GOVERNOR’S EMERGENCY FUND GUIDELINES FOR PUBLIC OFFICIALS

Updated: May 2021

Bryan J. Tuma
Governor’s Authorized Representative
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PROMULGATION

As established by Nebraska RSS 81-829.42, the Governor's Emergency Fund was established to provide appropriations for the Governor to expend for any state of Emergency. 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 Daryl Bohac  
Adjutant General  
Nebraska Military Department  
Director, Nebraska Emergency Management Agency

Bryan Tuma  
Governor's Authorized Representative  
Assistant Director, Nebraska Emergency Management Agency

Governor's Emergency Fund Guidelines for Public Officials  
Revised: 5/10/21
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.

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<td>County Property valuation web address</td>
<td>Page 8 paragraph 2.2.2</td>
<td>Donny Christensen</td>
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<td>Added website address for county FHWA road maps</td>
<td>Page 10 Paragraph 2.3.3</td>
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<td>March 2021</td>
<td>County Property valuation web address updated</td>
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<td>Added explanation that threshold is not an annual threshold but per incident</td>
<td>Page 7 paragraph 2.2.5</td>
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<td>Added clarification language regarding assistance process</td>
<td>Page 11 paragraph 2.4.1</td>
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1 - Introduction

1.1 - Purpose

The Governor’s Emergency Fund was established by Nebraska RRS 81-829.42 to provide appropriations for the Governor to expend for any state of emergency. The Governor may provide assistance to political subdivisions that have suffered from a disaster or emergency to such an extent as to impose a severe financial burden exceeding the ordinary capacity of the subdivision. Such assistance is designed to help 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.

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.

1.3- Authorities

Reissue Revised Statutes of Nebraska Section 81-829.42 Governor’s Emergency Fund

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.

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.

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.

1.5- Schedule of Revision

The Nebraska Emergency Management Agency Recovery Section Leadership will be responsible for making updates and revisions to this document. The document will 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 Nebraska RRS 81-829.40(3) before the Governor’s Emergency Fund is available for use.

2.2- Threshold/Deductibles

2.2.1- Because the Governor’s Emergency Fund provides financial assistance to political subdivision only when disaster/emergency costs exceed ordinary capacity, threshold deductibles 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 including 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, excluding 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.
• Any 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 amount 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: https://revenue.nebraska.gov/sites/revenue.nebraska.gov/files/doc/pad/research/CompVT_Subdiv_PropType_2018-2019state_93counties.pdf; Counties are listed in alphabetical order.

• City or Village property valuation is found online at: https://revenue.nebraska.gov/PAD/2020-annual-report-property-assessment-division (Table 15)

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

2.3- 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 damage 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.
• Damage repairs must not be part of normal maintenance, i.e. graved 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
• Repairing and restoring public infrastructure (buildings, bridges, etc.)
• Restoration of municipality owned facilities
• 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
  o Debris cleanup will be paid based on documented costs (labor/equipment) to include contracted work on PUBLIC property, or a calculation of debris pile size (cubic yard) times a compaction factor (typically .66) times the current FEMA rate of reimbursement for debris cleanup
• Other recovery costs as are necessary for restoration of essential government services
• Emergency work for wildfire. See wildfire portion of Governor’s Emergency Fund guide for details.

2.3.3- 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. The county 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:
  o No emergency snow funding
  o No donated resource funding
Governor’s Emergency Fund Guidelines for Public Officials

Basic Plan

- 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.
  - 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. i.e. County decides NOT to replace a bridge and instead use the money to purchase county equipment.

- 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 and Electric Cooperative Corporations are not eligible for assistance thru the Governor’s Emergency Fund. May be applicants to FEMA under a federal disaster declaration.
  - Irrigation Districts and Natural Resource Districts are not eligible for assistance thru the Governor’s Emergency Fund. 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

2.3.4- 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
- 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 to ensure proper notification of the event

- The local 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 Local Emergency Manager regarding
filling out and submitting an ISR to NEMA. The Local 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 and reported to NEMA in writing no later than sixty (60) days following the disaster event to be eligible for the programs. 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
- Overtime hours only for debris removal and emergency protective measures; all 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- Local Disaster Declaration: 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 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 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 or village may request assistance from the state, the municipality MUST notify the County 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.
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Basic Plan

- Both a Municipality and County disaster declaration is 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.

**The local disaster Declaration of Emergency is required before any State assistance may be made available.**

- Following receipt of the Local Disaster Declaration, NEMA will contact the local 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 in order for the Governor’s Office 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, and applicant’s briefing. At that meeting they will be given the forms and instructions necessary to participate in the federal programs.

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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
    - 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 the 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 date by all parties involved no later than 72 hours following the event.

- **Entities that self-deploy are not eligible for reimbursement**

- Following a State Declaration of disaster the Adjutant General, through the NEMA Assistant Director, working directly with the local Emergency Manager, Incident Commander and elected officials of the declared jurisdiction, may name a responding entity as a State Emergency Response Team (SERT) under State Statute 81-829.52 - .55 (See Detailed description of SERT operations later in Guide)

2.5.3- Federal Declaration/Assistance: In the event the Incident becomes a Presidentially Declared Disaster, the declared jurisdiction may become and applicant under the Federal Public Assistance (PA) program
• Entities requested by the declared jurisdiction, who are responding outside their home jurisdiction, are not eligible applicant to the PA program. However, if the pre-existing or post-event mutual aid agreement includes payment requirements, they can bill the declared jurisdiction based on their document 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 names as SERT’s will be reimbursed by NEMA and are not eligible to be applicants under the PA program
• **Self-deployed entities are not eligible for reimbursement**

### 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 their 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% (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.
## Governor's Emergency Fund Guidelines for Public Officials

Revised: 5/10/21

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### ATTACHMENT 1

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

**DATES & HOURS WORKED EACH WEEK**

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**FEDERAL EMERGENCY MANAGEMENT AGENCY**

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**FORCE ACCOUNT LABOR RECORD**

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### Governor's Emergency Fund Guidelines for Public Officials

#### Basic Plan

**Revised:** 5/10/21

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**Equipment / Operator Information**

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**FORCE ACCOUNT EQUIPMENT RECORD**

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**Total**

- Hrs: 
- Cost: 

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**FEDERAL EMERGENCY MANAGEMENT AGENCY**

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**State of [State Name]**

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**Applicant**

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**PW REF NO.**

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**Equipment Name**

(Unit Number, Make, Model)

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**Operator's Name**

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**Dates Used Each Day**

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REMEMBER: This document must be prepared and submitted to the Nebraska Emergency Management Agency on the OFFICIAL LETTERHEAD of the jurisdiction requesting state assistance. Fax to (402) 471-7433 Attn: PAO

SAMPLE CITY OR VILLAGE DISASTER DECLARATION

A Disaster Declaration for a city or village must be transmitted through the County Board of 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
WILDFIRE ASSISTANCE PROGRAM

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

II. Nebraska statute RRS81-829.42 (6) authorizes the Adjutant General to make expenditures of up to twenty-five thousand ($25,000) per event available for immediate emergency response without an emergency proclamation by the Governor.

A. The Governor has authorized NEMA to provide state financial assistance for Aerial Wildfire Detection & observation assistance 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.

B. The Wildland Incident Response Assistance Team (WIRAT) is made up of employees of the Nebraska Fire Marshal and the Nebraska Forest Service. The immediate goal of members of this team is to provide a technical assistance response to a wildfire incident as requested by an appropriate local or state entity and consistent with WIRAT member training, equipment, and expertise. To request a WIRAT team member, the Incident Commander or designee will call the NEMA Watch Center at 402-471-7421. A full team activation can only be made at the direction of and under the authorities of the Governor.

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 preventing loss of life and property.

A. Mission Guidance

1. The local Emergency Manager, acting upon a request from the local Rural Fire Protection District Chief, is authorized to coordinate and dispatch an aerial wildfire detection mission. The local Emergency Manager is responsible for notifying NEMA through a phone call to 402-471-7421 asking to speak with the Watch Center or the Watch Officer, off hours, of the need for an observation flight.

2. The local EM 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 they may be picked up from.

4. On completion of the mission and if a wildfire is discovered, the local Emergency Manager will advise NEMA of the following incident information. Notification information should include:
   a. Name of Incident Commander,
   b. Date and Time of Wildfire,
   c. Location of wildfire,
   d. Cause of wildfire (if known),
   e. What is burning (grass, timber, corps, etc.),
   f. Fire district where the fire it,
   g. Mutual Aid Departments on scene or being called in,
   h. What the wildfire is threatening,
   i. Wind speed and direction,
   j. Number of aircraft requested for suppression and which aerial applicators,
   k. Any evacuations underway or anticipated

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: (see Attachment 1)

Nebraska Emergency Management Agency
2433 NW 24th St.
Lincoln, NE 68524

If notification of the mission is not received by NEMA at the time the flight is requested, wildfire aerial financial assistance will not be reimbursed.

IV. Aerial Wildfire suppression assistance under the Governor’s Emergency Fund was established to provide rural fire protection districts with a means of
applying wildfire suppression or retardant materials to wildfires, thus preventing loss of life and property.

A. The Adjutant General has authorized that an Incident Commander of a wildfire incident may dispatch cooperating aerial applicators to apply wildfire suppression or retardant material on wildfires occurring in Nebraska at a cost not to exceed twenty-five thousand dollars ($25,000) per event. The Nebraska Forest Service fire Control Section lists cooperating aerial applicators in the “Emergency Assistance Fore Wildfire Control” (Yellow Book). The yellow book may be found online using this link: https://nfs.unl.edu/publications/yellowbook

B. The Incident Commander is responsible for notifying the Nebraska Emergency Management Agency (NEMA) of the aerial suppression mission by calling the Watch Center at 402-471-7421 (this line will forward to an on-call Watch Officer after hours). Any person authorized by the Incident Commander may accomplish the notification.

C. Notification information should include 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,
   11. Wind speed and direction,
   12. Evacuations underway or anticipated,

D. Under Nebraska Statute 81-829.42 (6) the Adjutant General is authorized to expend up to twenty-five thousand dollars ($25,000) per event for aerial wildfire suppression from the Governor’s Emergency Fund without an Emergency Proclamation by the Governor.
E. Expenditure 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. The Governor may issue an emergency proclamation to authorize the Nebraska Emergency Management Agency to provide state financial assistance from the Governor’s Emergency fund.

F. These guidelines will be followed by NEMA regarding financial assistance to support the Aerial Wildfire Program. Under no circumstances should financial assistance be considered automatic or provided without proper authorization. This annex applies only to the aerial suppression program and not any other disaster.

G. The Nebraska Emergency Management Agency, the Nebraska Department of Transportation – Aerial Division, and the Nebraska Aviation Trade Association acting in coordination with the Nebraska State Forester Fire Control Section, will conduct an annual evaluation of the flying hour rate structure established for this program. Necessary rate modifications will be published prior to the wildfire threat period in the Wildfire Control Emergency Assistance Handbook, printed by the Nebraska Forest Service Fire Control Section.

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

   Nebraska Forest Service
   Fire Control Section
   P.O. Box 830815
   Lincoln, NE 68583-0815

I. 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 will not be reimbursed.**

J. Should an aerial application mission require expenditures exceeding the authorized twenty five thousand ($25,000) limit, a formal request for State Wildfire Suppression Financial Assistance and a Governor’s Emergency Proclamation will be required. The request to exceed the $25,000 limit should be made only when the Rural Fire Protection District and County have exceeded their local resources.
K. If the amount of aerial suppression costs approach the $25,000 allowed amount, a decision to declare a local emergency and request State assistance must be made, otherwise any amount over the allowed $25,000 will be the responsibility of the request department.

L. To obtain a local emergency declaration the Fire Chief, working through the county regional Emergency Manager/coordinator will obtain a local emergency declaration from the affected county(s) Officials, 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. On June 3\textsuperscript{rd}, 2013 the Governor signed the Nebraska Wildfire Control Act of 2013 into law. This law requires the Nebraska Emergency Management Agency to enter into a contract for a SEAT to be based in Nebraska during peak wildland fire season, for the purpose of quick deployment to a wildfire that is beyond the ability of the Aerial Applicator(s) to suppress.

B. The SEAT will be dispatched through the Great Planes Dispatch Center (GPC) in Rapid City, South Dakota. All of the requirements for deploying any state or federal aircraft through GPC will be enforced for the deployment of the Nebraska SEAT. (See Attachment 2 to this Annex for Deployment Procedures Worksheet).

C. 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.

D. 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.

E. GPC requires the information listed blow before deploying any air assets, including the Nebraska SEAT. The local jurisdiction requesting the Nebraska SEAT will call the Watch Center at 402-471-7421 with the following information (see Attachment 2 to this annex for deployment procedures worksheet):

1. The latitude and longitude for the location of the fire,

2. The radio frequency that will be used for air to ground communications,
3. Name and Location of the individual who will be responsible for air to ground communication and who will instruct the pilot on where to start retardant application.

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

A. Full fire suppression,

B. Expenditures commensurate with the values at risk,

C. Return the incident scene to the local commander or fire chief when the perimeter is fully contained and there has been no substantial growth to the fire incident for two response periods (48 hours),

D. The Governor’s Emergency Fund provides financial assistance to political subdivision only when an emergency/disaster has occurred that imposes a severe financial burden exceeding the ordinary capacity of the local political subdivision concerned. See the basic plan for guidance on the use of the fund. Accordingly, prerequisites for wildfire financial aid to rural Fire Protection Districts are established as follows:

1. A rural Fire Protection District shall be eligible for financial assistance from the Governor’s Emergency Fund when it proves by providing a signed local declaration of emergency to NEMA, that wildfire suppression costs have created a financial burden that exceeds the ordinary capacity of the Rural Fire Protection District to recover and the Governor has declared a State Disaster in support of the locally declared disaster

2. Eligible expenditures may be reimbursed at a rate directed by the Governor

3. The following rates will be used to reimburse the Districts based on time in-route and engaged in fighting fire. These rates do not include the operator or fuel. Fuel will be reimbursed as discussed below

   a. Type 4 – 6 engine = $39 per hour
   b. Type 1 -3 engine = $57 per hour
   c. Tender up to 2,500 gal = $28.70 per hour
   d. Tender over 2,500 gal = $50 per hour
e. Command Vehicle = $19 per hour

f. Dozers and Graders per horsepower using FEMA Equipment rates

g. Stand-by time @ staging area is 25% of hourly rate

4. **Labor costs for volunteer employees cannot be considered for reimbursement** Volunteer labor (names, dates, hours worked and equipment using) must be provided in support of equipment costs.

5. Replacement of firefighting supplies, tools, and materials that are expended, lost, or destroyed, with comparable items to the extent not covered by reasonable insurance.

6. Costs to replace applicant – owned equipment that is lost or destroyed in firefighting activities with comparable equipment of the same age, capacity, and condition to the extent not covered by reasonable insurance.

7. Fuel will be reimbursed on actual used and cost. The entity that procures and pays for fuel must document the amount and cost of the fuel and have original invoices and proof of payment to be reimbursed.

8. Repair of applicant-owned equipment is determined on a case by case basis. Type of damage/repair, prior condition and cause of damage will be considered. **PROCEEDS RECEIVED FROM INSURANCE WILL BE REMOVED FROM AND FUNDS AVAILABLE**

E. Requests for State Assistance - the Fire Chief or Incident Commander, working through the county or regional emergency manager/coordinator will obtain a local emergency declaration from the affected county officials as described in the basic Plan 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 Plan.

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 district and those received from mutual aid must be tracked (see Annex C Attachment 1) for expenses to be reimbursed.
F. To request and received assistance, there must be a declaration of emergency as described in the Governor’s Emergency Fund guidelines for Public Officials Basic Plan and Attachment 3, signed by the Chief Elected Official containing the fire protection district(s) requesting assistance and will signify the following:

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

2. The Fire district(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. Funds collected as noted in paragraph # below can be utilized as an off-set to cost share agreement, Public Assistance funds for federally declared disasters, emergency of Fire Management Assistance Grants as a part of the local and state match requirements.

5. Reimbursement under a State of 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 as per 44 CFR 206.191 Duplication of Benefits.

6. For response costs to be eligible for reimbursement, they must be tracked per attachment 2 to the Governor’s Emergency Fund / Guidelines for Public Officials, page 12, 13, 14, and 15. Excel version of these worksheet can be requested from NEMA Public Assistance Staff, or on the NEMA website @ https://nema.nebraska.gov/recovery/public-assistance “documentation submission Forms”.

G. Funds Collected from donation, contributions or raised by of for the volunteer department in support of a large fire incident or emergency response should adhere to Nebraska State Statute 35-901.
### AERIAL WILDFIRE SUPPRESSION STATEMENT

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Send Original bill to:

**NEBRASKA FOREST SERVICE - FIRE CONTROL**

PO Box 830815  
Lincoln, NE 68583-0815

Phone # (402) 472-2944  
Fax # (402) 472-2964
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 law tasked the Nebraska Forestry Service (NSF) and the Nebraska Emergency Management Agency (NEMA) to jointly contract for and manage a SEAT to be based in Nebraska. 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. 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.

4. If this information is not quickly and readily available to GPDC, from the fire scene, deployment of the SEAT may be delayed until it is available.
STATE EMERGENCY RESPONSE TEAMS

I. The Reissue Revised Statutes of Nebraska 81.829.52 allows the adjutant General, upon orders of the Governor, to establish State Emergency Response Teams (SERTs) 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. Nebraska RRS 81-829.52-55

III. Situation

A. Disaster Conditions

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

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

3. During the response phase a jurisdiction may require more trained fire, las enforcement, public works, utility, ICS or other skilled personnel then they have to quickly and efficiently respond to the event

4. The Emergency Management Statute allows the Adjutant General, upon orders of the Governor, to appoint State Emergency Response Teams (SERT) to aid jurisdictions to meet these shortfalls

IV. Concept of Operations for SERTs

A. SERT Establishment

1. Upon order of the Governor, the Adjutant General is authorized to establish the number of SERTs as may be necessary to reinforce emergency management organizations in stricken areas

   a. Pre-Disaster defined Teams
i. There are teams with specialized and necessary training and equipment, who are able to respond to a certain situation (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

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

iii. 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)

B. Post-Disaster defined SERTs

i. 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, 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

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

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

2. SERT Letter of Agreement (attachment 1) is the document by which the Adjutant General appoints a SERT and ensures that the team is covered by the protections included in that Statute
   a. The letter is developed by NEMA,
   b. Signed by the Assistant Director and responsible person or entity for the SERT
   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
         i. Payment rate for members, lodging, meals and equipment
         ii. Mobilization logistics including who the team reports to at the scene
         iii. Demobilization logistics including the length of the team’s deployment
         iv. 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 the forms in Attachment 2 of jurisdictional forms that record the same information, to keep daily records of:
      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 able to 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 Operation section in support of the Governor’s Declaration

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

D. Payment and Fiscal

1. Payments will be made according to Nebraska RRS 81-829.54

a. The State shall reimburse the political subdivision for

   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

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

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

2. Payments will be made by NEMA based on actual invoices submitted by the SERT or its’ political subdivision using the normal payment processes through the Nebraska Information System (NIS)

   a. The SERT or its political subdivision 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 requests a check. If the payment is over $25,000 the payment shall be by electronic transfer only.
State Emergency Response Team Letter of Agreement Between
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 under RRS81-829.52-55 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 team members and ensure the proper fiscal and programmatic records are kept for the team.

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

4. All purchases of materials for the teams use will be recorded in the forms attached to this letter. Materials for the use of the team 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 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
      1) NEMA may choose to purchase the goods directly and supply them to the team, or
      2) NEMA may choose to authorize the Team Leader to purchase the goods. All purchases must be recorded and back-up documentation kept as part of the Teams record keeping.
      3) Durable goods purchased for the team 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 team’s demobilization. Payment will be made based on these records.

6. Documentation for the deployment must be kept by the team for three years after the incident is closed by NEMA for a State Disaster or FEMA for a Federal Disaster. The Team 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 Team will be as follows (Keep the paragraphs that apply):

   a. Salary:

      NEMA will reimburse the Team’s home jurisdiction for salaries, overtime and backfill.

      NEMA will reimburse the Team’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 team members.

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

   c. Meals:

      NEMA will reimburse team members at the State's usual rate for meals, team 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 team members.

9. Special Considerations:

Signed /Date for NEMA

Signed /Date for the SERT

__________________________________________

__________________________________________

Updated January 2018
Hazardous Material Assistance Program

I. This guidance will establish a framework by which a state hazardous materials resource would support the needs of Rural Fire Protection Districts in the detection, surveillance, and containment of a hazardous material event under the Authorities of the Governor at the time of a state disaster declaration.

II. Authority

A. Neb. Rev. Statute § 81-829-52 to § 81-829.55 authorizes the Adjutant General, upon authorization by the Governor, to establish a State Emergency Response Team (SERT) to; reinforce emergency management organization 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. 81-829.42 (6) if aerial fire suppression or hazardous material response 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.

III. Hazardous Material Response;

A. Nebraska Hazardous Incident Team (NHIT)

1. The NHIT is made up of personnel from the Nebraska State Patrol (NSP), Nebraska State Fire Marshal (NSFM), and Nebraska Department of Environmental Quality (NDEQ).

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 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 response by the NHIT is the responsibility of the responding agency.

B. State Emergency Response Team (SERT) under 81-829.42 (6)

1. Upon order of the Governor the Adjutant General is authorized to establish a SERT. NEMA has signed local agreements with ten (10) hazmat teams in anticipation of the need for such a response. This 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 call the closes MOU Hazardous Materials (hazmat) team. It is the responsibility of the local Incident Commander or their designee to:

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 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.

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 (all three conditions must be met):

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

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

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

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 Nebraska Emergency Management Agency within 30 days of the closure of the incident c/o the Recovery Section Manager along with a copy of the check-in / Check-out forms

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 ten 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/sites/nema.nebraska.gov/files/doc/hazmat-blue-book.pdf

C. 72nd Civil Support Team (CST)

1. 72nd Civil Support Team 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.

2. The CST is deployed through the State Emergency Operations center by the Nebraska Emergency Management Agency (NEMA) under authorities and direction of the Office of the Governor. Deployment of the CST must have the approval of the Adjutant General, The National Guard Bureau and the Governor. The CST deployment authorization are coordinated thru NEMA and the NGB Domestic Operations.

D. CBRNE Enhanced Response Force Package (CERFP)

1. The mission of the CERFP is to respond to a chemical, biological, radiological and nuclear (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.

2. The CERFP is a regional response team with members from both Army and Air National Guard. There are 200+ personnel who are trained to a minimum of awareness level. Specialty training includes incident command, decontamination and search and recovery.
<table>
<thead>
<tr>
<th>1. Incident Name:</th>
<th>2. Incident Number:</th>
<th>3. Check-In Location (complete all that)</th>
<th>4. Start Date/Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ Base</td>
<td>□ Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Staging Area</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ ICP</td>
<td></td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Age</th>
<th>Type</th>
<th>Resource Name or</th>
</tr>
</thead>
</table>

6. Date/Time Check-

7. Leader’s Name

8. Total Number

9. Leaders Contact

10. Check out Date

11. Date

ICS 211

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

Updated January 2018