



STATEWIDE MUTUAL AID ACT (SMAA)

CHECKLIST FOR REQUESTING

- The political subdivision has declared a state of emergency.
- Request another political subdivision to provide support.
- Request comes from Chief Executive Officer (CEO) or designee of political subdivision.
- Report the request made by the CEO or designee to the Community Support Liaison or Division of Emergency Management (DEM) as soon as practical.
- Request can be communicated orally, but shall be followed up in writing and delivered to the supporting political subdivision within 48 hours.
- Requesting political subdivision will reimburse the supporting political subdivision for loss, damage or resource cost/expenses at the request of the responding political subdivision.
- Completion of the SMAA 113, SMAA Activation Agreement

CHECKLIST FOR RESPONDING

- Assistance may be provided through: donated assets, emergency response personnel, equipment and other assets to be loaned/donated to the requesting political subdivision.
- The resources of the responding political subdivision will be under the Operational control of the requesting agency's Incident Command.
- The responding political subdivision may ask for reimbursement for any loss or damage suffered or expense or cost incurred by the responding political subdivision in the operation of equipment or in providing assistance.
- Request for reimbursement will be followed by the procedures and criteria set up by the Statewide Mutual Aid Committee (SMAC).
- The responding political subdivision will determine if requested resources will be donated if they are perishables or if costs related.
- Completion of the SMAA 113, SMAA Activation Agreement