Mission Request Tasking Procedure

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Branch/Unit:

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Purpose

Mission Request Tasking is the process by which the California Emergency Management Agency (Cal EMA) assigns another state agency to utilize its resources to assist local government in combating the affects, or imminent threat, of an emergency or disaster.

NOTE: This procedure does not apply to Law Enforcement or Fire and Rescue mutual aid resources as these are coordinated through the Law Enforcement and Fire and Rescue Branches, respectively.

Criteria

Emergency conditions exist or are imminent with threat to loss of life severe injury or similar danger to public safety, property or the environment.

Local resources are reasonably committed or inadequate to cope with a given situation.

The resources needed are not available to the local government by means of purchase, contract or other existing agreement.

The resources are requested by the Operational Area on behalf of itself or a local governmental agency (including special districts) within its boundaries that has statutory authority, jurisdiction, and responsibility to respond to the event.

The Operational Area completes a Mission Request Tasking form located in the Response Information Management System (RIMS).

The resources needed are outside of the state agency's statutory authority and/or responsibility to perform.

Authorities

Emergency Services Act (ESA) [Government Code Section 8550 et seq.]
Standardized Emergency Management System (SEMS) Regulations [Title 19 of the California Code of Regulations, Division 2, Chapter 1]

Policy Statements

If Regional and State Emergency Operations Centers are activated, the responsibilities outlined in this document will be assumed by the appropriate functional positional (e.g., Director, Operations Chief, Mission Tasking Coordinator) under SEMS and as transferred by the EDO.

All missions are coordinated through the Executive Duty Officer (EDO).

The EDO may transfer approval authority to Regional Administrators (RA); Fire or Law Branch Chiefs, or in the case of activation, the Director of the Regional Emergency Operations Center (REOC) or the Operations Chief of the State Operations Center (SOC).

The EDO will notify the Secretary/Undersecretary of any approved mission.

In severely limited resource situations, the SOC (as transferred by the EDO) may determine the appropriate use of resources.

Duty Officers will report all open missions to the California State Warning Center (CSWC) each morning for inclusion in the Daily Situation Report.

The Mission Request Tasking process is used for state agency resources only.

Issuance of a mission number does not imply any form of reimbursement.

Mission numbers will not be issued for work that extends beyond normal work hours unless the activity is necessary to save lives and/or protect improved property.

Mission numbers will not be issued for activities that were completed prior to the request for a mission.

Mission numbers will not be approved for activities that were not coordinated through the local emergency management agency that has jurisdictional authority and responsibility for the response activities.

The Mission Resource Tasking form is not a mechanism for state agencies to track their costs or activities.

Process

The process for utilizing state agency resources to meet emergency and operational needs in support of local government is described below. Each stage of the process is further defined by procedures beginning on the next page.

Stage	Description
1	Region receives notification from Operational Area of its submittal of a Mission Request Tasking form in RIMS.
2	Region coordinates with appropriate state agency for availability of resources requested.
3	Region coordinates with the EDO to amend, approve, or cancel the Mission Request Tasking form in RIMS, as appropriate.
4	Region notifies state agency and requesting Operational Area of mission status.
5	Operational Area receives, utilizes and releases resources.
6	Region, monitors, tracks, and closes Mission Request Tasking form in RIMS and provides updates to the EDO.

Stage 1

Region receives notification from Operational Area of its submittal of a Mission Request Tasking form in RIMS and completes the following steps:

Step	Description
1	Contact Operational Area and verify the following information: Local resources have been reasonably committed or are inadequate to cope with a given situation. Requested resource is not available through another service provider, vendor, or existing agreement.
2	Verify the Mission Request Tasking form in RIMS contains all required information.
3	Notify EDO of request (who, in turn, notifies the Secretary/Undersecretary).

Stage 2

Region coordinates with appropriate state agency for availability of resources requested and completes the following steps:

Step	Description
1	Contact state agency(ies) duty officer(s) through the CSWC. NOTE: If the resource being requested would be appropriately filled by California Department of Forestry and Fire Protection (CALFIRE)/California Department of Corrections and Rehabilitation (CDCR) inmate crews for non-fire resources, the Region must contact both agencies for their availability.
2	Verify that the state agency(ies) can provide the requested resource.

Stage 3

Region coordinates with the EDO to amend, approve, or cancel the Mission Request Tasking form in RIMS, as appropriate and completes the following steps:

Step	Description
1	Contact EDO directly or through the CSWC.
2	Provide brief to EDO regarding the specifics of the mission. NOTE: If CALFIRE/CDCR inmate crews are available to perform activities for non-fire emergencies, the EDO must contact the CALFIRE Duty Chief prior to mission approval at (916) 327-3063 (24 hour number) to confirm availability of requested resource.
3	Obtain mission number from EDO, if approved.

Stage 4

Region notifies state agency and requesting Operational Area of mission status and completes the following steps:

Step	Description
1	Contact the state agency duty officer or other contact identified in Stage 2 above and provide the mission status and approved mission number if applicable. NOTE: If the resource will be filled utilizing CALFIRE/CDCR inmate crews for non-fire emergencies, the Region must contact both agencies and provide the assigned mission number (CALFIRE and CDCR will utilize the same mission number; specific agency resources will be captured in Section 3 of the Mission Request Tasking form).
2	Notify the Operational Area and provide the specifics of the mission, including the approved mission number if applicable.
3	Region requests that the state agency providing the resource completes the resource information in Section 3 of the RIMS Mission Request Tasking form.
4	Region will continue to monitor and report all open missions to the CSWC each morning for inclusion in the Daily Situation Report.

Stage 5

Operational Area receives, utilizes and releases resource and completes the following steps:

Step	Description
1	Contact the local requesting jurisdiction of the mission status and approved mission number if applicable.
2	Coordinate activities of state agency providing the resource.
3	Contact Region when the resources are demobilized.

Stage 6 Region, monitors, tracks, and closes Mission Request Tasking form in RIMS, provides updates to the EDO and completes the following steps:

Step	Description
1	Region notifies the EDO and the providing state agency that the resources are being demobilized. NOTE: If CALFIRE/CDCR provided inmate crews for non-fire related activities, the Region must notify both agencies of the release of resources; and the EDO must notify the CALFIRE Duty Chief at (916) 327-3063 (24 hour number).
2	Region updates and closes Mission Request Tasking form in RIMS.
3	Region provides final report of mission status to the CSWC for inclusion in the Daily Situation Report.

Mission Request Tasking Flow Chart

INCIDENT
The incident requires resources beyond local and Operational Area capabilities (i.e., resources have been or are anticipated to be reasonably committed or are inadequate to cope with a given situation, including those provided through mutual aid or other agreements, contract, vendor, etc.).

Local government requests resources via Operational Area through RIMS Mission Request Tasking Form.

RDO:
ensures RIMS Mission Request Tasking Form is accurate and complete;
coordinates with appropriate state agency[1] for resources;
coordinates mission approval through RA and EDO.

[1]If the resource is appropriately filled by CALFIRE/CDCR inmate crews for non-fire resources, the RDO must coordinate with both agencies; and the EDO must coordinate with the CALFIRE Duty Chief prior to Mission Request Tasking form approval.

EDO notifies Cal EMA Secretary/ Undersecretary of request.

RDO:
notifies the state agency[2] providing the resources of the approved Mission;
reports mission status to CSWC for inclusion in the Daily Situation Report.

[2] CALFIRE and CDCR will utilize the same mission number for inmate crews performing non-fire related activities; specific resources of each agency will be identified in Section 3 of the RIMS Mission Request Tasking form.

State agency providing resource:
coordinates with local agency;
updates Mission Request Tasking Form in RIMS.

Local agency notifies RDO via Operational Area when resources are released.

RDO and EDO monitor missions until completion.

RDO:
notifies state agency[3];
updates and closes Mission Request Tasking Form in RIMS;
reports mission status to CSWC for inclusion in the Daily Situation Report.

[3]If CALFIRE/CDCR provided inmate crews for non-fire related activities, the RDO must notify both agencies of the release of resources; and the EDO must notify the CALFIRE Duty Chief.

ACRONYMS:

Cal EMA: California Emergency Management Agency
CALFIRE: California Department of Forestry and Fire Protection
CDCR: California Department of Corrections and Rehabilitation
CSWC: California State Warning Center
***EDO:** Cal EMA Executive Duty Officer
***RA:** Cal EMA Regional Administrator
***RDO:** Cal EMA Regional Duty Officer
RIMS: Response Information Management System

*If Cal EMA Regional and State Emergency Operations Centers are activated, the responsibilities outlined in this flowchart will be assumed by the appropriate functional positional (e.g., Director, Operations Chief, Mission Tasking Coordinator) under the Standardized Emergency Management System.