

IOWA MUTUAL AID COMPACT (IMAC) REQ-A INSTRUCTIONS:

Each “tab” of this Excel Worksheet is a Part of the IMAC REQ-A. Please read the instructions carefully and be sure you understand the process. The REQ-A has several drop down boxes to assist you in filling out the document relative to your political subdivision and authorized representative. These boxes have a small red triangle in the upper right hand portion of the box. A description of the wording for those is included on the reverse side of this instruction sheet.

Part I. Completed by Requesting Political Subdivision

- 1 The Emergency Management Agency (EMA) Coordinator or designee completes the Part I of the IMAC REQ-A form.

Part II. Completed by Assisting Political Subdivision

- 1 Complete all parts of the IMAC Form REQ-A Part II (including detailed cost estimate and personnel costs as identified in Part IV. Other Mission Information).
- 2 The Excel sheet does contain formulas for the cost estimate Part. If a formula is lost within the form either download a new form or repair the formula on your own
- 3 Part II of the IMAC REQ-A must now be signed by the IMAC Authorized Representative in the assisting political subdivision.

Part III. Completed by Requesting Political Subdivision

- 1 After reviewing Part II (completed by assisting political subdivision) and comparing the offer to the initial request (in Part I), the IMAC authorized representative in the requesting political subdivision signs Part III of the IMAC REQ-A.

Part IV. Other Mission Information

- 1 Use this as a continuation of Parts I and II, as needed.
 - 2 Complete the Detailed Cost Estimate to identify the personnel, equipment and commodity costs needed to complete Part II.
- * For help with the REQ-A Form (paper or on-line) – please contact the Readiness and Response Bureau at (515) 323-4310.

Legend to Dropdown Boxes
To/From the Political Subdivision of:
IA Code Ch 29C.22 I a: The “participating governments” of this compact include all emergency management commissions, counties, cities, townships and other political subdivisions of the state which have not acted to withdraw from this compact. A Political Subdivision meets these three criteria: 1.) Elected Official; 2.) Taxation Authority or; 3.) Jurisdictional Boundaries
Authorized Representative means:
IA Code Ch 29C.22 III. e.: Authorized Representatives are: 1.) Mayor or Mayor’s Designee; 2.) Member of the county board of supervisors or a representative from the board or; 3.) An emergency management coordinator or the coordinator’s designee.
Has a disaster or emergency been declared by the local government or by the governor? Yes or No
IA Code 29C.22 I b: “The purpose of this compact is to provide for mutual assistance between the participating governments entering into this compact in managing any emergency or disaster that is <u>declared in accordance with a countywide comprehensive emergency operations plan or by the governor</u> , whether arising from natural disaster, technological hazard, man-made disaster, community disorder, insurgency, terrorism, or enemy attack.
Has the County Emergency Management Agency of the Requesting Political Subdivision been notified? Yes or No
Why is this important? It is the role of the Emergency Management Agency (EMA) to coordinate resources in response to a local emergency or disaster. He/she can assist in locating your needed resource when an incident is occurring in your jurisdiction that is beyond your ability or control. “When an emergency or disaster occurs, the emergency management coordinator shall provide coordination and assistance to the governing of the municipalities and the county.” (IA Code Ch 29C.10.2)
Has the County Emergency Management Agency of the Assisting Political Subdivision been notified? Yes or No
Why is this important? It is the role of the Emergency Management Agency (EMA) to coordinate resources in response to a local emergency or disaster. It is important for him/her to know if a resource has left or will not otherwise be available in the jurisdiction. This information may directly impact the EMA’s ability to coordinate local assets during a disaster or emergency occurring within your county or jurisdictional boundaries. “When an emergency or disaster occurs, the emergency management coordinator shall provide coordination and assistance to the governing of the municipalities and the county.” (IA Code Ch 29C.10.2)