

Region IV ESF8 Unified Planning Coalition
 Resource Coordinating Task Forces
OPERATIONS MANUAL

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1. Introduction

During the devastating 2004 and 2005 hurricane seasons, the Southeastern states worked together through the Emergency Management Assistance Compact (EMAC) to provide mutual aid to the impacted areas in Florida, Alabama, Mississippi, and Louisiana. Public health and medical services were coordinated under Emergency Support Function 8. Based on experience, the Southeastern states recognized the value of close coordination among the states, effective communication, and standardized resource typing. In March 2006, Region IV convened a workgroup of key public health and emergency management leaders from federal ESF8 agencies and representatives from each of the eight Region IV states. This workgroup became the Region IV ESF8 Unified Planning Coalition (UPC) to improve interstate coordination and cooperation in public health and medical response to disasters.

Early on the UPC identified a need to establish a team that could come together during disaster response to assist in resource identification, gathering situational awareness and enhance planning efforts for the public health and medical (ESF8) system through EMAC. The EMAC Compact states that *“direct coordination among requesting and assisting state program managers, ESF counterparts, operations personnel or those who are ultimately engaged in using or providing the specific resource is essential. All parties are encouraged to communicate directly during the fulfillment of the Req-A process to ensure that a clear understanding of what is being requested and provided and the terms of the assistance provided are clearly understood by both parties.”* Under this guidance, the UPC developed a Resource Coordinating Task Force.

The Operations Manual contains the operating procedures for the Resource Coordinating Task Force which includes standard operating procedures, key tools, and contact lists.



2. Organization and Responsibilities

This section describes the components of governance, general responsibilities, functions and duties related to the Resource Coordinating Task Force. The descriptions of each component will assist states in understanding how the Resource Coordinating Task Force fits into the overall Region IV ESF8 Unified Planning Coalition structure and can assist states through the EMAC process.

A. Region IV ESF8 Unified Planning Coalition

The Region IV ESF8 Unified Planning Coalition (UPC) is the parent organization to the Resource Coordinating Task Force. The UPC is planning and preparedness organization that meets during non-disaster times. The UPC is made up of ESF8 leadership from each of the FEMA Region IV states (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee) and federal ESF8 representatives.

1. The UPC's mission is through collaborative all-hazards planning and the development of partnerships, the Region IV ESF8 Unified Planning Coalition will enhance the member states' abilities to prepare for public health and medical response to incidents or events.
2. An Executive Committee leads the UPC;
 - a. Made-up of representatives from each member state and federal partners.
 - b. Responsible for setting the strategic direction for the UPC
 - c. Determines future projects,
 - d. Establishes workgroups for focused planning projects
 - e. Makes decisions for the coalition by consensus.
3. Executive Committee members are leaders in their individual states' ESF8 structures.
4. A Region IV Coordinator serves as the only full-time employee of the coalition and supports the Executive Committee. The Region IV Coordinator:
 - a. Coordinates regional projects
 - b. Maintains regional situational awareness
 - c. Liaisons with workgroups to assure completion of deliverables and objectives
 - d. Serves as the central point of contact for the UPC
 - e. Represents the UPC at local/state/regional/national conferences, meetings, planning workshops
 - f. Answers inquires regarding the UPC
 - g. Keeps member states informed on new and emerging issues
 - h. Maintains the website
 - i. Promotes and markets the UPC
 - j. Oversees day to day administrative functions
5. Each member state of the UPC has completed a State Profile which provides an overview of the state's government, public health, emergency management, and ESF8 structure. The profiles include information about logistical, communication, and status systems.
6. UPC members make up the members of the Resource Coordinating Task Force upon initial activation (and may delegate another representative from their state to take their place on the task force as necessary).

B. Emergency Management Assistance Compact

The Emergency Management Assistance Compact (EMAC) is a state to state agreement, signed into legislation by state governors, that allows for states to support one another with resources during disasters. Each state in the U.S. is a signatory state to the EMAC compact.

1. EMAC outlines the process for requesting, receiving and reimbursing resources utilized during a disaster response.
2. States have the right to decline sending resources via EMAC if their state is threatened or needs the resources in-state.
3. EMAC is coordinated through a state's division/office of emergency management.
 - a. All requests (Req-A) must be submitted to and received by the state EMAC Coordinator
 - b. The designated authorized EMAC representative must approve all resource requests
4. The articles of the EMAC agreement encourage states, ESF counterparts, and response staff to communicate directly regarding resource needs and support throughout the EMAC process.

C. Resource Coordinating Task Force

The Resource Coordinating Task Force is a team of ESF8 leaders from FEMA Region IV that will assist an impacted or potentially impacted state during disasters with key ESF8 functions.

1. The functions of the task force may include but are not limited to:
 - a. Logistical/Resource support
 - i. Identifying public health and medical assets available within Region IV to assist in a disaster response
 - ii. Assisting states in developing federal action request forms (ARF) and EMAC Requisition-A's for operational resource needs
 - iii. Brokering resources
 - iv. Assisting in forecasting resource needs
 - v. Providing a channel for non-impacted states to offer assistance to impacted states and reduce redundancy in the deployment of resources.
 - vi. Documenting offers of assistance in response to a specific request
 - b. Planning Support
 - i. Providing regional communications on situation status as related to incidents/events
 - ii. Developing an interstate incident action plan (IAP).
 - iii. Gathering and communicating intelligence regarding health impacts, medical facilities, medical beds, and patient movements.
 - iv. Coordinating with state and federal ESF8 entities
 - c. Other duties as assigned by the impacted state within the scope of planning, situation status and resource identification.
2. The task force may not:
 - a. Prioritize or allocate resources
 - b. Allocate resources.
 - c. Obligate or allocate state funds



3. There is no binding or legal obligation for Region IV states to participate in the Resource Coordinating Task Force. Each state should determine their capability to participate upon activation.

D. Member Responsibilities

Each state in Region IV has a role in assuring the successful operations of the Resource Coordinating Task Force and has the right to call upon the task force as needed for disaster responses in their state.

1. Each Region IV state should prepare for participation in the Resource Coordinating Task Force before an incident/event occurs. Preparations include:
 - a. Identifying appropriate staff and alternates to serve on the task force.
 - b. Identifying a minimum of two locations in their state that could house the task force during deployment. The locations should meet the specifications as outlined in the Resource Coordinating Task Force Deployment Location Specifications. See appendices.
 - c. Assuring access to WebEOC, the designated system for communicating resource needs and situation status during activations.
 - d. Briefing their State EMAC Coordinator on the role of the Resource Coordinating Task Force and assuring the EMAC Coordinator understands how ESF8 will utilize this regional resource.
 - e. Providing contact 24/7 information to UPC regional coordinator for ESF8 leadership in their state.
 - f. Providing a complete and accurate State Profile
2. Each person identified to serve on the Resource Coordinating Task Forces should:
 - a. Be active participants in the UPC.
 - b. Be familiar with the Standard Operating Procedures
 - c. Be familiar with EMAC policies and procedures
 - d. Be very familiar with the ESF8 structure in their home state and have immediate and direct contact with ESF8 decision makers within their state.
 - e. Be familiar and have a working knowledge of WebEOC
 - f. Be self-sufficient for 72 hours upon deployment
 - g. Bring all necessary personal items with them upon deployment.
 - h. Bring any equipment necessary to complete their mission.
3. Each Region IV state should understand that resources brokered by the Resource Coordinating Task Force should be requested through the official EMAC process to guarantee reimbursement and liability coverage.
4. The Region IV Coordinator should assure continued readiness for the Resource Coordinating Task Force, which includes:
 - a. Maintaining regional situational awareness of incidents/events within Region IV (or events in which Region IV states are providing ESF8 support).
 - b. Maintaining accurate contact information for Region IV states
 - c. Maintaining the deployment cache
 - d. Maintaining established regional communication mechanisms
 - e. Assuring access to WebEOC for each Region IV State
 - f. Initiating and disseminating regional alerts and notifications as appropriate
 - g. Maintaining the Resource Coordinating Task Force Operations manual
 - h. Coordinating regional exercises of the Resource Coordinating Task Force

3. Alert & Notification

The procedures outlined in this section are intended to establish triggers and mechanisms for alerting and notifying the Region IV ESF8 Unified Planning Coalition about declared and undeclared emergencies, incidents/events, and exercises impacting ESF8 (public health and medical). These procedures are not meant to prevent the dissemination of additional information but to establish a minimum baseline. These procedures do not address day to day communications among the Region IV ESF8 Unified Planning Coalition.

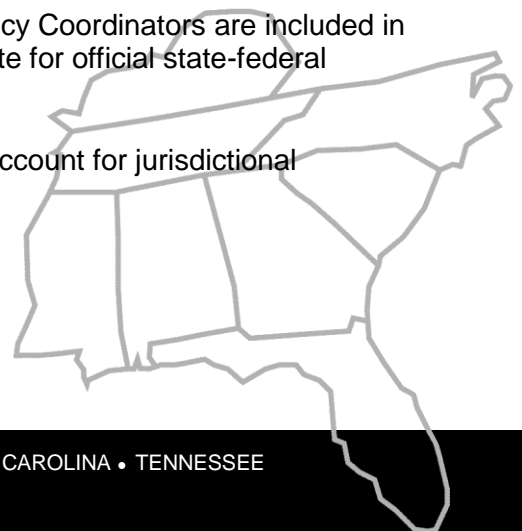
For the purposes of this document, alert is defined as the dissemination of time-sensitive information that causes an elevated state of readiness, anticipation of an impending threat, and/or immediate action by the recipient.

For the purposes of this document, notification is defined as the dissemination of time-sensitive information that provides awareness of an action, current situation or condition to the recipient.

Alerts and notifications may lead to the activation of the Region IV Resource Coordinating Task Force (see the following section for information on activation).

A. Assumptions

1. Alerts and notifications need to be timely and appropriate to the situation.
2. Event based notifications should utilize existing systems and communication products (e.g., situation reports, HAN messages, etc.) and not require creation of additional materials or systems to the full extent possible.
3. Other interstate communication networks may exist and provide for redundant channels of communication. (e.g. State Health Officer to State Health Officer).
4. All information flow should be in accordance with existing state Emergency Operations Plans and coordinated with emergency management where applicable.
5. Some information may be considered sensitive and/or be prohibited from sharing due to individual state policies.
6. Although federal Health and Human Services Regional Emergency Coordinators are included in regional alerts and notifications; this does not replace or substitute for official state-federal communication channels for emergency response operations.
7. Choice of methods for information sharing should be flexible to account for jurisdictional differences and for variations in types of event.



B. Triggers for Alerting

1. A need for ESF8 resource support is anticipated or identified.
2. There is potential for other member states to be impacted by an incident/event or as a result of an incident/event (e.g., risk of spread of an infectious disease, impact of environmental contamination, patient evacuations, surge on bordering healthcare facilities). This includes both events occurring within member jurisdictions and federal knowledge of information elsewhere that has the potential to impact member states.

C. Alerting Procedures

1. Alerts should be approved by a designated Region IV Executive Committee member in the state in which the alert is originated before being disseminated.
2. An alert message should be crafted that includes:
 - a. Nature of the message
 - b. Current situation and threats
 - c. Action required (and time to be completed if applicable)
3. Alert should be disseminated
 - a. A state may choose to directly alert a Region IV Executive Committee member from each state in Region IV and the Region IV Coordinator or to alert the Region IV Coordinator and have him/her alert the other states in the region.
 - b. Electronic (e-mail) messages via the Region IV Executive Committee Listserv may be used for dissemination when no immediate action is needed
 - c. Phone contact should be used to disseminate alerts when immediate action is required or an imminent threat exists (person to person contact which may be facilitated via electronic means—e.g., rapid notification systems to phone or pager, etc.).
 - i. Direct state to state alerts
 1. Call the designated Region IV Executive Committee member for desired state, if they are un-available or for after-hours alerts contact the state's 24/7 on-call number
 2. Alert other states in the region with electronic dissemination as outlined above
 3. The Region IV Coordinator may assist in alerts as requested by the alerting state
 - ii. Multiple states within region alerts
 1. States may send alerts using their established rapid notification system or health alert network to share information itself or to direct where to go to learn more (e.g., portal, conference call being convened, call back number, etc.).
 2. A call-tree may be established when a rapid notification system is unavailable
 3. State warning points or on-call duty officers should be called for extremely urgent alerts that occur after the traditional business hours of 7am to 6pm during the week or on weekends.
 - a. On-call information should be maintained in SendSS on-call system

- b. On-call information should be provided to the Regional Coordinator

D. Triggers for Notification

1. Any activation of a State ESF8 System or State Emergency Operations Center.
2. An anticipated or actual change in availability of resources routinely used across borders (e.g., a hospital widely used by neighboring jurisdictions is out of service due to a major event anticipated to result in long term impact.)
3. Likelihood of public/media inquiry related to issue.
4. Status of incidents/events

E. Notification Procedures

1. Notifications should be approved by a designated Region IV Executive Committee member in the state in which the notification originated before being disseminated (Executive Committee members may choose to waive this process for on-going communications during an incident/event such as the dissemination of situation reports).
2. Notification messages should be developed. Appropriate forms of notification include:
 - a. Situational status reports
 - b. Current resource capabilities
 - c. Anticipated control / response measures (including timing thereof)
 - d. Anticipated public information / health guidance release
 - e. Resources for tracking situation (links to applicable websites, etc.)
3. Dissemination of notifications may be done through a variety of mechanisms. The notifying state should choose the appropriate mechanism.
 - a. Electronic (e-mail) message via the Region IV Executive Committee Listserv
 - b. WebEOC postings
 - c. Regional conference calls
 - d. Region IV SharePoint Portal
 - e. Region IV Resource Coordinating Task Force

F. Roles and Responsibility for Alert and Notification

1. Pre – Incident/Event System Capabilities:
 - a. Listservs
 - i. Region IV Ops Listserv (Executive Committee) – maintained by Region IV Coordinator and Regional Emergency Coordinators from HHS
 - ii. Region IV Workgroup Listserv – maintained by Region IV Coordinator, members identified by Executive Committee Members
 - b. Region IV SharePoint Portal (contact information, document posting, etc.) – maintained by the Region IV Coordinator and supported through HHS Secretary Operations Center

<https://socportal.hhs.gov/regions/region4/default.aspx>

- c. Conference call line – maintained by the Florida Department of Health
Number 1-888-808-6959
Conference Code 4234598
Leader Pin 1054
- d. WebEOC – maintained by the Georgia Department of Human Resources
<http://167.193.156.163/eoc7/default.aspx>
- e. Individual states should maintain the following capabilities:
 - 1) 24/7 On-call duty officer
 - 2) Accurate contact lists
 - 3) SendSS On-call Calendar <https://sendss.state.ga.us/sendss/login.screen>
 - 4) Health Alert Network (HAN)

2. During Incident/Events

- a. Affected State (e.g., where event occurs, most impacted, etc.)
 - 1) Identify/confirm triggering event
 - 2) Make or alert notification
 - 3) Situation reports – gather and disseminate information using existing information and mechanisms
 - 4) Provide information to the Resource Coordinating Task Force (if applicable)
- b. Other states in the Region:
 - 1) Maintain situational awareness
 - 2) Establish prompt communication with affected state
 - 3) Further disseminate information as appropriate within individual chains of command
 - 4) Report incident/event related information as appropriate
 - 5) Provide information to the Resource Coordinating Task Force (if applicable)
- c. HHS Region IV Regional Emergency Coordinators (REC)
 - 1) Initiate alerts/notifications as appropriate
 - 2) Maintain situational awareness
 - 3) Report incident/event related information as appropriate
 - 4) Provide information to the Resource Coordinating Task Force (if applicable)
- d. Region IV Coordinator
 - 1) Assist in alerts/notifications as requested
 - 2) Initiate alerts/notifications as appropriate
 - 3) Establish/organize regional conference calls as needed
 - 4) Develop and distribute call summary
 - 5) Provide information to the Resource Coordinating Task Force (if applicable)
- e. Resource Coordinating Task Force
 - 1) Facilitate and coordinate regional distribution of incident/event related information to include notifications, alerts, situation status, resource status, public information releases and policy decisions

- 2) Facilitate and coordinate federal situation status
- 3) Initiate alerts/notifications as appropriate

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4. Activation

The Resource Coordinating Task Force may be activated at various levels of operational deployment (Level 4, Level 3, Level 2, and Level 1) depending on the circumstances of the event. The operational deployment levels are activated depending on the scale of the event. The levels of operation can be ramped up from a Level 4 to a Level 1 if the event warrants, with Level 1 being the highest level of operational deployments. Some events may require the immediate activation of a level 2 or 1 deployment, thus bypassing the earlier levels.

Any Region IV state may request the activation of the Resource Coordinating Task Force in response to an incident/event. In some cases, the Executive Committee of the Region IV ESF8 Unified Planning Coalition or the Region IV Coordinator may choose to activate the Resource Coordinating Task Force for the response to an incident/event without a request in order to keep other states abreast of situation status or resource needs. In this situation the task force would operate at Level 2.

1. The Resource Coordinating Task Force operational components are:
 - a. Region IV Coordinator
 - b. Executive Committee of the Region IV ESF8 Unified Planning Coalition
 - c. Resource Coordinating Task Force members
2. The decision to expand or elevate the level of operations rests with the Executive Committee and the Region IV Coordinator.
3. The task force may activate at one of four different operational levels. (See Levels of Operation matrix for more details.)
 - a. Level 4 is normal day-to-day operations. There is no activity by the Resource Coordinating Task Force beyond the daily duties of the Region IV Coordinator.
 - b. Level 3 activation is the lowest level of activity. This level is for incidents/events when impacted states require no ESF8 resource support but have caused the activation of State ESF8 System within Region IV or a significant local state of emergency.
 - i. The Region IV Coordinator makes the decision to activate at this level.
 - ii. During this level of operations the task force is operating in a virtual environment.
 - iii. The Region IV Coordinator is completing the primary task force activities which include:
 1. Gathering and reporting situational awareness
 2. Identifying resources available to support needs if they should arise
 - iv. Task force members report situation status information.
 - v. Task force members identify resources that may be called upon if needed.
 - vi. Information is communicated via email (with telephone call for more urgent issues)
 - c. Level 2 activation is a moderate level of activity. This level is for incidents/events when impacted states require or anticipate requiring some ESF8 resource support via EMAC or for events which occur outside of Region IV but require EMAC support from Region IV for ESF8 resources.
 - i. During this level of operations the task force is operating in a virtual environment but requires a heightened level of communications.

- ii. The Region IV Coordinator is coordinating task force activities which include:
 - 1. Developing incident action plans
 - 2. Gathering and reporting situational status
 - 3. Brokering resource requests between states
 - 4. Identifying resources available to support needs if they should arise
 - iii. Task force members report situation and resource status information.
 - iv. Task force members review resource needs to identify available resource in their state.
 - v. Task force members coordinate with State EMAC Coordinators to complete the Req-A process as necessary.
 - vi. States deploy resources as requested by the impacted state utilizing the EMAC system.
 - vii. Conference calls are scheduled as appropriate for the task force to communicate and conduct joint planning.
 - viii. Reports are distributed via email and posted in WebEOC as appropriate
- d. Level 1 activation is the highest level of activity. This level is for incidents/events when impacted states require or anticipate requiring significant ESF8 resource support via EMAC and/or require interstate coordination support.
- i. During this level of operations the task force is operating from a central location.
 - 1. Task force has determined a central location to deploy staff
 - 2. Each state deploys staff to participate in the task force (through EMAC)
 - ii. The Region IV Coordinator is supporting task force activities which include:
 - 1. Developing incident action plans
 - 2. Gathering and reporting situational status
 - 3. Brokering resource requests between states
 - 4. Identifying resources available to support needs if they should arise
 - 5. Planning
 - 6. Supporting patient movement operations
 - iii. States deploy resources as agreed upon by the impacted state utilizing the EMAC system.
 - iv. Reports are posted in WebEOC as appropriate
 - v. Task force members report situation and resource status information.
 - vi. Task force members identify available resources to support needs
 - vii. Task force members coordinate with their individual State ESF8 systems.
4. Initial activation
- a. After receiving the initial alert or notification (see section above for alert and notification procedures), the Region IV coordinator gathers immediate situation status and determines what is needed from Region IV from the impacted state. This information is distributed to the Executive Committee of the Region IV UPC.
 - b. As determined by the situation, the Region IV Coordinator will establish the initial level of operations and notify the Executive Committee for their approval.
 - c. As necessary, a conference call is conducted with the Region IV UPC to identify next steps. The conference call will address:
 - i. Current Situation
 - ii. Current Resource Needs
 - iii. Future Plans for the Resource Coordinating Task Force
 - d. Future levels of operation will be determined based on size, scope and scale of event.



5. Operational Activities

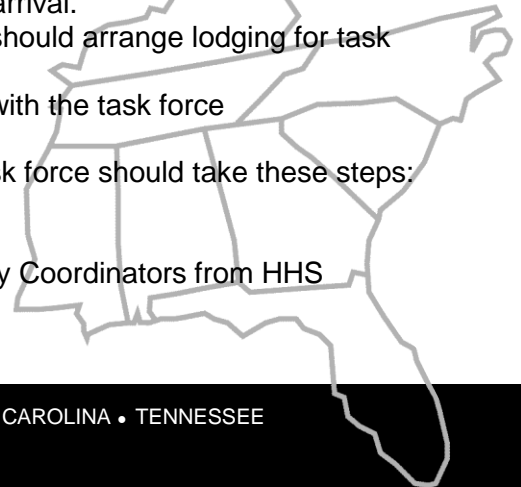
This section outlines the operating procedures for mobilizing, operationalizing and demobilizing the Resource Coordinating Task Force.

A. Mobilization and Deployment (Level 1 - Activations)

1. Ramping up the Resource Coordinating Task Force
 - a. The impacted state should brief the task force during the initial conference call
 - b. The impacted state should determine at what level the UPC should operate
 - c. If a Level 1 activation is necessary, the Resource Coordinating Task Force will determine where to deploy based on the current situation, safety, and access
 - i. This location may be outside of the impacted state
 - ii. This location should meet the requirements outlined in the Deployment Location Specifications (see appendix)
 - d. The reporting time and date should be determined
 - e. Assignments should be made to task force members to assure the effective deployment of the task force

2. Upon the decision to activate the Resource Coordinating Task Force at Level 1 appropriate actions should be taken
 - a. The impacted state should send an EMAC request to all Region IV states requesting activation of the Resource Coordinating Task Force and activation of the Region IV coordinator.
 - i. The Region IV Coordinator will bring the deployment cache to the base of operations (at no cost to the impacted state)
 - b. The impacted state should submit an ARF to request federal support from a Region IV HHS Regional Emergency Coordinator to deploy with the task force.
 - c. If the task force needs communications support (i.e. internet access), the impacted state should request communications support for the task force from Kentucky
 - i. The impacted state, in conjunction with the host state, should decide if this resource is needed
 - d. Each state should complete Part II of the Req-A with the names and cost projections for deployment
 - i. No state is obligated to deploy as a part of the Resource Coordinating Task Force
 - ii. Deployed personnel may return to their home state at any time upon the request of their home state
 - e. The state hosting the Resource Coordinating Task Force should assure that the base of operations for the task force is prepared for the group's arrival.
 - f. The impacted state, in conjunction with the host state, should arrange lodging for task force members
 - g. The impacted state should designate a liaison to work with the task force

3. Upon deployment to the designated base of operations, the task force should take these steps:
 - a. Report to the impacted state's liaison
 - b. Establish communications with each Region IV state
 - c. Establish communications with the Regional Emergency Coordinators from HHS
 - d. Set-up work stations



- e. Receive operational briefing from impacted state
- f. Establish connection to the Region IV WebEOC
- g. Establish connection to the impacted state's mission tasking/tracking system
- h. Develop a Incident Action Plan for each operational period
- i. Develop a Situation Report for each operational period

B. Resource Identification

1. Procedures for Requesting Assistance in Identifying Resources
 - e. The impacted/potentially impacted state must assure that they are eligible for EMAC
 - f. The impacted/potentially impacted state identifies a actual or potential resource need and requests support from the Resource Coordinating Task Force to identify an available resource
 - g. A task force member from each state queries their state's ESF8 system to determine if there is a resource available to support the request
 - h. Each state reports back to the Resource Coordinating Task Force with a response to the resource request
 - i. No state is obligated to provide resources
 - ii. The impact state is not obligated to use the resources identified by the Resource Coordinating Task Force
 - i. The Resource Coordinating Task Force develops a list of all available resources and submits to the impacted state
 - i. The task force may make a recommendation on which resource would best serve the request if multiple resources are identified
 - j. The impacted state selects a resource to fulfill their resource need.
 - k. To officially request assistance, the impacted state must complete Part I of the Req-A form and transmits it to the assisting state using the EMAC system established within each state's emergency management agency.
 - i. The task force may draft the Req-A for the impacted state
 - ii. The impacted state must review and approve the Req-A
 - l. The state providing assistance should contact their State EMAC coordinator to be on the lookout for the incoming Req-A
 - m. The state providing assistance should complete Part II of the Req-A and send back to the impacted state within 8 hours through the designated EMAC system
 - i. The task force may assist with the completion of Part II of the Req-A
 - ii. The assisting state should review and approve the Req-A
 - iii. The Req-A should also be sent to the impacted state ESF8 system
 - n. Within 4 hours (as outlined in the EMAC standard operating procedures), the impacted state should reject, accept or negotiate the offer for assistance outlined in the Req-A
 - o. At the point that an offer for assistance is accepted, the State ESF8 system in the assisting state mobilizes resources.
 - p. Once the resources are deployed, the impacted state has operational control of the resources until demobilization.
 - q. The task force tracks all Region IV resources deployed through EMAC

C. Coordination with Member States

ALABAMA • FLORIDA • GEORGIA • KENTUCKY • MISSISSIPPI • NORTH CAROLINA • SOUTH CAROLINA • TENNESSEE

The Resource Coordinating Task Force exists to serve an impacted state while better coordinating ESF8 response systems at all levels. A key role of the Resource Coordinating Task Force is to coordinate with the State ESF8 Systems in their home states.

1. Each task force member should keep State ESF8 leadership in their home state apprised of situation status, potential resource needs, and potential impacts to their state (i.e. potential for evacuated patients transported to their state)
2. Each task force member should obtain situation status from their home state to contribute to the regional situation report.
3. Each Region IV state should communicate resource availability to the task force.
4. Each Region IV state should communicate changes in situation to the task force.

D. Coordination with Federal Partners

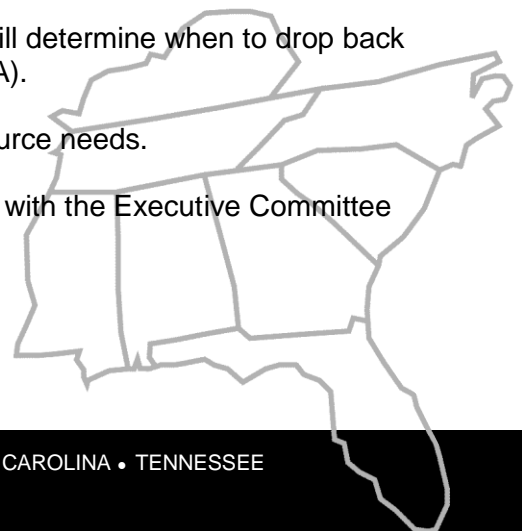
The Resource Coordinating Task Force has an essential role with coordination among federal ESF8 partners. For this reason, the participation of a Regional Emergency Coordinator from HHS is necessary on the task force.

1. Federal partners on the task force will assist in identifying federal resources to support resource needs.
2. Federal partners will assist in gathering situation status on federal the federal ESF8 response.
3. The task force will provide regional situation status information to federal ESF8 partners.

E. Demobilization

The Resource Coordinating Task Force will demobilize as the incident de-escalates. This is when it is unlikely that additional resources will be needed to support the response and planning assistance no longer is required.

1. The Resource Coordinating Task Force may change operational levels before completely demobilizing.
2. If the task force was operating at Level 1, the impacted state will determine when to drop back to Level 2 operations (based on the terms outlined in the Req-A).
3. The task force may stand-down when there are no longer resource needs.
4. The decision to cut back or lessen the level of operations rests with the Executive Committee based on current situation.



6. Reimbursement

This section provides details on the reimbursement for activities related to the Resource Coordinating Task Force.

A. Task Force Operations

Reimbursement for participation in the Resource Coordinating Task Force depends on the level of activation.

1. Level 2 and Level 3 activations are not eligible for reimbursement by participating states.
 - a. Each state is responsible for determining an appropriate amount of time and man-power that can be devoted to task force activities.
 - b. No state is required to participate.
2. Level 1 activations are eligible for reimbursement through EMAC when the impacted state requests the deployment of the task force through a Req-A and following the EMAC process
 - a. The impacted state must be operating under a State Declaration of Emergency
 - b. The impacted state is responsible for all related expenses.
3. Reimbursement for Level 1 activations which are not eligible for EMAC should be negotiated on a state-by-state basis before any task force members are deployed.

B. Resources Support

Any resources brokered through the task force for an EMAC mission are subject to standard EMAC reimbursement procedures. Each state should review EMAC reimbursement guidelines.

If the circumstances arise where a resources deployed not under EMAC it is the responsibility of the impacted and assisting state to negotiate the terms before the deployment.

