

**Fact Sheet**  
**Criteria for State/U.S. Army Corps of Engineers (USACE)**  
**Federal Direct Assistance**  
**Emergency Operations**

**Purpose:** This fact sheet provides community and county emergency managers the criteria the State, National Guard and the U. S. Army Corps of Engineers (USACE) use to determine if local and County resources are committed to a local emergency operation.

**Background:** State and Federal direct assistance is provided only when the response to major events exceeds the capability of local community and county resources.

Plan Ahead: the State must request USACE assistance in writing.

Requests for National Guard assistance are coordinated between HSEM, the National Guard and the Governor's Office

Checklist of Criteria to be met:

**Local Community**

- \_\_\_\_\_ Establish a response organization; identify Incident Commander.
- \_\_\_\_\_ Equipment engaged in response.
- \_\_\_\_\_ Public and private personnel engaged in response.
  - City employees working on response activities.
  - Volunteer groups are organized.
- \_\_\_\_\_ Request for mutual aid initiated.
  - Neighboring communities contacted.
- \_\_\_\_\_ Private resources hired and responding, if available.
  - Local contractors have equipment on site.

**County**

- \_\_\_\_\_ Establish a response organization; identify ICS organization.
- \_\_\_\_\_ Equipment engaged in response.
  - Public Works/Highway Dept equipment committed and/or on site.
  - Sheriff Dept providing traffic control, security.
- \_\_\_\_\_ Public and private personnel engaged in response.
- \_\_\_\_\_ Request for mutual aid initiated.
  - Neighboring Counties contacted.
- \_\_\_\_\_ Regional offices are providing technical assistance.
  - e.g. DNR, F&G, etc. contacted.
  - Watershed District, BWSR contacted.
- \_\_\_\_\_ Notify State Duty Officer of event and status.

Procedure for requesting State/Federal assistance:

**Community**

- \_\_\_\_\_ Declare State of Emergency.
- \_\_\_\_\_ Contact County Emergency Management Director to request assistance.

**County**

- \_\_\_\_\_ Declare State of Emergency.
- \_\_\_\_\_ Contact State Duty Officer to request assistance
  - County Sheriff requests National Guard assistance.

## Request Details

Requests for State, National Guard and Federal assistance must include a detailed assessment of community and County resources committed. The Request must also detail the type of assistance required. The Request should identify specific missions (e.g. what is the task, where is it needed, for how long), not the number of personnel or equipment needed.

\_\_\_\_\_ Technical assistance

- Climatologic
- Hydraulic and Hydrologic
- Structural
- Emergency works

\_\_\_\_\_ Personnel

- Volunteers for specific tasks
- Security
- Emergency managers

\_\_\_\_\_ Supplies

- Life support
- Administrative
- Sandbags
- Barriers (e.g. traffic cones, jersey)
- Lumber

\_\_\_\_\_ Equipment

- Pumps
- Trucks
- Forklifts
- Construction

## Expectations

Local entities are in charge of the operation. The local organizations manage the primary response. Community and County equipment are working on the response. Local entities must also provide resources to support State and Federal assistance. Expectations include the following:

- The local official remains in charge.
- The local organization is activated and managing the operations.
- The community provides local agreements
  - Assurances
  - Right of entry/rights of way
  - Permits
- The local community provides personnel support
  - Sheltering
  - Life support
  - Emergency medical
- The local community provides operation areas
  - EOC space
  - Communications
- The local community provides equipment to support the operation
  - Local equipment is used first
  - Communication equipment for inter-agency response

Specific National Guard request information – is a separate document.