

S-260: Interagency Incident Business Management

UNIT 12 – ALL HAZARDS

In this unit, we'll look at:

- The authorities providing the mechanism for federal agencies to work together
- How the Federal Emergency Management Agency (FEMA) gets involved
- Cooperative agreements between agencies
- FEMA reimbursement policies
- Pay provisions
- Other general considerations and differences from wildland fire incidents
- Authorities for major disaster response
- Federal Emergency Management Agency (FEMA) tasking and billing basics
- FEMA fire management assistance

Information in this topic is also found in Chapter 90 of the SIIBM if you need to look something up after you finish the course.

A major disaster, whether natural or man-made, is characterized by two facts:

- It cannot be handled just by local or state agencies.
- It must be declared a major disaster by the president.

The main authority—or law—opening the door for federal agencies to respond to presidential-declared emergencies is the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act), Public Law 93-288, as amended.

The Stafford Act is implemented through the National Response Framework—also known as the NRF, or the Framework—under the direction of the FEMA administrator. You can access information about the NRF by searching FEMA's Web site at <http://www.fema.gov>.

NRF

The NRF groups its emergency response resources and capabilities under emergency support functions (ESFs). ESFs provide the greatest possible access to federal department and agency resources. There are 15 ESFs in the NRF.

The NRF identifies primary ESF agencies on the basis of authorities (laws) and the availability of resources in a given functional area. ESFs use standardized resource management concepts to dispatch, deploy, and recover resources before, during, and after an incident.

ESF Coordinator

The ESF coordinator is responsible for maintaining ongoing contact with the primary ESF agencies and their designated support agencies. This person must also manage coordination efforts with corresponding private-sector organizations.

Therefore, the ESF coordinator is responsible throughout the following phases of major disaster management:

- Prevention
- Preparedness

- Response
- Recovery
- Mitigation

Once the president declares a major disaster, federal agencies respond by means of a *mission assignment*.

Federal wildland fire agencies typically work under the following ESFs:

- ESF #4
- ESF #9
- ESF #11
- Other ESFs

ESF #4, Fire Fighting

The U.S. Forest Service is designated the ESF coordinator and primary agency. For operations occurring in the state of Alaska, the operational lead for firefighting response is the Department of the Interior, Bureau of Land Management (BLM).

ESF #9, Search and Rescue

The Department of the Interior, National Park Service is the primary agency for search and rescue.

ESF #11, Agriculture and Natural Resources

For ESF #11, the Department of Agriculture is designated the ESF coordinator and co-primary agency. The Department of the Interior is designated as the other co-primary agency.

Other ESFs

The U.S. Forest Service is designated a support agency to 10 of the other 15 ESFs in the network. The Department of the Interior is designated a support agency to 11 of the other 15 ESFs. For further information, check the NRF on the FEMA Web site for support roles of all the various departments and agencies.

The role your agency plays in the ESF response to a major disaster determines what your agency must do to receive FEMA reimbursements for money spent on that mission.

FEMA pays both the primary and the sub-tasked agencies upon receipt and examination of eligible, documented costs incurred.

However, the process varies, depending on whether your agency is:

- The primary agency
- A sub-tasked agency

The Primary Agency

Primary agencies submit their documentation for reimbursement directly to FEMA.

Primary agencies are also responsible for providing cost tracking and reporting guidelines to all incident S-260: Interagency Incident Business Management, Sep 2018
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management personnel, including those who work for sub-tasking agencies.

A Sub-Tasked Agency

Sub-tasking agencies submit documentation of expenses to the primary agency following primary agency policy.

The primary agency reviews, approves, and returns documentation to the sub-tasking agency for direct submission to FEMA.

FEMA will then make payment directly to the sub-tasking agency.

For major disasters involving wildfire management, FEMA provides financial assistance for the following items:

- Cost of wages, travel expenses, and per diem
- Cost of supporting FEMA associate and regional directors
- Cost of materials, equipment, and supplies from regular stocks
- Other costs

Wages, Travel Expenses, and Per Diem

For major wildfire disasters, FEMA provides assistance for the costs of overtime, travel, and per diem of permanent federal agency personnel.

FEMA also provides assistance for the wages, overtime, travel, and per diem, as appropriate, of temporary federal agency personnel, casuals, or nonfederal cooperators assigned solely to support the NRF or as directed by the FEMA associate director or FEMA regional director.

FEMA Directors

For major wildfire disasters, FEMA provides assistance for the costs incurred for any contracted work, services, and materials directed by the FEMA associate director or the FEMA regional director.

Materials, Equipment, and Supplies

For major wildfire disasters, FEMA provides assistance for the cost of materials, equipment, and supplies (including transportation, repair, and maintenance) from the regular stocks of primary and sub-tasking agencies if those materials are used in providing FEMA-directed assistance.

Other Costs

For major wildfire disasters, FEMA provides assistance for all costs incurred if those costs are paid from trust, revolving, or other funds that must be reimbursed by law.

FEMA will also provide assistance for other costs submitted by an agency with written justification or

otherwise agreed to in writing by the agency and the FEMA associate director or the FEMA regional director.

As a member of your agency's personnel who respond to FEMA disasters, you are aware that your agency could be designated a primary agency in one type of disaster and a sub-tasked agency in another type of disaster.

Choose TWO correct statements about other elements governing all risk disaster response.

FEMA requires sub-tasked agencies to submit billing to their primary agency first for approval.

There are 10 ESFs in the NRF.

The president must declare a major disaster in order for federal agencies to become involved.

The Stafford Disaster Relief Law provides the main authority for federal assistance.

Only local agencies will respond to a national disaster.

All hazard risk information is found in Chapter 90 of the SIIBM, but the payment procedures for federal employees responding to all hazard assignments are described in Chapter 10 of the SIIBM. That said, there may be some primary agency regulations that apply.

You can also find more details about pay provisions in the Pay Provisions and Timekeeping/Recording module of this course. Some differences in pay provisions for all hazard incidents do exist pertaining to:

- Biweekly earning limitation
- Overtime
- Hazard pay
- Travel

Biweekly Earning Limitation

The biweekly earning limitation on premium pay isn't automatically waived for Department of the Interior (DOI) and U.S. Department of Agriculture (USDA) general schedule employees working at all hazard incidents.

If an emergency is declared, departmental direction about the biweekly cap will be provided in writing by your agency.

Overtime

Public Law 106-558 doesn't apply to personnel involved in nonfire FEMA incidents or other all hazard assignments.

Exempt employees of the U.S. Forest Service and the Department of the Interior have their overtime hourly rate capped at GS-10, Step 1, or their base rate of pay, whichever is greater.

For more information, take a look at the SIIBM, Chapter 10.

Hazard Pay

You need to refer to 5 CFR 550 to determine whether hazard pay is applicable for general schedule employees responding to an all hazard incident.

You may also need to check out 5 CFR 532 for information about the environmental differential for wage grade S-260: Interagency Incident Business Management, Sep 2018
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employees.

Make sure to list the specific reason for hazard pay or environmental differential when you complete the Emergency Firefighter Time Report, OF-288, to assist home units in applying pay regulations for personnel responding to an all hazard incident.

Travel

Travel is paid under a presidential-declared emergency since it results from an event that couldn't be scheduled or controlled administratively. Provisions outlined in Chapter 10 of the SIIBM apply travel reimbursement for presidential-declared emergencies.

If personnel respond to other types of all hazard incidents (not presidential-declared emergencies), compensation for travel will be decided by agencies on a case-by-case basis. You must contact your agency incident business representative for directions on how to handle travel compensation.

You already know that federal employees are generally paid according to the regs in the SIIBM. However, all hazard incidents may pose a different scenario if your agency isn't the primary agency.

Identify THREE specific areas in all hazard incidents where there may be differences in pay regulations.

Travel

Regular pay during regular hours

Overtime

Benefit contributions

401(k) contributions

Hazard pay

In addition to some of the pay provisions needing close attention at the business end of all hazard incidents, you want to keep an eye on whether there may be regulation differences between your agency and the primary agency for the incident.

Other considerations to look into before you do your paperwork include:

- Processing resource and procurement orders
- Operating guidelines
- Health and medical issues
- Cost share
- Claims

Processing Resource and Procurement Orders

Federal employees responding to all hazard assignments follow the acquisition procedures outlined in Chapter 20 of the SIIBM, plus applicable agency regulations.

In the case of procuring accountable or sensitive property, only procurement personnel should make these purchases. These purchases must be documented according to the guidelines in Chapter 30 of the SIIBM. Procurement personnel must follow the primary agency purchase, documentation, and transfer procedures.

Operating Guidelines

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The operating guidelines you use depend on whose jurisdiction it is. For example, if the incident is in the Bureau of Land Management's (BLM's) jurisdiction, then you would use BLM's guidelines. You would use the Federal Emergency Management Agency's (FEMA's) operating guidelines if the incident is declared a national disaster.

Health and Medical Issues

Chapter 10 of the SIIBM provides specific information about the roles of incident personnel in authorizing and documenting medical treatment. In this course, you can find further information about authorizing and documenting medical treatment in the Compensation for Injury or Illness module.

Cost Share

Chapter 80 of the SIIBM describes cost share agreements for a multijurisdictional incident. Essentially, if the incident is a FEMA incident, FEMA guidelines will apply.

Claims

Federal employees handling claims for all hazard incidents must follow the procedures outlined in Chapter 70 of the SIIBM.

Operating guidelines are one area where you might find differences when your agency responds to an all hazard incident.

Select THREE other business management issues you may need to check for different accounting regulations.

Claims

Medical and health issues

Entertainment for crews

Processing resource and procurement orders

Search and rescue dogs and handlers

Emergency contacts for crew members

The bottom line in all hazard incident business management comes down to your efficient search for what rules and regulations apply. You need to consider how to handle a host of issues, including:

- Biweekly earning limitation and overtime
- Hazard pay
- Travel
- Processing resource and procurement orders
- Operating guidelines
- Medical and health issues and claims
- Cost sharing

You need to ask your incident manager whether you will use the standard agency procedures in the SIIBM or S-260: Interagency Incident Business Management, Sep 2018
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the business management procedures of the incident's primary agency.