

WiSMAC PROCEDURE

January 2022

SUMMARY: The following outlines the procedure for activating the Wisconsin Mutual Aid Compact (WiSMAC). All participating Members are encouraged to incorporate procedures into their emergency operations/response plans to allow for the effective mobilization as well as acceptance of professional emergency management staff into local operations.

INTRA-COUNTY COORDINATED: Initiated by local unit of government Members within a single County, request(s) for mutual aid assistance under WiSMAC shall be facilitated by the Member County Emergency Management Director, their designee, or established county procedures.

COUNTY-TO-COUNTY COORDINATED: Initiated and fully coordinated by the impacted Member County Emergency Management Director or their designee. Requests for assistance are initiated by the impacted Member to specific individual(s). Notification of the county-to-county WiSMAC activation should be made to the Region Director or WEM Duty Officer.

WEM COORDINATED: Requested by the impacted Member and coordinated by WEM Staff, listed below in order of process.

1. Region Director
 2. Duty Officer
 3. Response Section Supervisor or SEOC Ops Section
- Impacted Member communicates the request for assistance by providing the following information to WEM Staff.
 - Description of the work to be completed (i.e. damage assessment, public information, EOC support) as well as systems to be utilized (i.e. WebEOC, Survey123, portable radio).
 - List of minimum qualifications (i.e. years of experience, training completed), if any.
 - Location, including address, of where to report upon arrival as well as assigned work location if different.
 - Requested arrival date(s) and time(s):
 - Current operational periods
 - Available shift assignment(s), if any
 - Expected duration or minimum requested.
 - Required equipment, PPE, or related needs.
 - Summary of expenses covered (e.g. lodging, meals, miles), if any.
 - WEM Staff distributes the resource request to WiSMAC Members and credentialed WEM staff with an emphasis on proximity to the impacted Member. Direct requests for specific individuals from the impacted Member will also be distributed.
 - Method and speed of distribution will depend on the severity of the situation.
 - WEM staff compiles the list of individual(s) available to accept the assignment and provides the information to the impacted Member.
 - Impacted Member reviews the list of individuals and either accepts or declines the available pool. Decision is relayed to WEM Staff.

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- WEM staff notifies the selected and declined individual(s). Selected individuals receive the following in a confirmation email:
 - Date, time, and location for check-in.
 - Briefing times and locations, if different than check-in.
 - Communication plan or the following:
 - Contact information for the Impacted County Emergency Management Director or their designee.
 - Radio frequency, if any.
 - Required equipment, PPE, or critical information.
 - Lodging, if provided.
 - Meal sites, if any.

- Upon arrival deployed individual(s) will incorporate into the established local command structure.

- Demobilization will be coordinated by the impacted Member.

- Requests for additional assistance will follow the same procedure.

REIMBURSEMENT: Responding Member may invoice the impacted Member for miles, meals, and lodging expenses at established and reasonable rates. *Personnel time will be documented for volunteer hours by the impacted Member and not eligible for reimbursement to the responding Member. The hourly rate calculation will be determined annually between September and December by averaging the hourly rate of all EMPG-funded emergency management positions in WiSMAC participating Members. The revised rate will become effective January 1.*

PROCEDURE MAINTENANCE: The WiSMAC procedure will be reviewed on an annual basis by the WEM Response Section and the WEMA Board. During the interim period between annual review, recommendations for revision should be forwarded to the WEM Response Section Supervisor for collection and distribution at time of annual review. All changes to the agreement will be documented and included in the revision log by WEM. WEM will maintain an updated version of the procedure, including all revisions, on WebEOC in addition to signed copies of the WiSMAC.

REVISION LOG:

Date	Record of Change