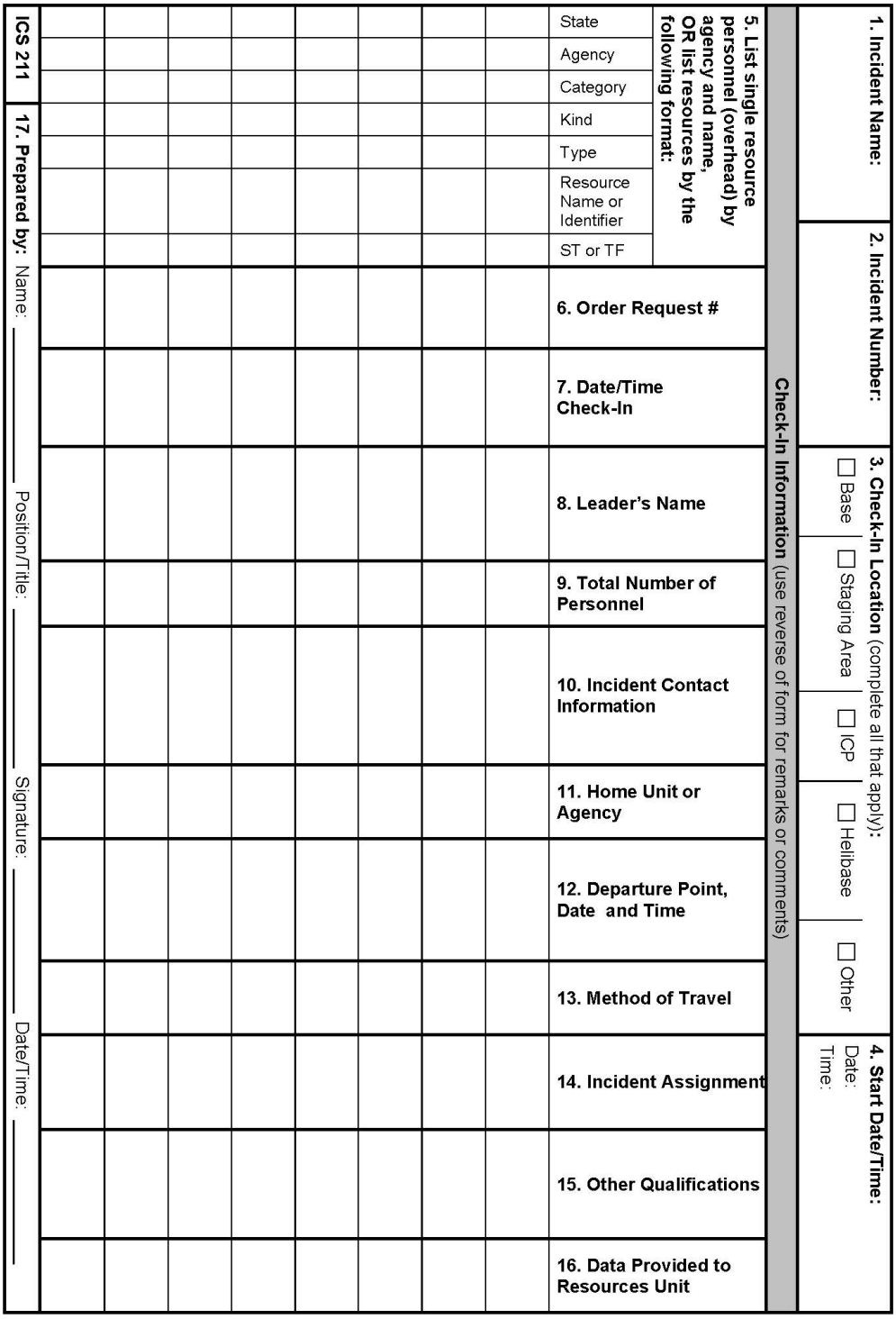
a. The (CST) is an asset of the Nebraska National Guard. It is a trained hazardous material team that deals in the detection and surveillance of a suspected chemical, biological, radiological, or nuclear (CBRN) event in support of a local Incident Commander.

3. CBRNE Enhanced Response Force Package (CERFP)

a. The CERFP is a regional response team with members from both Nebraska Army National Guard and Air National Guard consisting of over 200 personnel who are trained to a minimum awareness level. Specialty training includes incident command, decontamination, and search and recovery.

b. The mission of the CERFP is to respond to a CBRN incident and assist local, state, and federal agencies in conducting consequence management by providing capabilities to conduct patient decontamination, medical triage, fatality search and recovery, stabilization, and casualty search and extraction.

Attachment 1: Incident Check-In List (ICS-211)



INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name:
2. Incident Number:
3. Check-In Location (complete all that apply): ☐ Base ☐ Staging Area ☐ ICP ☐ Helibase ☐ Other
4. Start Date/Time: Date: Time:

Check-In Information (use reverse of form for remarks or comments)

5. List single resource personnel (overhead) by agency and name, OR list resources by the following format: State / Agency / Category / Kind / Type / Resource Name or Identifier / ST or TF	6. Order Request #	7. Date/Time Check-In	8. Leader's Name	9. Total Number of Personnel	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Data Provided to Resources Unit

ICS 211

17. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

Annex D: Framework for Inclusion of Critical Infrastructure Workers in Disaster Response

Purpose:

To provide state and local elected officials, local emergency managers, and incident commanders a framework for prioritization of resources for critical infrastructure workers in disaster response and recovery efforts.

Guidance:

All disasters and public emergencies are led by an Incident Commander who is responsible for all incident activities, including the development of strategies, tactics, and the ordering and release of resources. The incident commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

When a disaster occurs and local officials declare an emergency, emergency managers and other local officials like the incident commander are encouraged to consider the needs and requirements of the critical infrastructure workers. As indicated by the Cybersecurity and Infrastructure Security Agency (CISA) voluntary Critical Infrastructure Workers Guidance, it is important to plan and prepare for the allocation of scarce resources used to protect workers during any disaster response or public emergency. The guidance also identifies workers who conduct a range of operations and services that continue critical infrastructure viability, including staffing operations centers, maintaining and repairing critical infrastructure, operating call centers, working construction, and performing operational functions, among others. It includes workers who support crucial supply chains and enable functions for critical infrastructure. The guidance is advisory in nature and not intended to list all critical infrastructure sectors, workers, and functions that should continue to work safely in order to return communities and jurisdictions to normal functioning.

For public health emergencies, state and local officials should collaborate in making decisions regarding resource allocation, other public health measures, and consider impacts on critical infrastructure. While adhering to relevant public health guidance, critical infrastructure owners and operators are expected to use their own judgment on issues of the prioritization of business processes and workforce allocation to best ensure worker safety and the continuity of the goods and services. Decisions should appropriately balance public safety, the health and safety of the workforce, and the continued delivery of critical infrastructure functions.

For further information, please refer to:
https://www.cisa.gov/sites/default/files/publications/essential_critical_infrastructure_workforce-guidance_v4.1_508.pdf

Justification:

This change to the “Governor’s Emergency Fund Guidelines for Public Officials” Guide is adopted to guide local officials to efficiently manage any response to public emergencies or disasters.